



**Business Services - Procurement
404 N El Paso
Russellville, AR 72801
479-968-0269**

REQUEST FOR QUALIFICATIONS

**ATHLETIC FACILITIES MASTER PLAN
RFQ 24-012**

DUE: MARCH 14, 2024 AT 4:00 P.M. CST

GENERAL INFORMATION

Arkansas Tech University in Russellville, Arkansas is seeking Request for Qualifications from qualified professional planning and design firms with master planning experience for athletic facilities to prepare a comprehensive Athletic Facilities Master Plan for Arkansas Tech University.

The purpose of this Request for Qualifications is to solicit experienced firms to provide a comprehensive evaluation of existing athletic facilities and future space and programming needs for the student-athletes at Arkansas Tech University. The goal is to develop a realistic and actionable Athletic Facilities Master Plan which will enhance the day-to-day student-athlete experience by providing first-class facilities to maximize player development and recruiting.

BACKGROUND

Founded in 1909, Arkansas Tech University is a comprehensive public institution with a rich history, maintaining regional accreditation from the Higher Learning Commission (HLC) and classification as a Southern Regional Education Board (SREB) level III institution. ATU was ranked the No. 1 regional public university in Arkansas by U.S. News and World Report in 2021-22 and 2022-23 and CollegeNET recognizes ATU as the No. 1 institution in Arkansas on its Social

Mobility Index. Since 2019, Arkansas Tech has been the host institution for the prestigious Arkansas Governor's School. The 559-acre Russellville campus, located in the scenic Arkansas River Valley between the Ozark and Ouachita Mountains, is just one hour from the capital city of Little Rock. Russellville features a charming blend of historic and modern architecture as well as the recreational opportunities provided by Lake Dardanelle and several state parks. Offering more than 100 undergraduate degree programs and more than 40 graduate degree and certificate programs across five academic colleges and two campuses, Arkansas Tech strives to provide a solid educational foundation for life-long learning to a diverse community.

Additional Information about Arkansas Tech University can be found by visiting www.atu.edu

PURPOSE

The University is undertaking a significant athletic facility review to improve and expand its student, student-athlete, and fan experience by renovating existing facilities and/or constructing new facilities for existing and possible future NCAA II sports. The University is seeking to partner with an experienced athletic planning and design firm to assist the University in creating a functional and aesthetically pleasing spaces that will enhance the athletic, academic, and campus experience for both students and student-athletes. The University is seeking proposals from athletic planning and design firms to create an athletics facilities master plan.

Such facilities will be operated and maintained by the University. General project parameters and information regarding the University's preferred development and financing model are included below. Based upon the proposals received, the University intends to select one firm with which to enter an exclusive negotiation period. The detailed terms of the development agreement and leases will be finalized during that period.

PROJECT OVERVIEW

The improvements involve the planning, design, and construction of multiple athletic facilities; Tucker Coliseum, Chartwell's Women's Sports Complex, new Football Indoor to include weight room/wrestling/golf, new soccer/track complex, Baswell Field, and Hull Building. A campus map showing the location of the proposed site for each facility/improvement is attached as Exhibit A – Campus Map. Interactive map may be found: <https://www.atu.edu/map/index.php>

Qualified respondents are invited to submit a written proposal outlining your qualifications and experience to provide the services as described in the Scope of Services, and in accordance with the terms, conditions and requirements set forth in the RFQ. The successful proposer will provide the scope of services in accordance with all applicable laws, regulations, and professional standards. It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will terminate upon satisfactory completion of services and delivery of final Athletics Facilities Master Plan. Arkansas Tech reserves the right to extend the contract term on a month-to-month basis sufficient to allow for the completion of contracted services.

SCOPE OF SERVICES

The primary objective of the Athletics Facilities Master Plan study to be performed is to help the University improve the design and layout of each of its locations noted above. The study should consider all aspects of the Athletic Department and University's operating and constructed environment from current conditions through anticipated requirements in 2035.

Arkansas Tech invites all firms to submit a proposal in response to this request. Arkansas Tech's goals to be achieved through this endeavor are as follows:

Program Offerings - Documentation of existing and proposed program offerings with respect to space needs. (Validation of program offerings to meet the needs of the University's service area is an instructional function outside the scope of this study.)

