



---

**CITY OF BELLA VISTA**  
**ARDOT JOB NO. 090720: TRAILS AND GREENWAY MASTERPLAN**  
**REQUEST FOR LETTERS OF INTEREST**

---

Notice is hereby given that the City of Bella Vista is seeking letters of interest from qualified consulting firms for updating the Bella Vista Trails and Greenway Masterplan

**GENERAL SCOPE OF SERVICES**

The work will generally consist of project management, stakeholder and public engagement, data collection and analysis, network recommendations and mapping, development of an implementation plan and best-practice design guidelines, preparation of draft and final documents.

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 Bella Vista.

**SUBMITTAL REQUIREMENTS**

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

City of Bella Vista  
c/o: Taylor Robertson, Planning and Development Director  
101 Town Center  
Bella Vista, AR 72714

All responses must be received no later than 4:00 p.m. (CDT) on Monday, June 29, 2026.

Interested firms must furnish:

- A digital copy of the materials in PDF format, delivered to [trails@bellavistaar.gov](mailto:trails@bellavistaar.gov)
- Three (3) physical copies of the submittal
- A cover letter with primary contact information.
- A description of relevant experience with similar projects or services.
- Form SF-330, Parts I and II, and a resume of key personnel to be assigned to the project.
- A current copy of the firm's equal employment opportunity policy required per Arkansas Code Annotated (Ark. Code Ann.) §19-11-104
- [Contract and Grant Disclosure Certification Form EO-98-04.](#)
- The firm's current copy (within 12 months) of the Department and 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>

**EVALUATION OF LETTERS OF INTEREST**

Consultant selection for this Letter of Interest will follow ARDOT Local Agency Consultant Selection Procedures. The selection committee will evaluate each consultant firm based on the criteria provided in the detailed letters of interest (LOI) in general as follows:



**PLANNING & DEVELOPMENT**

101 Town Center | PO Box 5655

Bella Vista, AR 72714

Ph. (479) 855-8285

[planning@bellavistaar.gov](mailto:planning@bellavistaar.gov)

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
<b>Total Points for LOI</b>		<b>40</b>

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 a scope of work and requested to submit detailed proposals for further evaluation

The City of Bella Vista reserves the right to accept any responses, to reject any or all responses, or to waive any information in responses received where such acceptance, rejection, or waiver is considered to be in the best interest of the City. City of Bella Vista reserves the right to waive any informalities or irregularities in procedure.