



Request for Qualifications

On-Call Mechanical / Electrical / Civil/ Structural Engineering Services

RFQ# AX-25-002

The University of Arkansas – Fort Smith, in accordance with the policies of the Board of Trustees of the UA System, is soliciting responses from qualified engineering firms for professional services contracts (“on-call”) for various renovation projects with estimated costs under \$1 million. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts.

The selected firms will be required to enter into a formal written agreement with the University. The contract will be for an initial 4-year term, with the possibility of up to 3 additional one-year extensions. No guarantee is made as to the quantity of work to be awarded related to the on-call services contracts.

The selected firms may be required to support the efforts of the University in preparing plans, specifications, and cost estimates; perform field investigations and constructability analysis. The selected firms may be required to provide emergency services on short notice and within a tight time schedule.

SELECTION:

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.

This request is for as needed on-call services; therefore, award of a contract does not guarantee that the selected firms will perform any portion of the services described in this RFQ, nor does it guarantee that the maximum amount of \$1,000,000 will be expended. The maximum contract dollar amount does not represent a guaranteed revenue source for any of the selected firms.

SUBMISSION:

The deadline for responses is 2:00pm local time on April 4, 2025.

Please include a letter of introduction signed by a principal or officer of the firm along with a corresponding email address. This email address will be used for all communication related to shortlist, interviews and selection.

Address one (1) copy of response to Lance Killough, Director of Procurement, 5210 Grand Avenue, Fort Smith, AR 72904. Responses may also be hand delivered by the deadline to the

Fullerton Administration Building, Room 225. An electronic copy on thumb drive must be included with the submission.

CONTENT REQUIREMENTS:

Include the information below and organize it in an easily accessible manner.

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 ratings systems.
4. Similar project experience with colleges and universities (see below).
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 or eligibility (see below).

NOTE: EACH RESPONSE MUST INCLUDE INDIVIDUALLY TABBED SECTIONS THAT SEPARATE THE AREA(S) OF FIRM'S EXPERTISE (MECHANICAL AND/OR ELECTRICAL AND/OR CIVIL AND/OR STRUCTURAL ENGINEERING).

All firms shall be licensed in the State of Arkansas. The University welcomes proposals from firms with a diverse workforce, including women and minority-owned firms and joint ventures with such firms.

Professional services required:

Program review, cost estimating, schematic design, design development, construction documents, bidding, construction administration and project closeout.

All materials submitted in response to this Request for Qualifications are subject to the terms of state laws relative to the Freedom of Information Act.

Questions regarding this Request for Qualifications can be directed to Lance.Killough@uafs.edu.