

University of Arkansas Community College at Hope-Texarkana

REQUEST FOR QUALIFICATIONS (RFQ)

PROFESSIONAL ON-CALL ARCHITECTURAL SERVICES

RFQ Number: UACCHT-26-001

The University of Arkansas Community College at Hope-Texarkana (UACCHT), in accordance with the Policy 740.2 of the University of Arkansas System Board of Trustees, is soliciting Statements of Qualifications (SOQ) from interested and qualified consultants for Professional On-Call Architectural Services. Services are required for various construction and renovation projects with estimated individual project costs **not to exceed \$2,000,000**. An initial term for a contract will be for a period of **four (4) years**, with up to **three (3)** possible **one (1) year** extension periods. No guarantee is made as to the quantity of work to be awarded under any on-call services contract.

SECTION 1. SELECTION SCHEDULE

Milestone	Date
Request for Qualifications (RFQ) Issued	June 11, 2026
Statement of Qualifications (SOQ) Due	July 1, 2026
Interviews of Shortlisted Firms	July 8, 2026
Selection Announced	July 20, 2026
Contract Term Begins	August 1, 2026

Note Regarding Schedule

UACCHT reserves the right to modify this schedule at its sole discretion. Respondents will be notified of any changes via email.

SECTION 2. SUBMISSION REQUIREMENTS

2a. Submission Deadline

The deadline for responses is **12:00 a.m. (midnight) local time on July 1, 2026**. Late submissions may be rejected.

2b. Number of Copies Required

Submit **eight (8) printed hard copies** and **one (1) electronic copy** in PDF format, delivered either on a USB flash drive or via email to **Sherri.Ford@uaht.edu**.

2c. Mailing and Delivery Address

Hard copies must be delivered or mailed to the following address:

Sherri Ford, VCFA/CFO

Finance Department - RFQ UACCHT-26-001

University of Arkansas Community College at Hope-Texarkana

2500 South Main Street; PO Box 140

Hope, AR 71801; Hope, AR 71802

2d. Electronic Submission

Please also submit one (1) electronic copy (PDF format) via email to: **Sherri.Ford@uaht.edu**

2e. Letter of Introduction

Each response must include a letter of introduction signed by a principal or officer of the firm who holds contracting authority. The letter must include a primary email address for the firm. This address will be used for all communications related to shortlisting, interviews, and selection.

2f. Physical Format Specifications

- Printed responses should be no larger than 8.5 in × 11 in.
- Maximum of **50 sheets** (100 pages double-sided).
- Fully recyclable materials are preferred.
- To minimize the risk of loss, please do not send any loose pages.

Disqualification Notice

Responses that do not meet the physical format specifications stated above **may be rejected**.

Notice to Design Teams — Arkansas Licensure Preference

The University of Arkansas System Board of Trustees has expressed a clear preference for design teams that include a licensed Arkansas architect. This preference will be a factor in the selection process.

SECTION 3. SCOPE OF WORK

UACCHT seeks professional architectural services for a broad range of campus improvement, renovation, and new construction projects. Projects may include, but are not limited to:

- New construction and building additions
- Building and infrastructure renovations
- Site and landscape improvements
- Planning and programming services
- Environmental and accessibility assessments

Professional services required may include, but are not limited to:

- PROGRAMMING
- FEASIBILITY ASSESSMENTS
- GRAPHIC PRESENTATION
- SITE PLANNING
- INTERIOR DESIGN
- COST EVALUATION
- SCHEMATIC DESIGN
- DESIGN DEVELOPMENT
- CONSTRUCTION DOCUMENTS
- BIDDING AND PROCUREMENT SUPPORT
- CONSTRUCTION ADMINISTRATION
- PROJECT CLOSEOUT

Projects will be assigned on an as-needed basis at the sole discretion of UACCHT. Assignment of any particular project to an on-call firm is not guaranteed. UACCHT reserves the right to solicit separate competitive bids for any project regardless of the existence of on-call contracts.

SECTION 4. CONTENT REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS (SOQ)

Include the information below and organize it in an easily accessible manner. You do not need to divide the response into chapters exactly matching the descriptions below.

Disqualification Notice — Licensure Documentation

Responses that do not include the required licensure documentation **will be disqualified**.

1. Letter of Introduction

A letter signed by a principal or officer of the firm with contracting authority. Include the firm's primary contact email address. This address will be used for all shortlist, interview, and selection communications.

2. Proof of Licensure or Eligibility

All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Firms not currently licensed in Arkansas must, prior to submitting a response, send a letter to the Arkansas State Board of Architects (Phone: 501-682-3171 | Fax: 501-682-3172) stating their intent to respond to an RFQ issued by UACCHT. The letter must include the project name, submittal date, and proof of valid NCARB certification.