Facilities - Correlate programmed needs as outlined above with facilities to determine efficiency, adequacy, and opportunities for enhancement. Additionally, identify opportunities for changes in the constructed environment to create a more functional and friendly setting, improve operational efficiencies and enhance the quality of the student-athlete, employee, and fan experience.

Program Growth Projections - Provide forward-looking program growth projections and a proposed timeline of facilities enhancements to meet needs resulting from those projections.

Cost Effectiveness - Provide estimates of construction costs for proposed enhancements including any deferred maintenance to current infrastructure, and a general prioritization of deferred maintenance, significant improvements and remodels, and new development.

Final Product – Full Athletics Facilities Master Plan inclusive of the above items for each location specified.

DESCRIPTION OF PROJECT

A separate Athletics Facilities Master Plan has not been conducted at Arkansas Tech. During the Campus Master Plan in 2017, there was minimal athletics emphasis.

Due to the continued expansion of athletic programs, need for additional enrollment through recruitment, desire to improve the on-campus student experience, and need to address aging facilities, Arkansas Tech needs a new comprehensive Athletics Facilities Master Plan to facilitate better informed strategic development decisions. Arkansas Tech is requesting proposals to create a fifteen-year comprehensive athletics facilities master plan.

Project considerations should include:

- Defined space and program planning needs to be supported by appropriate facilities and support functions

- Landscaping enhancements considering conservation, environmental aesthetic, and safety objectives
- Sustainable construction and maintenance considerations that consider future energy, technology and building practices anticipated in the next decade
- New/proposed structures
- Remodeling of existing structures
- Design standards to be used by Arkansas Tech in construction projects
- Five-year milestone documentation
- The architect should plan to assist Arkansas Tech in presenting the Athletics Facilities Master Plan to the Arkansas Tech Board of Trustees.
- Awarded contract shall not exceed \$100,000 for the project.

The consultant/architect is expected to provide a schedule of meetings with a steering committee, staff and students, and other appropriate personnel to gather necessary information and data to complete the study and establish the final product. They will be required to meet as frequently as needed with the Athletics Facilities Master Plan Steering Committee for the purpose of providing a periodic progress report. Such meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The consultant/architect shall produce the following major written products for review by Arkansas Tech:

- A. Preliminary reports with multiple master plan concepts, goals, and objectives for college leadership review and comment.
- B. Graphic illustrations of the Athletics Facilities Master Plan concepts.
- C. Final report and graphic illustration(s) of the Athletics Facilities Master Plan.
 - a. Minimum master facilities plan document shall include:
 - History of each facilities location
 - Potential future program additions
 - Description of current athletics facilities
 - Purpose and Objectives of the master plan
 - Analysis, observations, conclusions, recommendations, and cost estimates related to the following components:
 - Health and Safety Support Services
 - Land Use and Function
 - Circulation and Parking
 - Aesthetics and Open Space Utilities
 - Landscape Design
 - Any Additional Revenue Opportunities
 - b. Additional content required:
 - Strategic planning documents have been prepared by Arkansas Tech and are available to vendors upon request. Analysis, observations, conclusions, and recommendations for facilities will include consideration for sustainable building and maintenance projects.
 - c. Building condition assessment
 - Provide a building condition assessment to evaluate the physical conditions of building components and their estimated useful life, as well as the cost estimates associated with maintenance and capital repairs to include:

- ADA Compliance
 - Building Interior Elements
 - Civil/Site Development and Amenities – Pavements, Entrances, and Sidewalks
 - Document Review – Drawings, Specifications, Reports, and Records
 - Fire Protection, Emergency, and Life Safety Regulations
 - Mechanical, Electrical, and Plumbing Systems
 - Technology Infrastructure Systems
 - Structure, Foundation, and Exterior Wall Systems
 - Preliminary Review and On-Site Observations
- d. A separate document shall be provided that will identify the design standards that will be used by Arkansas Tech in construction and renovation projects.
- e. Optional considerations:
- Enhancements to the document or process proposed at the discretion of the proposer.

