**Request for Qualifications**

**On-Call Architect**

**RFQ# 2024-01**

Arkansas State University – Mountain Home is soliciting responses from qualified architectural firms, hereinafter referred to as Consultants, to provide as-needed professional design services for various maintenance or minor renovation projects with estimated costs not to exceed $250,000.

The selected Consultants will be required to enter into a formal written agreement with the College. The contracts will be a one-year contract, with the possibility of six 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 Consultants may be required to support the efforts of the College in preparing plans, specifications, and cost estimates; and perform field investigations and constructability analysis. The selected Consultants may be required to provide emergency services on short notice and within a tight time schedule.

This request is for as-needed on-call services; therefore, the award of a contract does not guarantee that the selected Consultants will perform any portion of the services described in this RFQ, nor does it guarantee that the maximum amount of $250,000 will be expended. The maximum contract dollar amount does not represent a guaranteed revenue source for any of the selected Consultants.

Written responses will be considered if received by 2:00 p.m., November 29, 2023. All respondents will be notified of the results by e-mail. ASUMH reserves the right to interview or not interview at the college’s discretion.

Address six (6) copies of responses to: Christy Schaufler, Purchasing

RFQ #2024-01

Arkansas State University – Mountain Home

1600 S College St

Mountain Home, AR 72653

Written responses should include:

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 College for all communication related to shortlist, interviews, and selection.
2. Current office size, personnel description, workload, and all outside consultants to be used.
3. Projects currently under contract with state agencies and the ability to respond to problems on a timely basis. (within 24 hours)
4. Similar project experience with providing on-call services to state agencies and university or college-level facilities.
5. Submit proof of current professional liability insurance coverage.
6. Firm must be licensed in the State of Arkansas.

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 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 [purchasing@asumh.edu](mailto:purchasing@asumh.edu).