



**REQUEST FOR QUALIFICATIONS - ARCHITECTS
ALLIED HEALTH AND SCIENCE CENTER
RFQ# 0689-2023-003
EDA #08-79-05659**

The University of Arkansas Community College at Morrilton (UACCM), in accordance with the policies of the University of Arkansas Board of Trustees, seeks a qualified architect/engineering firm to provide general architect and engineering services for the construction of an *Allied Health and Science Center* on UACCM campus, located at approximately 1537 University Boulevard, Morrilton, AR 72110. The project consists of the construction of an academic building, demolition, site utility improvements including water, sewer, gas, electric/power relocations and improvements, and site grading and drainage improvements funded in part by the U.S. Department of Commerce Economic Development Administration.

All questions concerning this RFQ can be directed to:

Jeff Mullen
UACCM Vice Chancellor for Finance
1537 University Blvd
Morrilton, AR 72110
mullen@uaccm.edu
501-977-2125

All qualified architect or engineering firms are invited to submit three (3) paper copies of the firms' response by mail to be received no later than Thursday December 8, 2022 at 9am, addressed to:

Jeff Mullen
UACCM Vice Chancellor of Finance
1537 University Boulevard
Morrilton, AR 72110

Place in the subject line of any correspondence and in the final submission: RFQ# 0689-2023-003/EDA #08-79-05659 - UACCM Allied Health and Science Center Architect/Engineer RFQ Response

A selection committee, appointed by UACCM Chancellor Lisa Willenberg will conduct an evaluation of all responses submitted in response to this RFQ. All qualifications will be evaluated on the criteria identified in the document *RFQ Evaluation* in this package. Responses must include SAM.gov active status documentation. All responses not fully addressing each criterion will be considered non-responsive offers and will be eliminated from consideration as a potential offeror. A short list of firms may be invited to campus to interview with the committee in an effort to pick the best candidate. The submission

receiving the highest total points in the qualification evaluation process will be referred to the University of Arkansas Board of Trustees for final approval before contract award with the Grantee.

UACCM will notify all unsuccessful Offerors of the contract award once contract negotiations have been completed.

The terms of any contract for professional services awarded in conjunction with this RFQ shall be subject to the approval of the U.S. Department of Commerce, Economic Development Administration, University of Arkansas Board of Trustees, and the State of Arkansas.

UACCM is an Equal Opportunity/Affirmative Action Employer.

ANTICIPATED PROJECT SCHEDULE

Request for Qualifications (RFQ) issued	November 8, 2022
Statement of Qualifications (SOQ) due	December 8, 2022
Interviews of shortlisted firms	December 15-16, 2022
Board of Trustees selection announced	January 25-26 2023
Contract negotiations	February 2023
Design starts	March 2023
Construction starts	October 2023
Project complete	July 2025

UACCM
Allied Health Services Center
RFQ# 0689-2023-003
EDA #08-79-05659

ENCLOSURE 1
Instructions for Responding to the RFQ
(Engineering/Architectural Services)

A. Specialized Experience and Technical Competence

In responding to each area of experience, the offeror must provide the following information:

- The organization(s) for whom work has been performed
 - The approximate dates of the experience(s)
 - The name and telephone number of a contact person, or persons, to verify the experience
 - The type of tasks performed
 - Any other relevant information the offeror might provide for selection committee Consideration
 - Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
 - Certificate of women-owned, minority-owned, or service-disabled veteran owned business, if applicable.
 - Proof of licensure in the State of Arkansas
 - Equal Opportunity Policy or written statement that the firm does not have such (as required by Act 2157 of 2005 of the Arkansas Regular Legislative Session)
 - Sam.gov verification (current registration and in good standing)
1. **Experience with Project Planning and Start-Up Services to include**
 - Selecting and recommending cost-effective alternatives
 - Completing preliminary drawings such as site plans and layouts
 - Preliminary mapping, surveying and establishment of benchmarks
 2. **Project Design to include**
 - Developing Plans and Specifications
 - Developing estimates of quantities and costs
 - Preparation of Contract Documents
 - Revision of contract documents and Plans and Specifications.
 - Issuing addenda
 3. **Knowledge and Experience with State and Federal Requirements to include**
 - National Environmental Policy Act (NEPA) of 1969, as amended

- Davis-Bacon and other Federal labor compliance laws
 - Model Uniform Relocation Act of 1970, as amended
 - State procurement laws
 - Type and number of ACEDP and other Federal- and/or State funded projects completed
4. **Experience with Financial Management to include**
- Review of contractors' estimates
 - Preparing requests for payment and other financial progress reports
 - Coordinating budgetary information with funding agencies
5. **Experience with Contract Management to include**
- Developing progress reports
 - Implementing provisions of professional services contracts
 - Developing and distributing change orders
 - Revising contract documents and other documentation
6. **Experience with Competitive Bidding Process to include**
- Preparing Bid Package
 - Corresponding with bidders
 - Interpreting bid documents
 - Analyzing bids
 - Assisting with recommendation(s) to award contract(s)
 - Participating in PreConstruction Conference(s)
 - Coordinating Notices to Proceed and construction start dates
7. **Experience with Construction Management and Observation to include**
- Coordinating all professional service field work
 - Conducting field layout and resident observation of contractor(s), as applicable
 - Reviewing and approving mill, shop and work drawings/documentation
 - Preparing record drawings and as-built drawings
 - Coordinating field inspections and monitoring reviews by funding and regulatory agencies
8. **Experience with Project Closeout to include**
- Conducting final inspections of completed work
 - Issuing of Certificates of Substantial Completion
 - Scheduling and attending warranty inspections

B. Performance

The selection committee will evaluate work performance in terms of ability to meet schedules and deadlines; control of costs; and quality of work. The basis of evaluation will be reference checks of the work experiences claimed in the preceding section.

1. Ability to Meet Schedules and Deadlines to include

- Returning calls promptly
- Completing contractual obligations in a timely manner
- Adhering to established schedules

2. Control of Costs to include

- Completing all contractual obligations within original budget
Avoiding the necessity of contract amendments to increase funding

3. Quality of Work to include

- Performing work accurately
- Being responsive to owner's needs
- Being accessible to the owner
- Maintaining general quality of work

C. Capacity and Capability of Firm to Perform Work

The selection committee will evaluate capacity to perform work in terms of staff to be assigned and staff time available.

1. Staff To Be Assigned to include

- Name of each staff person to be assigned to engineering/architectural tasks
- Title of staff assigned
- Task(s) to be performed by each staff person
- Resume for each staff person to be assigned to engineering/architectural tasks

2. Staff Experience to include

- Prior staff prior experience with higher education projects
- Staff education

3. Staff Time Available to include

- Average number of hours per day or week each staff person assigned tasks will be available
- Other ACEDP or other project commitments requiring staff time of these same individuals listed above
- Average hours per day or week these commitments require of each staff person
- Demonstration that other staff commitments will not interfere with the offeror's ability to meet the needs of the city/county

D. Total Score

The offeror's total score is obtained by totaling the offeror's scores for

1. Specialized Experience and Technical Competence
2. Performance
3. Capacity and Capability to Perform Work