

On-Call Services for Local Federal Aid Projects (2024-2028)  
Clarifications & Frequently Asked Questions

In this document are questions and clarifications regarding the On-Call Engineering (and Professional) Services for Local Federal Aid Projects (2024-2028) request for Letters of Interest (LOI). This is the final clarifications document with the only change being to this paragraph from the initial version.

Please respond to the best of your ability regarding the advertisement that was in the Arkansas Democrat-Gazette, Sunday, October 22, 2023, and posted on the ARDOT website.

Below are responses to questions and clarification requests that were received by email or phone calls. If you have further questions about this procurement, please call 501-569-2047 or email [consultantcoordinator@ardot.gov](mailto:consultantcoordinator@ardot.gov) with On-Call Local Federal Aid Projects (2024-2028) in the subject line. Similar questions have been grouped together. Note: Standard Form 330 is abbreviated as SF330.

1. Is there a set number of firms to be selected?  
**Multiple firms for each service area will be selected at the natural break in evaluation scoring.**
  
2. We see that the RFP states “A one-page summary of the qualifications of proposed project manager(s) and key team members, including prime and proposed subconsultants, for each of the above services the firm is interested in performing.”  
**This summary is limited to one (1) page per each individual phase of service. Firms interested in all phases of service may have up to ten (10) pages. This is required in addition to Sections E & G of the SF330, Part I.**
  - Planning Studies
  - Environmental Investigations and Studies
  - Surveys
  - Right of Way Services
  - Roadway and Streetscape Design
  - Lighting and Traffic Signal Design
  - Bridge Design
  - Geotechnical Investigations
  - Materials Testing
  - Construction Engineering and Inspection (CE&I)
  
3. As required on the SF 330, Part I, Section A, Question 3: Can you provide the Solicitation or Project Number to include on the form?  
**On-Call Local Federal Aid Projects (2024-2028)**
  
4. Is the SF330 required along with a separate qualification page listing related project experience or is only the SF330 sufficient?  
**SF330 is required. This is similar to question 2, refer to previous answer.**

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5. Can you clarify whether award will be based on the LOI, or will there be a shortlist and proposal?

This procurement is a qualifications based process and will occur in two steps. The first step is the letter of interest phase. The second step for shortlisted firms will include requests for proposal and/or interviews. All shortlisted firms will undergo the same second step and be provided information regarding that phase's evaluation criteria.

6. If a firm has branch offices, submit a separate SF330 Part II for each branch office seeking work. Due to our firm's diversity of strength and the unknown nature of work that could be assigned, our firm's interpretation of this instruction is that any firm office which may have staff perform work should be listed separately in Part II. Can you confirm this is the proper interpretation?

SF330 Part II should be completed for the location of each specific phase's project manager.

7. Is an 11x17 page allowed for the org chart?

Yes.

8. What is the maximum file size allowed to be sent over email, 25 mb, 50 mb, 1 gb, etc.?

25MB is the largest file size our email system will allow.

If the file exceeds this size, are we allowed to send the file via sharing link such as dropbox, googledocs, onedrive, Egnyte, etc?

No - To be fair and consistent to all firms, submittals are only accepted through email ([consultantcoordinator@ardot.gov](mailto:consultantcoordinator@ardot.gov)).

9. Is it a requirement that we use MicroStation for drawings?

If the project is on the state highway system, yes MicroStation will be required. If the project is off the state highway system, then the drawing requirement will be determined by the Local Public Agency (LPA).

10. Who are the incumbent firms?

This is the first time that ARDOT is assisting Local Public Agencies with procurement of engineering and professional services in this manner, so there are no incumbent firms.

Responses in PDF format, no larger than 25 MB, must be submitted via email to [consultantcoordinator@ardot.gov](mailto:consultantcoordinator@ardot.gov) no later than **4:00 p.m. on November 13, 2023**. Submittals received by 4:00 p.m. will receive an acknowledgement email.

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We are providing a checklist which may be helpful in reviewing your response prior to submittal. This summarizes requirements that were contained in the notification and does not include anything new. This checklist is for your use and does not need to be included in your Letter of Interest PDF submittal.

Checklist for Responses	
Document	Yes / No / N/A
One-page cover letter specifying individual phase(s) of services	
Qualifications summary page(s) of project manager and key team members (page count variable from 1 to 10) standard page size 8.5" x 11"	
SF330 Part I (includes organization chart)	
SF330 Part II	
Contract and Grant Disclosure and Certification Form (EO 98-04)) (2 pages) required for each firm included in the response	

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