### REQUEST FOR QUALIFICATIONS PACKET

***RFQ ASUMH 2026-01***



**EXPANSION QUALIFICATIONS – Architects**

Arkansas State University-Mountain Home (ASUMH), in accordance with the policies of the Board of Trustees, is soliciting a response from qualified architectural firms for the design of an expansion to our existing healthcare education facility located at ASUMH, Gotaas Hall, 1600 S College St, Mountain Home, AR 72653.

**PROJECT DESCRIPTION**

The expansion of the healthcare education facility housed at ASUMH in Gotaas Hall will enhance technology and provide additional educational opportunities for ASUMH students. The project will include expanding the current structure by 8,000 to 12,000 sq. ft. (spread across three floors), various renovations to the original interior space, and enhancement to exterior common areas.

**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. Principal 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 represent 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 costs

1. List all current contracts with campuses and higher education institutions in Arkansas
2. Proof of Arkansas Architectural License for Principal in Charge and the 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. [Combined Certifications for Contracting with the State of Arkansas](https://transform.ar.gov/wp-content/uploads/Combined-Certifications-Form-060424-1.pdf)
2. [Contract and Grant Disclosure and Certification Form](https://static.visionamp.co/rubix/20200619/contract-and-grant-disclosure-form-34744.pdf)
3. [EO Policy](https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:695fca88-1659-4cbb-9a3e-c94c3bd0222a)
4. [Binding 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 them according to the following point criteria. The (3) highest-scoring firms will be notified for an interview by Tuesday, September 17, 2025. Unsuccessful firms will be notified the same day via email and/or phone call. Interviews for the firms will take place on Monday, September 22, 2025. The interview format will be communicated before the 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. Tuesday, September 16, 2025. Respondents will provide one (1) original hard copy and one (1) electronic media copy (USB/Flash Drive) of their qualification packages.

Christy Schaufler-Purchasing Technician

RFQ ASUMH 2026-01

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