



UNIVERSITY OF  
ARKANSAS

**Request for Qualifications – Architects  
DESIGN PROFESSIONAL SERVICES**

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects for *professional services contracts* (“on-call”) for various renovation projects with estimated costs under \$1 million. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. The contracts will be for a one-year base term with possible renewal for three additional years, for a total of four years.

*One firm will be selected.*

**SELECTION SCHEDULE**

<i>Request for Qualifications (RFQ) issued</i>	<i>November 22</i>
<i>Statement of Qualification (SOQ) due</i>	<i>December 10</i>
<i>interviews of shortlisted firms</i>	<i>January 15, 2020</i>
<i>Board of Trustees selection announced</i>	<i>March 19, 2020</i>
<i>contract term begins</i>	<i>July 1, 2020</i>

**SUBMISSION**

**The deadline for responses is 1:00pm local time on Tuesday, December 10, 2019.**

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

**Address ten (10) copies of responses to:** Todd Furgason, Senior Campus Planner  
University of Arkansas  
Facilities Management  
521 S. Razorback Road  
Fayetteville, AR 72701

Statements of Qualification will be reviewed by a selection committee using a standardized *Design Services Shortlist Evaluation* form. This form is available for download at <http://planning.uark.edu/rfq>

Written responses should be bound, limited to **50 sheets maximum (100 pages)**, fully recyclable (i.e. no plastic binding, plastic covers, or plastic tabs), and should include:

1. Proof of licensure or eligibility:

*Architects:* All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed must send a letter to the Arkansas State Board of Architects (501-682-

3171/501-682-3172 fax) stating their intent to respond to an RFQ issued by the University of Arkansas. A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE QUALIFYING LETTER MUST BE INCLUDED WITH THE SUBMITTAL.

2. **Recent project experience** (within the past five years) with programming and design of higher education projects of a variety of scales and complexities
3. Current office size, personnel description, and workload
4. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
5. Prior experience constructing projects under nationally-recognized sustainable rating systems
6. 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

*Please include a letter of introduction signed by an officer or principal of the firm with contracting authority, along with that person's email address. This email address will be used by the university for all communication related to shortlist, interviews, and selection.*

Professional services required:

PROGRAMMING, FEASIBILITY ASSESSMENTS, GRAPHIC PRESENTATION, MASTER PLAN REVIEW, INTERIOR DESIGN, COST EVALUATION, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.