



## UNIVERSITY OF ARKANSAS

### **Request for Qualifications – Mechanical-Electrical-Plumbing (MEP) Engineers DESIGN PROFESSIONAL SERVICES**

The University of Arkansas Fayetteville, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified mechanical-electrical-plumbing engineers 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://www.uasys.edu/policies/740.2.pdf> for additional information about these contracts. *Up to two firms will be selected.*

#### **SUBMITTALS**

**The deadline for responses is 1:00pm local time on Monday, January 25, 2016.**

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 Licensure for Professional Engineers and Professional Surveyors.

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:

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