

City of Elkins
Elkins Hwy. 16 Sidewalk Feasibility Study (TAP-25) (S)
REQUEST FOR LETTERS OF INTEREST

Notice is hereby given that the City of Elkins is seeking letters of interest from qualified consulting firms for the design of a sidewalk feasibility study along HWY 16. This procurement process is based upon Title 23 Code of Federal Regulations Part 172 – Procurement, Management, and Administration of Engineering and Design Related Services. The selected firm must be FAR compliant or provide ARDOT's Safe Harbor Rate documentation.

The work will generally consist of surveying/designing a 1.8 mile stretch of HWY 16 from Stokenbury Road to East 1st Avenue to determine whether placement of a sidewalk is feasible along parts or all of the route on the east or west side and the locations where utilities would need to be moved and right-of-way plans developed. This project includes federal-aid funds, and all work will be reviewed and approved by the Arkansas Department of Transportation (ARDOT). All work and contract requirements shall conform to requirements of the Federal Highway Administration (FHWA), ARDOT, and the City of Elkins.

A letter of interest, together with primary contact information and Architect-Engineer Qualifications Standard Form 330 Parts I and II should be addressed to:

City of Elkins
Attn: Kathy Hall
Elkins City Hall
1874 Stokenbury Rd
Elkins, AR 72727

All responses must be received no later than 4:00 p.m. (CDT) on Oct 1, 2026.

Interested firms must furnish:

1. A cover letter with the firm's response including primary contact information.
2. The firm's completed Architect-Engineer Qualifications Standard Form (SF) 330 Parts I and II (48 CFR §53.236-2(b)). (SF 330 is available on the Department's website.)
http://arkansashighways.com/consultant_services/advertisements/advertisements.aspx
3. A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104.
4. The firm's current copy (within 12 months) of the Department of Finance and Administration (DFA) Illegal Immigrant Contractor Disclosure Form (Ark. Code Ann. §19-11-105). <https://www.ark.org/dfa/immigrant/index.php/user/welcome>

The objective is to select the most qualified firm that best meets the needs of the City of Elkins around design related services. To accomplish this objective, the selection committee will evaluate each consultant based on the following:

No.	Evaluation Criteria	Maximum Points
1	Professional staff including the education, experience, number of personnel available, licensure and registration, and any partnerships with sub-consultants	10
2	General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities	10
3	Past work performance*	10
4	Experience with projects of a similar nature as those advertised	10
Total Points for LOI		40

After a review of all letters of interest received, the selection committee will prepare a short list of consultant firms. The short-listed firms will be furnished with a scope of work and requested to submit detailed proposals for further evaluation.