

**Request for Qualifications – Architects
Design Professional Services**

The University of Arkansas at Pine Bluff, in accordance with policies of the Board of Trustees, is soliciting responses from qualified architects for professional services contracts (“on-call”) for minor maintenance, renovation and construction projects on campus with cost under \$1 million. Please refer to board policy 740.2 at <http://www.uasys.edu/policies/740.2.PDF>. The contracts will be for a one-year base term with possible renewals for three additional years, for a total of four years.

ANTICIPATED PROJECT SCHEDULE

<i>Request for Qualifications (RFQ) issued</i>	<i>January 29, 2023</i>
<i>Statement of Qualification (SOQ) due</i>	<i>February 28, 2023</i>
<i>Interviews of shortlisted firms</i>	<i>March 30, 2023</i>
<i>Board of Trustees selection announced</i>	<i>May 25, 2023</i>
<i>Contract Term begins</i>	<i>July 1, 2023</i>

SUBMISSION

The deadline for responses is 1:00 pm local time on Tuesday, February 28, 2023.

Address eight (5) copies of responses to:

Alisha Lewis, Procurement Official
University of Arkansas at Pine Bluff
1200 N. University Drive
Administration Building-Office #102
Pine Bluff, Arkansas 71601

Statements of Qualification will be reviewed by a selection committee using a standardized Design Services Shortlist Evaluation form.

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 lewisal@uapb.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 lewisal@uapb.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 description below. **Responses that do not include the required licensure information will be disqualified.**

1. A letter of introduction 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.
2. 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 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 at Pine Bluff. 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.

3. Organization chart for design team and all consultants
4. **Recent project experience** (within the past five years) with programming and design of higher education projects of a variety of scales and complexities
5. Experience constructing projects under nationally recognized sustainable rating systems
6. Current office size, personnel description, and workload
7. Experience constructing projects under nationally recognized sustainable rating systems
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.