



**Request for Qualifications – Architects
DESIGN PROFESSIONAL SERVICES**

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects for professional services contracts (aka “on-call”) for deferred maintenance or minor renovation projects with estimated costs under \$1 million. Please refer to Board Policy 740.2 at http://vcfa.uark.edu/Documents/0740_2.PDF for additional information about these contracts. *Up to two firms will be selected.*

SUBMITTALS

The deadline for responses is 3:00 PM on Monday, February 4, 2013

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Address eight (8) copies of responses to:

Georgeta Galbraith, Construction Coordinator
University of Arkansas
Facilities Management
521 S. Razorback Road
Fayetteville, AR 72701

Written responses should 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.
3. Prior experience constructing buildings under LEED and/or Green Globes ratings systems.
4. Similar project experience with colleges and universities.
5. Projects currently under contract with state agencies or educational facilities.
6. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
7. Proof of licensure. All firms shall be licensed in the State of Arkansas by the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. See <http://asbalaid.arkansas.gov> for applicable rules and regulations.

University welcomes proposals from firms with a diverse workforce, including women- and minority-owned firms and joint ventures including such firms.

Professional services required:

PROGRAMMING, FEASIBILITY ASSESSMENTS, MASTER PLAN REVIEW, COST ESTIMATING, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, BIDDING, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.