



## REQUEST FOR QUALIFICATIONS (RFQ)

### PROFESSIONAL ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES

### SOUTHERN ARKANSAS UNIVERSITY TECH, CAMDEN, ARKANSAS

SAUT/2023-24/02

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Southern Arkansas University Tech is requesting Statements of Qualifications from interested and qualified consultants for Professional On-Call Architectural and Engineering Services for various projects with estimated costs not to exceed \$2,000,000. All contracts will be one-year contracts, with the possibility of six one-year extensions. Professional, technical, and advisory services are needed for construction and renovation related projects as identified by the campus administration.

#### SCOPE OF WORK

Projects may include new construction, building and infrastructure renovations, planning and environmental services and landscape design. Professional services needed may include program review, cost estimating, schematic design, design development, construction documents, bidding, construction administration and project closeout. No guarantee is made as to the quantity of work to be awarded related to the on-call services contract.

#### PROPOSAL FORMAT

Include the information below and organize in an easily accessible manner. To facilitate review, submissions should conform to the following format:

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 for all communication related to shortlist, interviews, and selection.
2. **Experience of the Firm**: Provide a description of your firm's prior experience and qualifications in architectural, engineering, planning and environmental analysis.
3. **Project Team (Key Staff)**: Identify the proposed Project Manager and key project team members and responsibilities. Provide a brief resume for each person outlining their credentials and experience.
4. **References**: Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.

5. **Current Projects:** List projects currently under contract with state agencies or educational facilities.
6. **Insurance:** Provide proof of current professional liability insurance coverage (1,000,000 minimum required).
7. **Licensure:** Provide proof of licensure. All firms shall be licensed in the State of Arkansas.

The College welcomes proposals from firms with a diverse workforce, including women and minority-owned firms.

## **SELECTION**

Statements of Qualification will be reviewed by a selection committee. Selection will occur based on screening and evaluation of written proposals. The most qualified respondents will be invited for interviews from which a minimum of three firms will be selected.

## **SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON**

The deadline for responses is 4:00pm local time on January 30, 2024. All respondents will be notified of the results by email. After review of the qualifications, a list of companies will be invited to interview with the college administration.

Address six (6) hard copies of responses to: Angela Fry, Buyer, Southern Arkansas University Tech, 6415 Spellman Road, Camden, AR 71701. In addition, include one electronic copy on a flash drive.

All questions regarding this RFQ should be directed to [afry@sautech.edu](mailto:afry@sautech.edu) or 870.574.4523.