

## REQUEST FOR QUALIFICATIONS

### CAMPUS MASTER PLAN AX-12-006

#### GENERAL INFORMATION

The University of Arkansas - Fort Smith (UAFS) is seeking Request for Qualifications from qualified professional planning and design firms with master planning experience to prepare a comprehensive Campus Master Plan for UAFS.

The resulting Campus Master Plan should preserve the spirit and character of the existing campus while addressing the complexities of a growing educational program, increased student population and campus life, on-campus housing and recreation, traffic circulation, access, utility distribution, and parking. This plan will provide a guide for future campus development and expansion during the next twenty (20) years.

Generally, the plan should commence with the following assumptions:

- The plan should be based on the educational goals and priorities of the institution.
- The scale, mass, materials, and style of the campus academic core should form the basis for the architecture of the remainder of the campus.
- New facilities should connect visually and geographically in such a way as to make the overall campus operate as a whole.
- Parking should generally border the perimeters of the campus.

#### BACKGROUND

Founded in 1928, UAFS is a student- and learning-centered institution which seeks in its mission to prepare students to succeed in an ever-changing global world while advancing economic development and quality of place. The institution's history is one of purposeful change driven by strong community connection and demonstrated responsiveness to community need for education and training. From a junior college organized within the public school system, it evolved by the 1990s into a nationally recognized comprehensive community college. In 2002, it merged with the University of Arkansas System and is now recognized as a regional university. UAFS is distinctive in that it offers an increasing number of bachelor's degree programs while preserving a wide array of focused one- and two-year technical programs considered essential to the region's workforce needs.

The University has approximately 1,076,289 square feet of space in 49 facilities, with the institution's primary location being on an award-winning, 170-acre campus in Fort Smith, Arkansas. In addition, the campus of UAFS includes a baseball field, intramural/soccer field with walking path and pond, and a campus green/pedestrian mall of approximately 12 intensively-

landscaped acres. The centerpiece of the green is a 104-foot tower which houses a 42-bell carillon and has become an icon for this region.

With these facilities, the University supports an enrollment of over 7,500 students. Enrollment is projected to increase to approximately 8,000 students by the year 2014. UAFS supports a staff of over 619 full-time employees, which includes 240 full-time faculty. Adjunct faculty and part-time staffing increase the total employee count to more than 1,100.

UAFS is unique in that, along with its educational priorities, it puts high precedence and value on its landscaped appearance. Such an investment is a direct reflection of a positive and aesthetically pleasing learning and working environment, as well as a tool for student, staff, and faculty recruitment.

### **OBJECTIVES OF THE CAMPUS MASTER PLAN & RESULTING SCOPE OF SERVICES**

UAFS anticipates contracting with a qualified consultant to chart a course for the development of its campus' lands and facilities in preparation for a bright future. Our intent is that the resulting scope of services would include, but not be limited to, the following:

- Development of Campus Master Plan that includes:
  - a. Site master plan document
  - b. Cost estimating
  - c. Recommendations on phasing and scheduling
- Identify and confirm continued use, modifications or demolition of existing facilities or construction of new buildings.
- Identify the purpose, size, location, and function of new facilities.
- Identify and evaluate campus landscape components.
- Identify and evaluate campus pedestrian, vehicular, and parking networks and illustrate proposed changes to remedy deficiencies and to serve new development.
- Identify direction and extent of future land acquisition linked to the institution's projected needs.
- Identify the impact of university facilities development on public facilities and services (i.e., storm water management, sanitary sewer, potable water, etc.).
- Articulate an overall campus plan concept to guide future development.
- Financial planning with specific attention paid to:
  - a. Available historic grants
  - b. Joint-venture possibilities
  - c. Tax advantages for the private sector and nonprofits
  - d. Researching energy efficient incentives
  - e. Operations analysis

The overall goal of this master planning effort will be to assist the University in translating its strategic goals and objectives into a physical plan that identifies where the University should focus its resources to meet future demands on facilities for the next twenty (20) years.

## **GENERAL QUALIFICATIONS**

- We seek advice, expertise, design, and construction administration services for the overall task intended and for specific projects, of which there are many, to be defined collaboratively from professionals who have the capacity and documented experience in assignments of this nature.
- Specialties may include structural, mechanical, plumbing, and electrical engineers; L.E.E.D. accredited professionals; audio-visual, estimating, interior design, traffic, landscape, and acoustical consultants; and others as needed to fulfill the requirements of the project(s).
- We also request competence and documented experience with sustainability and local renewable energy sources.

