



**Request for Qualifications**  
**On-Call Architect**  
**RFQ# 0167-22-01**

The University of Arkansas Community College at Hope-Texarkana, in accordance with the policies of the Board of Trustees of the UA System, 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 construction costs not to exceed \$1,000,000.

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; 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.

Selection will occur based on screening and evaluation of written proposals. The most qualified respondents will be invited for interviews from which a minimum of three firms will be selected for recommendation to the Board of Trustees. The Board of Trustees will choose one firm from among the firms recommended.

This request is for as-needed on-call services, therefore, 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 any particular amount of 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 3:00 PM, November 30, 2021. All respondents will be notified of the results by e-mail. After review of the qualifications, a short-list of companies will be invited to interview with the College.

Responses may be submitted via email or by physical delivery options. Email responses should be sent to:

[cindy.lance@uaht.edu](mailto:cindy.lance@uaht.edu)

If physical copies are submitted, include five (5) copies of responses and address to:

Cindy Lance  
Vice Chancellor for Finance & Admin  
UAHT  
2500 South Main  
Hope, AR 71801

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, and workload.
3. Prior experience constructing buildings under LEED ratings systems.
4. Similar project experience with colleges and universities (see below).
5. Projects currently under contract with state agencies or educational facilities.
6. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
7. Proof of licensure or eligibility (see below).

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 [cindy.lance@uaht.edu](mailto:cindy.lance@uaht.edu).