EVALUATION CRITERIA

Evaluation shall be guided by the following evaluation criteria:

- Firm Qualifications and Experience (20 pts)
- Demonstrated Qualification of Personnel and Team (15 pts)
- Proposed Approach and Methodology (15 pts)
- Past Performance and References (10 pts)
- Overall Suitability to Meet Project Needs (20 pts)
- Understanding of and Alignment with University Mission and Vision (20 pts)

Factors not specified in the Request for Proposals shall not be considered, although this criterion may have subcomponents used in rating not identified in this document.

Arkansas Tech 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.

INSTRUCTIONS

A. General Instructions

- a. Proposers should carefully read the information contained herein and submit a complete response to all requirements and questions as directed.
- b. Proposals and any other information submitted by Proposers in response to this RFQ shall become the property of Arkansas Tech.
- c. Arkansas Tech will not provide compensation to proposers for any expenses incurred by the proposer(s) for preparation of proposal or for any demonstrations that may be made, unless otherwise expressly stated. Proposers submit proposals at their own expense.
- d. Proposals, which are qualified with conditional clauses, alterations, or items, not called for in the RFQ documents, or irregularities of any kind are subject to disqualification by Arkansas Tech, at its option.
- e. Each proposal should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of Arkansas Tech's needs.
- f. Arkansas Tech makes no guarantee that an award will be made because of this RFQ and reserves the right to accept or reject any or all statements of qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ or resulting agreement when deemed to be in Arkansas Tech's best interest.

B. Preparation and Submittal Instructions

- a. Proposals must be submitted and received in the Business Services Department on or before the time and date specified in the Submittal Instructions.
- b. The envelope containing one hard copy proposal and one electronic submission shall be addressed as follows:
 - Name, Address and Telephone Number of Proposer.
 - Project Description/RFQ Title; and Proposals Due Date/Time.
- c. Late Proposals will not be considered under any circumstances and will be returned to the proposer unopened.

C. Document Format and Content

- a. Proposals must be signed by Proposer's company official(s) authorized to commit such statement of qualifications
- b. Proposals must be typed on letter-size (8-1/2" x 11") paper. Arkansas Tech requests that proposals be submitted in a binder. Preprinted material should be referenced in the proposals and included as labeled attachments. Sections should be divided by tabs for ease of reference. An electronic copy of the proposals must be provided in pdf format.
- c. Table of Contents: Include with the proposals a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to

facilitate easy reference of the sections of the proposals as well as separate attachments (which should be included in the main Table of Contents). Supplemental (i.e., not required) information and attachments included by your firm should be clearly identified in the Table of Contents and provided as a separate section.

- d. **Pagination:** All pages of the proposals should be numbered sequentially (1, 2, 3, _). Attachments should be numbered or referenced separately.
- e. **Number of Copies:** Submit one (1) original printed and one (1) electronic copy of your proposals including all required Arkansas Tech forms and documents. An original (manual) signature must appear on one (1) original printed copy and must be reflected in the original electronic copy. The electronic copies should be in PDF format and should include the entire submission. The front cover of the binder containing your response should be clearly marked with the Project Name/RFQ title.

D. Proposer Response

General: The proposals should clearly define (i) the firm's total capacity and capabilities, (ii) qualifications to perform the work, (iii) ability to perform the services outlined in the Scope of Services, (iv) an understanding of Arkansas Tech 's mission, and (v) what differentiates this firm from its competitors. At a minimum, the Technical Proposal shall include the following:

- a. Cover letter
The cover letter shall not exceed 1 page in length, summarizing key points in the proposals and shall briefly furnish background information about the firm, including date of founding, number and location of offices, location of company headquarters/main office, total number of employees' company-wide and total number of employees, and principal lines of business. Certify that the firm is legally permitted or licensed to conduct business in the State of Missouri for the services offered. Only individual firms or lawfully formed business organizations may apply. (This does not preclude a respondent from using consultants).
- b. Table of Contents
Immediately following the cover letter and a complete table of contents for material included in the response documents.
- c. Tab 1: Firm's Qualification and Experience
Describe the qualifications and experience of the responding firm and their ability to provide the services as described in this RFQ.
- d. Tab 2 – Demonstrated Qualifications of Personnel and Team
This section should include an organizational chart and discuss roles and responsibilities of the proposed designated staff providing the services described in this solicitation. Provide brief resumes (not more than one (1) page) for each key personnel
- e. Tab 3 – Proposed Approach & Methodology
Describe and discuss your understanding of the project and proposed approach and methodology in providing the services of the type and kind required in this RFQ.
- f. Tab 4 - Past Performance and References

