



## UNIVERSITY OF ARKANSAS

### **Request for Qualifications – Mechanical-Electrical-Plumbing (MEP) Engineers DESIGN PROFESSIONAL SERVICES**

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from **qualified mechanical-electrical-plumbing engineers** for *professional services contracts* (“on-call”) for various renovation projects with estimated costs under \$2 million. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. The contracts will be for a term of four years.

*Up to two firms will be selected.*

#### **SELECTION SCHEDULE**

<i>Request for Qualifications (RFQ) issued</i>	<i>February 23</i>
<i>Statement of Qualification (SOQ) due</i>	<i>March 12</i>
<i>interviews of shortlisted firms</i>	<i>April 5</i>
<i>Board of Trustees selection announced</i>	<i>May 23</i>
<i>contract term begins</i>	<i>July 1</i>

#### **SUBMISSION**

**The deadline for responses is 1:00pm local time on Tuesday, March 12, 2024.**

*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:** Georgeta Galbraith, Construction Coordinator  
University of Arkansas  
Facilities Management  
521 S. Razorback Road  
Fayetteville, AR 72701

#### **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 [ggalbra@uark.edu](mailto:ggalbra@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:

*Professional 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.

2. **Recent experience** (within the past five years) with higher education projects of a variety of scales and complexities
3. Current office size, personnel description, and workload
4. Experience constructing projects under nationally-recognized sustainable rating systems
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, FEASIBILITY ASSESSMENTS, COST EVALUATION, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.