



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

REQUEST FOR QUALIFICATIONS

ON-CALL ENGINEERING SERVICES
RFQ 24-013

DUE: MARCH 21, 2023
4 P.M.

General Information:

Arkansas Tech University is soliciting responses from interested firms to provide **ENGINEERING SERVICES** on an as needed basis for various projects including but not limited to ADA improvements, fire alarm system upgrades, plumbing, and HVAC modifications.

Professional Services Required:

Budget and Program Review; Cost Estimating; Schematic Design; Design Development; Construction Documents; Bidding; and Construction Observation and Administration.

Questions regarding this request for qualifications can be directed **Jennifer Warren**, Asst. Director of Procurement, Tel. (479) 968-0269, Email jwarren2@atu.edu

Written responses shall include:

1. A letter of introduction, signed by an officer or principal of the firm with contracting authority. Include an email address. This address will be used by the University for all communication related to shortlist, interviews, and selection.
2. Current office size, personnel description, and workload to include description of demonstrated efficient billing process.
3. Similar project experience with colleges and universities.
4. Projects currently under contract with state agencies or educational facilities.
5. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
6. Proof of licensure or eligibility:
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.

Evaluation Criteria

1. Letter of Introduction-20 points
2. Current office size, personnel description, and workload. - 40 points
3. Similar project experience with colleges and universities- 40 points

General Submittals:

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

[Contract and Grant Disclosure and Certification Form](#)

[EEO Policy Letter](#)

[Combined Boycott and Illegal Immigrant Form](#)

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 **4:00 p.m., March 21, 2024** to be considered.

Send one (1) original hard copy and one (1) electronic copies of the response, preferably on flash drives.

Submittals are to be delivered to:

**Business Services-RFQ 24-013
Attn: Jennifer Warren
404 N. El Paso
Russellville, AR 72801**

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

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.

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.