Including a list and description of services provided for three (3) to five (5) recent master plan projects, this section should utilize examples and establish the ability of the respondent (and its sub-consultant, if any) to satisfactorily perform the required work. Demonstrate the capability and successful past performance of the firm with respect to producing high quality services, maintaining good working relations for services of the required in this RFQ. Preference for references and projects of schools of equivalent size.

g. Tab 5 – Business Relationship Strength

“Business Relationship Strength” for the purpose of this RFQ shall mean the definition and commitment of the respondent towards a mutually successful “relationship” between the selected contractor and Arkansas Tech for the duration of the contract. Respondent’s proposal must include their definition, proposal, and commitment to forge, foster and maintain a mutually successful “relationship” with Arkansas Tech.

h. Tab 6 – Required Attachments

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

QUALIFICATION SUBMISSION REQUIREMENTS & EVALUATION CRITERIA:

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 to campus master planning.
- 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 would be directly involved in this project
 - b. Provide resumes and project lists for each consultant(s) who will be used to prepare the plan
- List of previous experience with similar projects, specifically any prior work with institutions of higher education 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.
- Detail proven management and technical expertise, adequate to demonstrate the firm’s ability to prepare a campus athletic master plan of this type and scope, complete with names and telephone numbers of contact personnel.

- Describe what elements are important to a successful campus athletic master plan.
- Describe the process that your firm would use in developing a campus athletic master plan.
- List items and information that your firm will require from Arkansas Tech in support of your work on this project.
- List of deliverables and presentation documents that your firm can/will produce if engaged.
- Describe in detail your firm's approach to involving the campus community, as well as other constituent groups in the master planning process.
- Construction administration capabilities.
- Proposed schedule and timeline information.
- Proximity to and familiarity with Arkansas Tech University.
- Other factors that may be appropriate for the project.

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.

Awarded contract shall not exceed \$100,000 for this completed project.

DELIVERY OF SUBMITTALS

Responses to this Request for Qualifications must be received by 4:00 p.m., March 14, 2024 to be considered. Send one (1) original hard copy and one (1) electronic copy of the response.

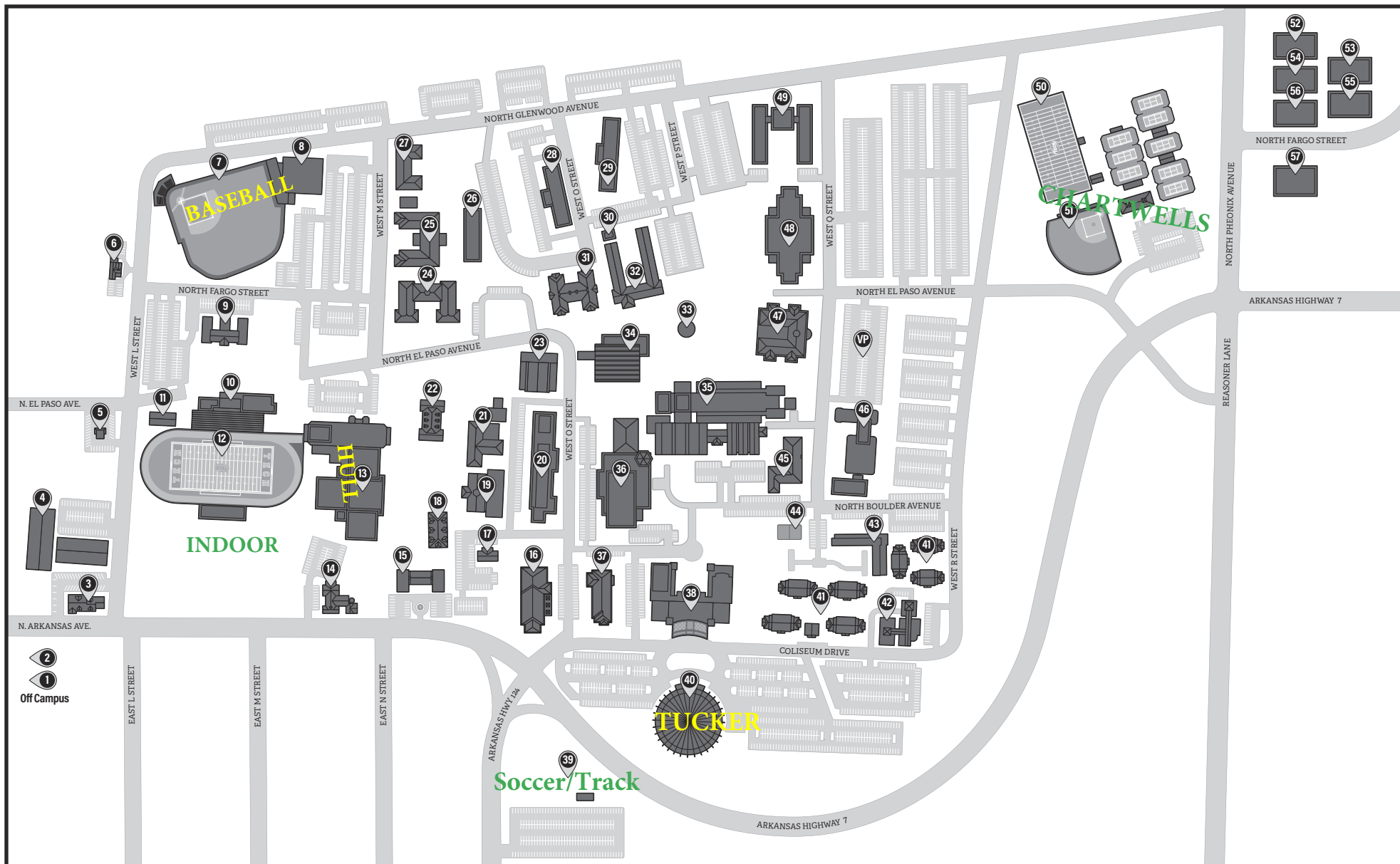
Submittals are to be delivered to:

