



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 \$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.

*Two firms 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 8, 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:** Georgeta Galbraith, Construction Coordinator  
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. All firms shall be licensed in the State of Arkansas by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors

2. **Recent project 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. 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:

PROGRAM REVIEW, MASTER PLAN REVIEW, COST EVALUATION, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.