### REQUEST FOR QUALIFICATIONS PACKET

***ASUMH RFQ 2023-03***

**TECHNICAL CENTER QUALIFICATIONS – Architects**

Arkansas State University-Mountain Home (ASUMH), in accordance with the policies of the Board of Trustees, is soliciting response from qualified architectural firms for the design of an expansion to our existing Technical Center located at 4034 Hwy 62W, Mountain Home, AR 72653.

**PROJECT DESCRIPTION**

The ASUMH Technical Center’s expansion will provide the space to house the new gel coating booth and the injection molding and extrusion machines. The project will include two expansions to the front of our Technical Center. The boat manufacturing expansion and injection molding and extrusion expansion will include two 50 x 63

(3,150 square feet) areas in front of the building. Applicants must have experience in the planning and design of higher educational facilities.

# PROFESSIONAL SERVICES REQUIRED

* New Construction
* Building and infrastructure renovations
* Planning and Landscape design.
* Mechanical/Electrical Engineering
* Landscape Architecture

# REQUEST FOR QUALIFICATIONS FORMAT AND CONTENT

 The RFQ document should be structured in the following order and content:

1. Firm Base Information

 1.1 Cover letter with the following information:

* 1. Name and address of firm
	2. Primary contact telephone numbers and email addresses
	3. Web page address, and any social media addresses
1. Firm
	1. Size of firm (staff numbers)
	2. Number of years in business
	3. Organization chart of firm
2. Team
	1. Primary Team Members
		* 1. Principle in Charge
			2. Project Manager
			3. Other Consultants
	2. Resumes of Team Members

1. Representative Projects / Project Experience– List a minimum of five (5) projects completed by your firm that best represents a similar scope, budget, program and complexity. Projects can be renovations or new construction. For each project, include:
	1. Name and Location
	2. Owner Representative name and contact information
	3. Project Description (include any unique aspects)
	4. Photographs
	5. Total Square Footage
		* 1. New construction / additions
			2. Renovations
	6. Project Schedule
		* 1. List initial program or Conceptual Design Date
			2. List the Substantial Completion Date
	7. Cost Effective Design
		* 1. Initial Budget
			2. Bid Amount
			3. Final Construction Cost iv. List any changes in scope if applicable
		1. Cost per Square Foot

 i. Construction only – excluding site cost

ii. Total cost, including FFE and all soft cost

1. List all current contracts with campuses and higher education institutions in Arkansas
2. Proof of Arkansas Architectural License for Principle in Charge and firm’s Corporate Certification of Authorization
3. Proof of current professional liability insurance coverage ($1,000,000 minimum required, more may be required upon project execution)
4. Bonding Capacity
5. Required Disclosure Forms

1. [Contract and Grant Disclosure and Certification Form](https://static.visionamp.co/rubix/20200619/contract-and-grant-disclosure-form-34744.pdf)
2. [EO Policy](https://static.visionamp.co/rubix/20201204/002-eo-policy-notice-to-bidders-20-30438.doc)
3. [Illegal Immigrant Certification Form](https://static.visionamp.co/rubix/20200619/illegal-immigrant-certification-form-99632.pdf)
4. [Restriction Boycott of Israel Certification](https://static.visionamp.co/rubix/20200619/illegal-immigrant-certification-form-99632.pdf)
5. [Terms and Conditions](https://static.visionamp.co/rubix/20210729/terms-and-conditions-for-rfps-47683.pdf)

**SELECTION CRITERIA AND PROCESS**

The selection committee will review Statement of Qualifications documents and grade upon the following point criteria. The (3) highest scored firms will be notified for interview by Tuesday, August 23, 2022. Unsuccessful firms will be notified same day via email and/or phone call. Interviews for firms will occur on Thursday, September 8, 2022. Interview format will be communicated prior to interview date.

**Only Arkansas-licensed architects and architectural firms will be considered.**

## SELECTION CRITERIA

Prior similar experience in planning/design of a collaborative educational facility 30 pts

Staff Resources, experience, and team qualifications 20 pts

Demonstration of project cost containment 20 pts

Other factors, use of technology, understanding teaching methodologies 20 pts

Demonstration of site planning and design experience 10 pts

# SUBMISSION

The deadline for responses is 2:00 p.m. Monday, August 15, 2022. Respondents will provide seven (7) published copies to:

Christy Schaufler-Purchasing Technician

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