



Design Services / interview procedures for design professionals

Interviews will be limited to **one hour**, including the presentation and question and answer period. Time limits will be strictly enforced. All interviews are held at the Facilities Management Main Conference Room, which includes a **90-inch monitor equipped with ClickShare**—a system that allows for a quick connection from laptops or mobile devices to the screen. The presentation team should be familiar with ClickShare (see www.barco.com/clickshare) as no projector or projection screen will be permitted. Use of presentation boards at the front of the room is allowed if they are visible by all committee members. Shortlisted teams are encouraged to visit the room if there are questions about size, layout, etc.

No more than four representatives of the proposer's team need be present, though it is permissible to bring additional key personnel if warranted by the complexity of the project. It is highly recommended that the project's prospective Project Architect/Lead Designer, Project Manager (responsible for day-to-day contact with the university), and the individual responsible for construction phase contract administration should attend and actively participate in the presentation.

Firms will be scored based upon personnel; design ability; past general experience; past experience with projects of comparable type, size, and complexity; experience and/or knowledge of the principles of sustainable design; management plan; and ability to address issues critical to the success of the project. An explanation of the division of work, identifying primary and secondary responsibility for each project task and phase, is recommended. Design professionals shall not submit, or communicate in any form to the university, information on design fees, hourly rates, consultant fees, or associated figures. State law prohibits the university from considering cost information during the selection process.

The building committee is interested in learning how the prospective team will provide exceptional design, construction administration, and schedule and budget management controls in support of this project. The team's experience with previously completed, comparable projects is important. **Teams are expressly discouraged from providing design solutions at this stage.**

Campus planning information and relevant studies are available for download at <http://planning.uark.edu>.

Proposers or members of their teams shall not communicate about this project with selection committee or building committee members, students, and employees of the university. Failure to abide by this requirement may result in rejection of the proposer's submittal. Written inquiries may be directed to Facilities Management Planning and Design (planning@uark.edu). Responses to inquiries will be distributed via email to all shortlisted firms prior to interview.