



**REQUEST FOR QUALIFICATIONS – ON-CALL ARCHITECT SERVICES  
RFQ AX-23-004**

The University of Arkansas at Fort Smith, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects for professional services contracts (“on-call”) for various renovation projects with estimated costs under \$1 million. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. The initial contract term may be up to four years, with possible renewal for three additional years, for a total not to exceed seven years.

Two firms will be selected.

**SELECTION SCHEDULE:**

Request for Qualifications (RFQ) issued	February 19
Statement of Qualification (SOQ) due	March 14
Interviews of shortlisted firms	April 5-6
Board of Trustees selection approval	May 25
Contract term begins	July 1

**SUBMISSION:**

The deadline for responses is 2:00pm local time on Tuesday, March 14, 2023. Please include a letter of introduction signed by a principal or officer of the firm along with a corresponding email address. This email address will be used for all communication related to shortlist, interviews, and selection.

Address one (1) copy of response to: Rhonda Caton, Director of Procurement, 5210 Grand Avenue, Fort Smith, AR 72904. Responses may also be hand delivered to the Fullerton Administration Building, Room 225 by the deadline. An electronic copy on thumb drive must be included with submission.

**CONTENT REQUIREMENTS:**

Include the information below and organize it in an easily accessible manner. You do not need to divide the response into chapters exactly matching the descriptions below. Responses that do not include the required licensure information will be disqualified.

**1. Proof of licensure or eligibility:**

Architects: All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed in Arkansas must send a letter to the Arkansas State Board of Architects (501- 682-3171/501-682-3172 fax) stating their intent to respond to an RFQ issued by the University of Arkansas at

Fort Smith. Please include project name, submittal date, and proof of valid NCARB certification in the letter. Consulting and joint venture firms are also required to be licensed by the Arkansas State Board of Architects. Notification to the State Board must be made PRIOR to responding to this solicitation, and A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE LETTER OF INTENT TO THE STATE BOARD DESCRIBED ABOVE FOR ALL TEAM MEMBER FIRMS MUST BE INCLUDED WITH THE RESPONSE. The final selected firm(s) will have 30 days to make application for corporate licensure after they are awarded the contract.

2. Recent project experience (within the past five years) with programming and design of higher education projects of a variety of scales and complexities
3. Experience constructing projects under nationally recognized sustainable rating systems
4. Current office size, personnel description, and workload
5. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
6. List of projects currently under contract with state agencies or educational facilities
7. Statement of diversity in the workforce, if applicable
8. Certificate of women-owned or minority-owned business, if applicable

**PROFESSIONAL SERVICES REQUIRED:**

Programming, feasibility assessments, graphic presentation, site planning, interior design, cost evaluation, schematic design, design development, construction documents, construction administration, and project closeout.