



Arkansas Tech University
Business Services
404 N El Paso Avenue
Russellville, AR 72801
479-968-0269

REQUEST FOR QUALIFICATIONS
Architect
ON-CALL SERVICES – JOC PROJECTS

RFQ 24-002
DUE: FEBRUARY 9, 2024
2:00 P.M. CST

GENERAL INFORMATION

Arkansas Tech University in Russellville, Arkansas is seeking Request for Qualifications from qualified architects to provide On-Call Architectural Services in assistance with projects that fall under the Job Order Contract threshold.

The university utilizes multiple Job Order Contracts and the goal of this RFQ is to partner with an architect firm(s) that will prioritize ATU and our projects. We seek a firm to be part of our community.

BACKGROUND

Arkansas Tech University is a public, comprehensive, regional University that was established by Act 100 of the 37th Arkansas General Assembly in 1909. ATU offers credentials and degrees at the technical certification, associate, baccalaureate, graduate and doctoral levels. The University operates campuses in Russellville and Ozark as well as Arkansas Tech Career Center (ATCC).

ATU was ranked No. 1 in Arkansas on CollegeNET's Social Mobility Index nine of the past ten years. The annual rating is an indicator of a University's success in providing graduates with a pathway to an enhanced economic standing.

Arkansas Tech is recognized as a statewide leader in STEM education. Students explore intersecting career paths made possible by more than 100-degree options for undergraduate students and more than 25 paths of graduate study.

SCOPE

Projects may include renovations, small new construction, building and infrastructure renovations, ADA upgrades, waterproofing, roofing, drainage specifications, space planning, master planning and landscape design. Professional services needed may include program review, cost estimating, schematic design, design development, construction documents, bidding, construction administration and project closeout. No guarantee is made as to the quantity of work to be awarded related to the on-call services contract. Job Order Contracting (JOC) projects may never exceed \$1.2 million in scope and are primarily made up of various smaller dollar projects. Only those projects exceeding \$100,000 require architectural services.

GENERAL QUALIFICATIONS

- We seek advice, expertise, design, and construction administration services for the overall task intended and for specific projects, of which there are many, to be defined collaboratively from professionals who have the capacity and documented experience in assignments of this nature.
- Specialties may include structural, mechanical, plumbing, and electrical engineers; L.E.E.D. accredited professionals; audio-visual, estimating, interior design, traffic, landscape, and acoustical consultants; and others as needed to fulfill the requirements of the project(s).
- We also request competence and documented experience with sustainability and local renewable energy sources.

QUALIFICATION SUBMISSION REQUIREMENTS & EVALUATION CRITERIA:

Each firm should present one hard copy and one electronic copy, flash drive preferred, of the following information (8 ½ x 11 format) in its response to this request and one (1) electronic redacted copy. Firms will be evaluated on a range of criteria, including, but not limited to these qualifications:

- Cover letter with the name, physical and e-mail address, and phone number of the main point of contact.
- Detail of the firm, its size, structure, disciplines, experience, and a profile of its philosophy and approach.
- Detail of adequate staff and proposed design or consultant team for the project including preferred partners with specialized expertise.
 - a. Provide resumes listing qualifications and experience of the staff who are key team members responsible for project management.
- List of previous experience with similar projects, specifically any prior work with institutions of higher education, K-12 and demonstrated understanding of the unique special needs of residential colleges (housing, classroom, recreation).

- a. Current workload and State projects awarded
- b. Recent experience with project costs and schedules
- c. Record of successfully completed projects without legal or technical problems.
- List of deliverables and presentation documents that your firm can/will produce if engaged.
- Construction administration capabilities.
- Proximity to and familiarity with Arkansas Tech University.
- Other factors that may be appropriate for the project.
- Licensed in the State of Arkansas.

Summary of Scoring – from above criteria

5 points	Cover Letter
20 points	Firm Detail – size, structure, experience
20 points	Staff Detail
20 points	Previous experience with similar projects
5 points	Deliverables and presentation documents
10 points	Construction Administration
<u>20 points</u>	<u>Proximity to and familiarity to ATU</u>
100 Total Points Possible	

Important

ATU committee members will evaluate submittals and create a short list of firms. These firms will be interviewed and/or invited for presentations.

Fees will be negotiated with the successful firm. If Arkansas Tech is unable to negotiate a satisfactory fee for the services to be provided, negotiations will be formally terminated. Arkansas Tech will then undertake negotiations with the next most qualified firm.

Responses must be received from firms licensed in Arkansas. Out-of-state firms should joint venture, align, or associate with an in-state firm or apply for licensing as coordinated with the Arkansas State Board of Architects (www.arkansas.gov/arch, 501-682-3171).

The University reserves the right to reject any or all proposals for any reason it may determine to be in the best interest of Arkansas Tech and to waive any irregularities therein.

The University will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the Request for Qualifications and for any work performed prior to the issuance of a contract. Any resulting contract will be governed by the laws of the State of Arkansas.

GENERAL SUBMITTALS

ALL Respondents will be **required** to complete the following forms:

Contract and Grant Disclosure and Certification Form

EEO Policy Letter
Illegal Immigrant Certification Form
Restriction of Boycott of Israel Certification
Current copies of licenses
Current copy of certificate of insurance

Forms are available on our web site. www.atu.edu/purchasing

DELIVERY OF SUBMITTALS

Responses to this Request for Qualifications must be received by **2:00 p.m., February 9, 2024** to be considered.

Send one (1) original hard copy and one (1) electronic copy of the response, preferably on flash drives. Please include one (1) electronic redacted copy if your response warrants redaction for FOIA purposes.

Submittals are to be delivered to:

**ATU Business Services
404 N El Paso
Russellville, AR 72801
Attn: Jessica Holloway
RFQ 24-002**

Late responses, responses en route, or those left at locations other than the Business Services Office will not be considered.

Questions regarding this request for qualifications can be directed Jessica Holloway, Associate VP Admin & Finance – Business Services, Tel. (479) 968-0269, Email jholloway@atu.edu.

MINORITY BUSINESS POLICY: It is the policy of the State of Arkansas and this university that Minority Business Enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the University encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to subcontract portions of any state contract to Minority Business Enterprises. If contractors are unable to include minority owned businesses as subcontractors, they may explain the circumstances preventing minority exclusion.