



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>December 11</i>      |
| <i>Statement of Qualification (SOQ) due</i>    | <i>January 5, 2021</i>  |
| <i>interviews of shortlisted firms</i>         | <i>January 29, 2021</i> |
| <i>Board of Trustees selection announced</i>   | <i>March 18, 2021</i>   |
| <i>contract term begins</i>                    | <i>July 1, 2021</i>     |

### **SUBMISSION**

**The deadline for responses is 1:00pm local time on Tuesday, January 5, 2021.**

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>

### **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. **Responses that do not meet these requirements will be disqualified.**

Please include a digital copy of the response via email to [ggalbraf@uark.edu](mailto:ggalbraf@uark.edu) or on a flash drive delivered with 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

*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, FEASIBILITY ASSESSMENTS, COST EVALUATION, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.