



UNIVERSITY OF ARKANSAS

Request for Qualifications – Civil Engineers DESIGN PROFESSIONAL SERVICES

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from **qualified civil engineers** for *professional services contracts* (“on-call”) to provide civil engineering services for various renovation and construction projects. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. Contracts will be for a one-year base term, renewable annually for as many as six additional years, for a maximum term of seven years.

One firm will be selected.

SELECTION SCHEDULE

<i>Request for Qualifications (RFQ) issued</i>	<i>February 24</i>
<i>Statement of Qualification (SOQ) due</i>	<i>March 14</i>
<i>interviews of shortlisted firms</i>	<i>April 4</i>
<i>Board of Trustees selection announced</i>	<i>May 25</i>
<i>contract term begins</i>	<i>July 1</i>

SUBMISSION

The deadline for responses is 1:00pm local time on Tuesday, March 14, 2023.

Please include a letter of introduction signed by a principal or officer of the firm along with a corresponding [email address](#). This email address will be used for all communication related to shortlist, interviews, and selection.

Address [ten \(10\)](#) copies of responses to:

Kristen Knight, Associate Director, Contract Services
University of Arkansas
Facilities Management
521 S. Razorback Road
Fayetteville, AR 72701

Notice to design teams:

The University of Arkansas Board of Trustees has expressed a clear preference for design teams that include a lead consultant from Arkansas. Please note that this will be considered during the selection process.

Format Requirements:

Printed responses should be no larger than 8.5in x 11in, limited to **50 sheets maximum (100 pages)**, fully recyclable (i.e. no plastic covers, plastic tabs, etc.) and bound with glue, staples, or thread (i.e. perfect bound, saddle stitching, etc.). No metal or plastic coils allowed. No loose pages or folders. **Responses that do not meet these requirements will be disqualified.**

Please send a digital copy of the response via email to kristenk@uark.edu in addition to the printed booklets.

Content Requirements:

Include the information below and organize it in an easily accessible manner. You do not need to divide the response into chapters exactly matching the descriptions below. **Responses that do not include the required licensure information will be disqualified.**

1. Proof of licensure or eligibility:

Civil Engineers: All engineers shall hold individual licenses in the State of Arkansas, and all engineering firms shall hold a valid Certificate of Authorization (COA) issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors. Joint venture firms are also required to hold a COA. A COPY OF A VALID ARKANSAS CERTIFICATE OF AUTHORIZATION MUST BE INCLUDED WITH THE SUBMITTAL.

Landscape Architects: All firms shall be licensed by the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. A COPY A VALID ARKANSAS LICENSE MUST BE INCLUDED WITH THE SUBMITTAL.

2. **Recent project experience** (within the past five years) with programming and design of site and landscape projects of a variety of scales and complexities, including low-impact development
3. Experience constructing projects under nationally-recognized sustainable rating systems
4. Current office size, personnel description, and workload
5. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
6. List of projects currently under contract with state agencies or educational facilities
7. Statement of diversity in the workforce, if applicable
8. Certificate of women-owned or minority-owned business, if applicable

Professional services required:

PROGRAM REVIEW, MASTER PLAN REVIEW, IMPLEMENTATION OF CAMPUS STANDARDS, SURVEYING, LANDSCAPE DESIGN, COST ESTIMATING, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, BIDDING, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.