

REQUEST FOR QUALIFICATIONS (RFQ)

On-Call Architectural Services

Arkansas Tech University (ATU)

Procurement Services, 404 N. El Paso Ave., Russellville, AR 72801

RFQ No.: **25-048**

Issue Date: **August 21, 2025**

Qualifications Due: **September 22, 2025 at 2:00 PM CT**

Point of Contact (POC): **Jennifer Warren, Director of Procurement**

Email: **jwarren2@atu.edu**

Phone: **479-356-2287**

1. INTRODUCTION & AUTHORITY

Arkansas Tech University (ATU) invites statements of qualifications (SOQs) from licensed architectural firms to provide **on-call architectural services** for various ATU projects on an as-needed basis. Selection will be conducted using **Qualifications-Based Selection (QBS)** consistent with applicable **Arkansas Code Annotated (A.C.A.) § 19-11-801 et seq.** governing procurement of professional services, and in accordance with the **ATU Construction Policy**.

No pricing is to be submitted in response to this RFQ. Fees will be negotiated with the highest-ranked firm(s) per A.C.A. § 19-11-804 and § 19-11-805.

2. BACKGROUND

ATU maintains multiple academic, administrative, residential, athletic, and support facilities across its Russellville and Ozark campuses. To efficiently deliver small capital improvements (less than \$2 million), renovations, repairs, accessibility and code upgrades, deferred maintenance, and other facility needs, ATU seeks one or more on-call architectural partners. Work orders will be issued on an as-needed basis and may require coordination with campus stakeholders, and campus standards.

3. SCOPE OF SERVICES

On-call architectural services may include, but are not limited to: - Programming, planning, facility assessments, and feasibility studies. - Schematic design through construction documents and bidding assistance. - Code analysis (IBC, Arkansas Fire

Prevention Code), life-safety, and accessibility (ADA/ABA) compliance. - Interior architecture, space planning, finishes, and FF&E coordination. - Limited civil, structural, mechanical, electrical, plumbing, and fire protection coordination (by subconsultants under Architect). - Cost estimating at key milestones; value engineering support. - Construction administration, site observations, submittal/RFI management, record documents. - Support for Job Order Contract (JOC) projects and other small projects as assigned.

Anticipated project types: classroom and lab renovations; residence hall improvements; accessibility upgrades; roofing and envelope repairs; building systems and infrastructure; athletic and recreational spaces; site and landscape improvements; and similar work.

4. CONTRACT TERM & ORDERING

- **Initial Term:** Up to **one (1) year** from date of award/fully-executed contract.
 - **Renewals:** At ATU's sole discretion, the contract may be renewed in one-year increments, **not to exceed a total term of seven (7) years**, subject to continued need, performance, funding, and approvals.
 - **Multiple Awards:** We anticipate to award to **multiple firms**. If multiple, purchase orders may be issued based on expertise, availability, and performance and not equitable rotation.
 - **No Minimum/Maximum:** No guarantee of assignments, minimum dollar value, or volume of work is implied.
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5. MINIMUM QUALIFICATIONS

Respondents must:

1. Be duly authorized to do business in Arkansas; maintain an Arkansas office (preferred) or demonstrate capacity to mobilize to campus on short notice.
2. Hold an active Arkansas architectural license; identify the Architect of Record and firm license numbers. Key subconsultants shall hold appropriate Arkansas licenses.
3. Demonstrate experience with higher-education or comparable institutional projects of similar scale and complexity within the last five (5) years.
4. Demonstrate familiarity with DBA MSC processes, campus standards, and state contracting requirements.
5. Maintain insurance.

6. SUBMISSION REQUIREMENTS (SOQ)

All responses must arrive sealed with the Firm name and RFQ 25-048. Provide one (1) signed original and **1 electronic copy (on USB)**. The SOQ shall be limited to **40 pages** (8½"×11", excluding required forms) and organized as follows:

A. **Cover Letter** (2 pages max) – Executive summary; primary contact information; acknowledgment of addenda.

B. **Firm Profile** – Legal name, Arkansas license numbers, office locations, size, years in business, disciplines in-house; statement of capacity; current on-call or term contracts; conflicts of interest disclosures.

C. **Team & Organization** – Key personnel resumes (role, license, years of experience); organizational chart; subconsultants (MEP/FP, structural, civil, landscape, acoustics, commissioning, cost estimating, and others as proposed).

D. **Relevant Experience** – Up to **10 projects** from the last five (5) years highlighting similar scope, scale, schedule, and budget; indicate owner, location, completion date, construction value, contact references, and the proposed team's role.

