



UNIVERSITY OF ARKANSAS

Request for Qualifications – Civil Engineers DESIGN PROFESSIONAL SERVICES

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from **qualified civil engineers** for *professional services contracts* (“on-call”) to provide civil engineering services for various renovation and construction projects. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. 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>February 11</i>
<i>Statement of Qualification (SOQ) due</i>	<i>March 1</i>
<i>interviews of shortlisted firms</i>	<i>April 8</i>
<i>Board of Trustees selection announced</i>	<i>May 26</i>
<i>contract term begins</i>	<i>July 1</i>

SUBMISSION

The deadline for responses is 1:00pm local time on Tuesday, March 1, 2022.

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

Please send a digital copy of the response via email to 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:

Civil 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.

Landscape Architects: All firms shall be licensed by the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. A COPY A VALID ARKANSAS LICENSE MUST BE INCLUDED WITH THE SUBMITTAL.

2. **Recent project experience** (within the past five years) with programming and design of site and landscape projects of a variety of scales and complexities, including low-impact development
3. Experience constructing projects under nationally-recognized sustainable rating systems
4. Current office size, personnel description, and workload
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, MASTER PLAN REVIEW, IMPLEMENTATION OF CAMPUS STANDARDS, SURVEYING, LANDSCAPE DESIGN, COST ESTIMATING, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, BIDDING, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.