

# ARKANSAS TECH UNIVERSITY

## PROCUREMENT SERVICES

404 N El Paso  
Russellville, Arkansas 72801  
jwarren2@atu.edu  
479-356-2287

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## REQUEST FOR PROPOSAL

**Project:** RFP ATU 26-001

**Title:** Job Order Contracting (JOC) for General Contractor Services

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## PROPOSAL DEADLINE

**Proposals must be received no later than:  
2:00 P.M. Central Time – March 13, 2026**

**Proposal Delivery Address and Opening Location:**

Arkansas Tech University  
Procurement Services  
404 N El Paso  
Russellville, AR 72801

Proposals will be accepted until the time and date specified above. The proposal package must be sealed and clearly marked with the proposal number, date and hour of proposal opening, and the proposer's return address.

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## 1.0 INTRODUCTION

Arkansas Tech University (ATU) is requesting Proposals from qualified General Contractors interested in providing **Job Order Contracting (JOC) services** to the University. The selected Job Order Contractor must possess a valid **Arkansas Contractor's License** and shall provide construction, project administration, and planning services for all ATU-owned facilities, including but not limited to new construction, repairs, alterations, replacements, and maintenance.

Arkansas Tech University has determined that the use of Job Order Contracting provides an effective and efficient means of reducing total project lead-time and costs for small to medium construction projects. The University reserves the right to award this contract to **multiple vendors** if doing so is determined to be in the best interest of the University.

Pursuant to **Arkansas Code §19-4-1416**, Arkansas Tech University is authorized to utilize Job Order Contracting as a procurement method.

The resulting contract will be considered an **on-call contract**, allowing ATU to issue Work Orders for construction services as required during the contract term.

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## 2.0 ARKANSAS TECH UNIVERSITY BACKGROUND

Founded in **1909**, Arkansas Tech University is a public comprehensive institution of higher education located in **Russellville, Arkansas**. ATU serves students from across Arkansas, the region, and the nation, offering associate, undergraduate, and graduate degree programs through multiple academic colleges.

Arkansas Tech University is committed to academic excellence, workforce development, and responsible stewardship of its physical campus. The University continually invests in facilities that support teaching, research, student life, and community engagement.

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## 3.0 SELECTION PROCESS

Proposals will be evaluated in three (3) phases.

### Phase One – Compliance Review

Procurement Services will determine whether each proposal meets all mandatory requirements of this RFP. Failure to comply may result in a proposal being deemed non-responsive. The University reserves the right to waive minor irregularities.

### Phase Two – Technical and Business Evaluation

An evaluation committee appointed by Arkansas Tech University will review and score the technical and business proposals in accordance with the criteria outlined in Section 6.

Pricing will be provided to the committee during the initial evaluation term.

### Phase Three – Short List Selection

Shortlisted firms may be invited to participate in interviews. Interview dates will be communicated in writing to selected firms.

Final selections will be based on combined scores from proposals, interviews, and pricing.

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## 4.0 SCHEDULE (TENTATIVE)

Event	Date
RFP Issued	February 4, 2026
Mandatory Pre-Response Meeting	February 18, 2026 2 p.m.
Proposal Submission Deadline	March 13, 2026 2 p.m.
Notification of Interviewees	Week of March 30, 2026
Interviews	Week of April 6, 2026
Award Notification	Week of April 20, 2026
Contract Execution	July 1, 2026

Dates are subject to change by addendum.

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## 5.0 INFORMATION FOR JOC CONTRACTOR

- The RSMeans Cost Data (current edition) will be used at the time of contract execution and at each annual renewal.
  - ATU project managers will verify that all contractor estimates do not exceed RSMeans pricing.
  - Each Work Order shall be issued individually and shall not exceed \$1.2 million, inclusive of sales tax and design fees.
  - All Work Orders issued for the same project shall be treated as a single Work Order for purposes of the dollar limit.
  - The initial contract term will end June 30, 2027 and may be renewed annually for up to four (4) total years, subject to mutual agreement and satisfactory performance.
  - The JOC Contractor must maintain an office within 150 miles of the ATU Russellville campus.
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## 6.0 QUALIFICATIONS AND EVALUATION CRITERIA

Proposals will be evaluated on a best-value basis using the following criteria:

Section	Maximum Points
Statement of Qualifications	20
References	10
Contract Management & Personnel	20
Pricing (Mark-Up Percentage)	50
<b>Total Possible Points</b>	<b>100</b>

## 6.1 Statement of Qualifications

Provide a minimum of six (6) projects completed within the last twenty-four (24) months demonstrating experience managing multiple small construction projects.

## 6.2 References

Provide three (3) references for similar work performed within the State of Arkansas.

## 6.3 Contract Management and Personnel

Submit organizational charts, staffing plans, and resumes for key personnel.

## 6.4 Pricing Proposal

Submit the JOC Pricing Proposal form indicating proposed mark-up percentages.

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## 7.0 SUBMISSION REQUIREMENTS

Proposers must submit: - One (1) hard copy – One (1) electronic copies on flash drive (or as otherwise specified by ATU)

No emailed proposals will be accepted.

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## 8.0 MANDATORY PRE-RESPONSE MEETING

A mandatory pre-response meeting will be held on **February 18, 2025 at 2 p.m. at 404 N El Paso Russellville, AR 72801** Only general contracting companies represented at the meeting may respond to this RFP. All questions regarding this RFP must be submitted in writing no later than **February 20, 2025 4 p.m. Responses will be posted at [www.atu.edu/purchasing](http://www.atu.edu/purchasing) by Monday, February 23 at 4 p.m.**

### **Contact:**

Arkansas Tech University  
Jennifer Warren, Director of Procurement  
jwarren2@atu.edu  
479-356-2287

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## 9.0 ADDENDA

Any addenda issued will be posted on the Arkansas Tech University procurement website. It is the proposer's responsibility to monitor the website for updates.

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## ATTACHMENTS

### Attachment 1 – Proposer References

Submission of this attachment is mandatory. Failure to complete and return this attachment with the proposal may result in rejection.

Provide three (3) references for projects of similar scope completed within the last five (5) years.

#### Reference 1

Firm Name	
Address	
Contact Person	
Phone / Email	
Dates of Service	
Contract Value	
Brief Description of Services	

#### Reference 2

Firm Name	
Address	
Contact Person	

Phone / Email	
Dates of Service	
Contract Value	
Brief Description of Services	

**Reference 3**

Firm Name	
Address	
Contact Person	
Phone / Email	
Dates of Service	
Contract Value	
Brief Description of Services	

Brief Description of Services:

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Attachment 2 – JOC Pricing Proposal

Company Name: \_\_\_\_\_

**Proposed Mark-Up Percentage (inclusive of overhead, profit, and administrative costs):**

\_\_\_\_\_ %

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Attachment 3 – Addendum Acknowledgement

The undersigned acknowledges receipt of the following addenda issued by Arkansas Tech University:

Addendum #1  Addendum #2  Addendum #3  Addendum #4  Addendum #5

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Attachment 4 – Signature Certification Page

By signing below, the undersigned certifies that this proposal has not been prepared in collusion with any other proposer and that all information provided is accurate and complete.

Company Name: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_