E. **Project Approach** – Narrative addressing: quick-turn on-call mobilization, quality control/quality assurance (QA/QC), code review strategy, cost control, stakeholder engagement, sustainability, BIM/CAD standards, and construction-phase services.

F. **Workload & Capacity** – Current and projected workload; availability of key staff; response time commitments for site visits and deliverables.

G. **Required Certification Forms. Do not count toward page totals.**

- **Contract and Grant Disclosure Form:**
<https://www.atu.edu/purchasing/docs/bid-GrantDisclosureForm.pdf>
- **Combined Certification Form:** <https://www.transform.ar.gov/wp-content/uploads/Combined-Certifications-Form-060424.pdf>
- **EEOC Policy:**
<https://www.atu.edu/purchasing/docs/EEO%20Policy%20LetterDec2016.pdf>

H. **Proof of Commercial Liability Insurance** Licensor shall obtain and maintain in force and effect at all times during the term of this contract, at its sole expense, a general commercial liability insurance policy which policy shall have minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate.

7. SUBMISSION METHOD

- **Delivery/Platform:** Physical delivery to ATU Procurement Services, 404 N. El Paso Ave., Russellville, AR 72801. Include one hardcopy and one electronic copy on USB. Electronic submissions should be in searchable PDF. File names shall include firm name and "ATU On-Call Architect RFQ".
- **Deadline:** Submissions must be **received** by **September 22, 2025 at 2:00 PM CT**. Late submissions will not be accepted.

8. EVALUATION & SELECTION (QBS)

ATU will evaluate SOQs using the criteria below. ATU may shortlist firms for interviews/presentations and request additional information. Final selection(s) will be made on qualifications; fee negotiations will follow with the top-ranked firm(s).

Criterion	Description	Weight
Experience & Performance	Relevant higher-ed/institutional experience; past performance on schedule, budget, quality; references.	30%
Team Qualifications	Credentials, licensure, depth, and availability of key staff and subs; proposed Architect of Record.	30%
Project Approach	Technical methodology; QA/QC; cost control; schedule management; stakeholder engagement; sustainability.	20%
Capacity & Responsiveness	Ability to mobilize quickly; workload; local presence; site visit response times.	20%

Shortlist & Interviews: Shortlisted firms will present approach and team; ATU may provide a brief case scenario.

Negotiations: ATU will negotiate scope and fee with the highest-ranked firm(s). If negotiations fail, ATU may terminate and proceed to the next highest-ranked firm(s).

9. SCHEDULE

- RFQ Issued: **August 21, 2025**
 - SOQs Due: **September 22, 2025 at 2:00 PM CT**
 - Interviews: **Week of September 29, 2025**
 - Award Selection: At conclusion of final interview Week of **September 29, 2025**
 - Award notification released pending ATU Board of Trustees approval.: Week of **October 6, 2025.**
 - Notice to ATU Board of Trustees for award approval meeting scheduled for **October 16, 2025.**
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18. CHECKLIST (INCLUDE WITH SOQ)

- ☐ Cover Letter with addenda acknowledgment
- ☐ Firm Profile
- ☐ Team & Organization
- ☐ Relevant Experience (projects)
- ☐ Project Approach
- ☐ Workload & Capacity
 - Required Forms & Certifications:
 - ☐ EO 98-04 Contract & Grant Disclosure and Certification Form(s)
 - ☐ Combined Certifications (incl. Israel Boycott Restriction, if applicable)
 - ☐ Licenses and Insurance

ATTACHMENTS (to be provided with the RFQ)

Attachment A – SOQ Cover (fillable PDF)

ATTACHMENT A

Statement of Qualifications (SOQ) Cover Sheet

Arkansas Tech University (ATU)

RFQ No.: 25-048

Firm Information

- **Legal Firm Name:** _____
 - **DBA (if applicable):** _____
 - **Arkansas Architecture Firm License No.:** _____
 - **Federal Tax ID (EIN):** _____
 - **Primary Office Address:** _____

 - **City/State/Zip:** _____
 - **Telephone:** _____ **Fax:** _____
 - **Website:** _____
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Primary Contact for this SOQ

- **Name:** _____
 - **Title:** _____
 - **Email:** _____
 - **Direct Phone:** _____
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Architect of Record (Responsible in Charge)

- **Name:** _____

- **Arkansas License No.:** _____
 - **Years of Experience:** _____
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Authorized Signature

By signing below, the undersigned certifies that: - They are duly authorized to submit this Statement of Qualifications on behalf of the above firm. - The information contained herein is accurate and complete to the best of their knowledge. - The firm agrees to comply with all requirements of the RFQ and all applicable laws and regulations of the State of Arkansas.

Signature: _____

Name (Print): _____

Title: _____

Date: _____