## **QUALIFICATION SUBMISSION REQUIREMENTS & EVALUATION CRITERIA:**

Each firm should present six (6) copies of the following information (8 ½ x 11 format) in its response to this request. Firms will be evaluated on a range of criteria, including, but not limited to these qualifications:

- Provide a cover letter with the name, physical and e-mail address, and phone number of the main point of contact.
- Provide a brochure or letter describing the firm, its size, structure, disciplines, experience, and a profile of its philosophy and approach to campus master planning.
- Provide a list of previous experience with similar projects, specifically any prior work with institutions of higher education and demonstrated understanding of the unique special needs of residential colleges (housing, classroom, recreation).
- Provide proven management and technical expertise, adequate to demonstrate the firm's ability to prepare a campus master plan of this type and scope, complete with names and telephone numbers of contact personnel.
- Provide resumes listing qualifications and experience of the staff who would be directly involved in this project.
- Provide a list of any consultants who will be used to prepare the plan and provide resumes and project lists for each.
- Describe what elements are important to a successful campus master plan.
- Describe the process that your firm would use in developing a campus master plan.
- List items and information that your firm will require from UAFS in support of your work on this project.
- A list of deliverables and presentation documents that your firm can/will produce if engaged.
- Describe in detail your firm's approach to involving the campus community, as well as other constituent groups in the master planning process.

### **Important**

Firms shall not submit or communicate in any form to UAFS any information on fees, price (hourly rates), or any other associated cost information during the Request for Qualifications process.

UAFS committee members will evaluate submittals and create a short list of firms. These firms will be interviewed and/or invited for presentations.

Fees will be negotiated with the successful firm. If UAFS is unable to negotiate a satisfactory fee for the services to be provided, negotiations will be formally terminated. UAFS will then undertake negotiations with the next most qualified firm.

Responses must be received from firms licensed in Arkansas. Out-of-state firms should joint venture, align, or associate with an in-state firm or apply for licensing as coordinated with the Arkansas State Board of Architects ([www.arkansas.gov/arch](http://www.arkansas.gov/arch), 501-682-3171).

The University reserves the right to reject any or all proposals for any reason it may determine to be in the best interest of UAFS and to waive any irregularities therein.

The University will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the Request for Qualifications and for any work performed prior to the issuance of a contract. Any resulting contract will be governed by the laws of the State of Arkansas.

#### **DELIVERY OF SUBMITTALS**

Formal sealed qualifications need to be either hand delivered or express mailed and delivered to the UAFS Procurement Office.

Responses to this Request for Qualifications must be received by 3:00 p.m., February 28, 2012, to be considered.

Delivery of submittals may be accomplished in one of the following ways:

1. **Overnight delivery via FedEx or UPS to the following address:**

Procurement Office  
UAFS  
5210 Grand Avenue  
Fort Smith, AR 72903

Attn: Rhonda Caton, Director  
AX-12-006 Campus Master Plan

2. **Via United States Postal Service sent to the following address **only**:**

Procurement Office  
UAFS  
P.O. Box 3649  
Fort Smith, AR 72913-3649

Attn: Rhonda Caton, Director  
AX-12-006 Campus Master Plan

3. Via Personal Delivery

Sealed submittals may also be dropped off at 5317 Grand Avenue, Fort Smith, AR 72903 between the hours of 8:00 am and 5:00 pm weekdays, excluding holidays.

Late responses, responses en route, or those left at locations other than the Office of Procurement by special carrier will not be considered if they are not in the Office of Procurement by or before 3:00 p.m. CST, February 28, 2012. Telephone and/or FAX responses will not be accepted.

Questions regarding this request for qualifications can be directed to Rhonda Caton, Director of Procurement, Tel. (479) 788-7073, Email [rhonda.caton@uafs.edu](mailto:rhonda.caton@uafs.edu).

**MINORITY BUSINESS POLICY:** It is the policy of the State of Arkansas and this university that Minority Business Enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the University encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to subcontract portions of any state contract to Minority Business Enterprises. If contractors are unable to include minority owned businesses as subcontractors, they may explain the circumstances preventing minority exclusion.