Consulting and joint venture partner firms are also required to be licensed by the Arkansas State Board of Architects. Notification to the State Board must be made **prior to submitting a response**. A copy of either a valid Arkansas license or the letter of intent to the State Board **must be included for all team member firms**.

The final selected firm(s) will have **thirty (30) days** following contract award to make application for Arkansas corporate licensure.

3. Experience of the Firm

Provide a description of the firm's prior experience and qualifications in architectural design, engineering, planning, and/or environmental analysis. Emphasis should be placed on experience with higher education or similarly complex institutional projects.

4. Recent Project Experience – Higher Education (Past 5 Years)

Describe recent project experience (within the past five years) demonstrating programming and design of higher education projects, or projects of equivalent quality, complexity, and scale. Include project names, client, budget, and year of completion.

5. Recent Project Experience – Interior Renovations (Past 5 Years)

Describe recent project experience (within the past five years) with interior renovation projects of varying scales and complexities.

6. Sustainable Design Experience

Describe experience designing or constructing projects under nationally recognized sustainable building rating systems (e.g., LEED, WELL, Envision, or equivalent).

7. Project Team – Key Personnel

Identify the proposed Project Manager and all key project team members. Provide a brief resume for each person outlining credentials, licensure, relevant experience, and proposed role on UACCHT projects.

8. References

Provide name and full contact information for a minimum of **three (3) professional references** familiar with the quality of your firm's work of a nature similar to the Scope of Work described herein.

References from state agencies or educational institutions are preferred.

9. Current Projects and Workload

List all projects currently under contract with state agencies or educational institutions. Describe current office size, staff complement, and overall workload capacity to demonstrate ability to service UACCHT projects in a timely manner.

10. Professional Liability Insurance

Provide proof of current professional liability (errors and omissions) insurance coverage. A minimum coverage of **\$1,000,000 per occurrence** is required. The selected firm(s) will be required to maintain this coverage for the duration of the contract.

SECTION 5. SELECTION PROCESS

Statements of Qualifications will be reviewed by a selection committee appointed by UACCHT. The committee will evaluate and score SOQs based on the content requirements described in Section 4 above. The most qualified respondents will be shortlisted and invited to participate in interviews with

college administration. Final selection will be announced following completion of interviews. All respondents will be notified of the results by email.

Evaluation criteria will include, but are not limited to, the following:

Evaluation Criterion
Qualifications and licensure of the firm and key personnel
Relevant project experience (higher education and renovations)
Quality and completeness of the Statement of Qualifications
References and professional reputation
Current workload and capacity to service UACCHT projects
Preference for design teams including a licensed Arkansas architect

SECTION 6. GENERAL CONDITIONS

- UACCHT reserves the right to exercise its discretion to reject any and all responses, to waive technicalities, and to award multiple on-call contracts, one on-call contract, or none at all as it determines to be in the best interest of the institution.
- This RFQ does not commit UACCHT to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services.
- Any contract(s) awarded shall be governed by Arkansas law and any awardee must be willing to make all certifications and provide all disclosures required under Arkansas law.
- Under Arkansas Code Annotated § 19-64-205, with limited exceptions, it is a breach of ethical standards for someone seeking to contract with a state agency or institution to retain a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee for the purpose of securing business.
- All responses submitted become the property of UACCHT and become a public record subject to the **Arkansas Freedom of Information Act**.

- Respondents may not contact UACCHT personnel other than the designated procurement contact during the active solicitation period. Unauthorized contact may result in disqualification.
- UACCHT is an equal opportunity institution and employer.

SECTION 7. QUESTIONS AND CONTACT INFORMATION

All questions regarding this RFQ must be submitted **in writing by email only** to the designated procurement contact identified below. Responses to questions of general interest will be distributed to all known respondents.

Respondents must not contact any other UACCHT personnel regarding this solicitation.

Procurement Contact Information	
Contact Name	Sherri Ford, VCFA/CFO
Department	Finance Department
Institution	University of Arkansas Community College at Hope-Texarkana
Mailing Address	PO Box 140, Hope, AR 71802
Email	Sherri.Ford@uaht.edu
Phone	(870) 722-8545

Important

All questions must be submitted in writing via email. Verbal or telephone inquiries will not be addressed. Responses to questions of general interest will be provided in writing to all known respondents.

UACCHT is an Equal Opportunity Institution. UACCHT does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, or veteran status in its programs, activities, or employment.