UNIVERSITY OF ARKANSAS

Request for Qualifications – Engineers
HIGHER EDUCATION EMERGENCY RELIEF FUND III VENTILATION IMPROVEMENTS

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified engineers for the *HEERF ventilation improvements.*

PROJECT DESCRIPTION

The Higher Education Emergency Relief Fund III (HEERF) was authorized by Congress as part of the American Rescue Plan. HEERF is intended to serve students and ensure that learning continues during the COVID-19 pandemic. Studies have shown that increased ventilation and improved filtration can be an effective part of an overall mitigation strategy to reduce the spread of viruses like SARS-CoV-2. A portion of the HEERF funds allocated to the University of Arkansas will be used to upgrade air handling units in classroom buildings with the highest student contact.

The project will prioritize ventilation improvements in four large classroom buildings first, and will address others based on any remaining funds. The priority buildings are Old Main, the Business Building, the Plant Sciences Building, and the Bell Engineering Center. These buildings are among the most frequently used on campus, and have some of the oldest mechanical units.

The design team will be expected to evaluate existing conditions and system configurations and propose modifications based on current best design practices that improve the efficiency, maintainability, and constructability of the system going forward. The most appropriate design solution will likely vary by building and, potentially, by unit. It is expected that the design and construction at each building will proceed on parallel tracks, not sequentially. The design and construction teams will be expected to work hand-in-hand to deliver the project in a timely and cost-effective manner on behalf of the university. This may include early procurement packages or development of multiple bid packages.

Because this project may disturb interior finishes and fixtures, and may require exterior screening in keeping with the architecture of each building, applicants should include an architect as part of their proposed teams.

PROJECT COST

The total project cost is currently estimated at $7.6 million. Engineers and consultants will work with a university building committee, an independent third-party commissioning agent, and Facilities Management to advance campus master planning and design principles, as well as sustainability requirements.

ANTICIPATED PROJECT SCHEDULE

Request for Qualifications (RFQ) issued	*September 10*
Statement of Qualification (SOQ) due	*September 30*
interviews of shortlisted firms	*October 28*
Board of Trustees selection announced	*November 18*
contract negotiations	*November 2021*
design starts	*December 2021*
construction starts	*May 2022*
project complete	*August 2023*

SUBMISSION

The deadline for responses is 1:00pm local time on Thursday, September 30, 2021.
All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Address eight (8) copies of responses to:

Todd Furgason, Senior Campus Planner
University of Arkansas
Facilities Management Planning and Design
521 S. Razorback Road, FAMA C-100
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 send a digital copy of the response via email to *toddf@uark.edu* in addition to the printed booklets.

To avoid potential conflicts of interest, respondents should not communicate with university faculty or staff about this project. This document provides the relevant information for assembling a Statement of Qualifications. If you have urgent questions, you can send them via email to toddf@uark.edu.

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:

   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.**

   Architects: All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed in Arkansas 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. Please include project name, submittal date, and proof of valid NCARB certification in the letter. Consulting and joint venture firms are also required to be licensed by the Arkansas State Board of Architects. Notification to the State Board must be made PRIOR to responding to this solicitation, and **A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE LETTER OF INTENT TO THE STATE BOARD DESCRIBED ABOVE FOR ALL TEAM MEMBER FIRMS MUST BE INCLUDED WITH THE RESPONSE**. The final selected firm(s) will have 30 days to make application for corporate licensure after they are awarded the contract.

2. Organizational chart for design team and all consultants
3. **Specific project experience** (within the past five years) with integrating mechanical systems into existing buildings
4. **Specific project experience** (within the past five years) with institutional-quality interior design and architecture, with particular emphasis on integrating mechanical systems into existing spaces
5. Current office size, personnel description, and workload
6. Experience constructing projects under nationally-recognized sustainable rating systems
7. Experience with fully commissioned projects
8. Proof of current professional liability insurance coverage ($1,000,000 minimum required)
9. List of projects currently under contract with state agencies or educational facilities
10. Statement of diversity in the workforce, if applicable
11. Certificate of women-owned or minority-owned business, if applicable

PROFESSIONAL SERVICES REQUIRED

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

LOCATION

The four priority buildings are Old Main, the Business Building, the Plant Sciences Building, and the Bell Engineering Center.