**Business Services - Procurement
404 N El Paso
Russellville, AR 72801
Attn: Jessica Holloway, APO, AVP Business Services
RFQ 24-012**

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

Questions regarding this request for qualifications can be directed Jessica Holloway, Director of Procurement, 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.



- | | | | | | | | |
|----------------------------------|-------------------------------------|----------------------------|-------------------------------|--------------------------------------|----------------------------------|---|--|
| 1 Green & Gold Cupboard | 8 Multi-Sport Complex | 15 Caraway Residence Hall | 23 Techionery | 31 Nutt Residence Hall | Fields | 47 Ross Pendergraft Library and Technology Center | 53 Fisheries, Wildlife and Engineering Lab |
| 2 Public Safety | 9 Williamson Hall | 16 Brown Hall | 24 Wilson Residence Hall | 32 Dean Hall | 40 Tucker Coliseum | 48 Witherspoon Hall | 54 Tech Farm |
| 3 Rock House | 10 Baswell Residence Hall | 17 ROTC | 25 M Street Residence Hall | 33 Hindsman Tower | 41 University Commons Apartments | 49 Paine Residence Hall | 55 Animal Science Teaching Lab |
| 4 Stadium Suites Student Housing | 11 Visiting Team Dressing Facility | 18 Browning Hall | 26 Hughes Residence Hall | 34 Baswell Techionery | 42 Energy Center | 50 Marching Band Practice Field | 56 Facilities Management Building |
| 5 Taco Villa Building | 12 Thone Stadium at Buerkle Field | 19 Tomlinson Hall | 27 Critz Residence Hall | 35 McEver Hall | 43 Jones Residence Hall | 51 Chartwells Athletic Complex | 57 Crabaugh House |
| 6 Campus Recreation Offices | 13 Hull Physical Education Building | 20 W.O. Young Building | 28 Brown Residence Hall | a37 Rothwell Hall | 44 Sand Volleyball Court | VP Visitor's Parking | |
| 7 Tech Field | 14 Alumni House | 21 Administration Building | 29 Turner Residence Hall | 38 Doc Bryan Student Services Center | 45 Norman Hall | | |
| | | 22 Crabaugh Hall | 30 Temporary Nursing Building | 39 Campus Recreation | 46 Corley Hall | | |
| | | | | | | 52 Tech Greenhouses | |