



**Request for Qualifications – Interior Designers
DESIGN PROFESSIONAL SERVICES**

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified interior designers for professional services contracts (aka “on-call”) for 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. *One firm will be selected.*

Preference in evaluation will be given to firms that have the ability to provide in-house access to a product library with a range of physical samples and product catalogs. This library should be available for use during the design process to facilitate decision-making by campus personnel located in Fayetteville. Therefore, a design firm located in Benton or Washington County is preferred.

SUBMITTALS

The deadline for responses is 3:00 PM on Tuesday, February 5, 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. A description of the library of resources available to the project team.
4. Prior experience with the LEED and/or Green Globes ratings systems or specification of sustainable furnishings and finishes.
5. Similar project experience with colleges and universities.
6. Projects currently under contract with state agencies or educational facilities.
7. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
8. Proof of registration. All firms shall be registered with the Arkansas State Board of Architects, Landscape Architects, and Interior Designers per applicable Title Act. See <http://asbalaid.arkansas.gov> for applicable rules and regulations.

The 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.