



**Arkansas Tech University  
Procurement Services  
404 N El Paso Avenue  
Russellville, AR 72801  
479-964-0589 ext. 3552**

**REQUEST FOR QUALIFICATIONS-RFQ 25-002  
Architectural Services  
ATU Ozark Workforce Training Building Remodel**

**DUE: April 4, 2025 at 2:00 P.M. CST**

**GENERAL INFORMATION**

Arkansas Tech University in Russellville, Arkansas is seeking Request for Qualifications from qualified architects to provide design services for the Arkansas Tech University Ozark campus HVAC Maintenance Programs Training Facility located in Ozark, Arkansas.

**BACKGROUND**

Arkansas Tech University is a public, comprehensive, regional University that was established by Act 100 of the 37th Arkansas General Assembly in 1909. ATU offers credentials and degrees at the technical certification, associate, baccalaureate, graduate and doctoral levels. The University operates campuses in Russellville and Ozark as well as Arkansas Tech Career Center (ATCC).

ATU was ranked No. 1 in Arkansas on CollegeNET's Social Mobility Index nine of the past ten years. The annual rating is an indicator of a University's success in providing graduates with a pathway to an enhanced economic standing.

Arkansas Tech is recognized as a statewide leader in STEM education. Students explore intersecting career paths made possible by more than 100-degree options for undergraduate students and more than 25 paths of graduate study.

## **SCOPE**

This project will consist of remodel of lab space, tool storage, office space, conversion of restroom to general storage space, roof replacement and building addition/expansion. This project is funded by an ADHE workforce training grant.

## **GENERAL QUALIFICATIONS**

- We seek advice, expertise, design, and construction administration services for the overall task intended and for specific projects, of which there are many, to be defined collaboratively from professionals who have the capacity and documented experience in assignments of this nature.
- Specialties may include structural, mechanical, plumbing, and electrical engineers; L.E.E.D. accredited professionals; audio-visual, estimating, interior design, traffic, landscape, and acoustical consultants; and others as needed to fulfill the requirements of the project(s).
- We also request competence and documented experience with sustainability and local renewable energy sources.

## **QUALIFICATION SUBMISSION REQUIREMENTS & EVALUATION CRITERIA:**

Each firm should present one(1) hard copy and one(1) electronic copy, flash drive preferred, of the following information (8 ½ x 11 format) in its response to this request and one (1) electronic redacted copy. Firms will be evaluated on a range of criteria, including, but not limited to these qualifications:

- Cover letter with the name, physical and e-mail address, and phone number of the main point of contact.
- Detail of the firm, its size, structure, disciplines, experience, and a profile of its philosophy and approach.
- Detail of adequate staff and proposed design or consultant team for the project including preferred partners with specialized expertise.
  - a. Provide resumes listing qualifications and experience of the staff who are key team members responsible for project management.
- List of previous experience with similar projects, specifically any prior work with institutions of higher education, K-12 and demonstrated understanding of the unique needs of higher education technical training programs, including those that were grant funded.
  - a. Current workload and State projects awarded
  - b. Recent experience with project costs and schedules
  - c. Record of successfully completed projects without legal or technical problems.
- List of deliverables and presentation documents that your firm can/will produce if engaged.
- Construction administration capabilities.

- Other factors that may be appropriate for the project.
- Licensed in the State of Arkansas.

**Summary of Scoring – from above criteria**

<b>Category</b>	<b>Point Value</b>
Cover Letter	10
Firm Detail	30
Staff Detail	30
Experience	30
Total	100

**Important**

ATU committee members will evaluate submittals and create a short list of firms. These firms will be interviewed and/or invited for presentations.

**Fees will be negotiated with the successful firm.** If Arkansas Tech is unable to negotiate a satisfactory fee for the services to be provided, negotiations will be formally terminated. Arkansas Tech will then undertake negotiations with the next most qualified firm.

Responses must be received from firms licensed in Arkansas. Out-of-state firms should joint venture, align, or associate with an in-state firm or apply for licensing as coordinated with the Arkansas State Board of Architects ([www.arkansas.gov/arch](http://www.arkansas.gov/arch), 501-682-3171).

The University reserves the right to reject any or all proposals for any reason it may determine to be in the best interest of Arkansas Tech and to waive any irregularities therein.

The University will not be held responsible for any costs incurred by the consultant for work performed in the preparation of the Request for Qualifications and for any work performed prior to the issuance of a contract. Any resulting contract will be governed by the laws of the State of Arkansas.

**GENERAL SUBMITTALS**

ALL Respondents will be **required** to complete the following forms :

Contract and Grant Disclosure and Certification Form

EEO Policy Letter

Combined Boycott and Illegal Certification Form.

Current copies of licenses

Current copy of certificate of insurance

Forms are available on our web site. [www.atu.edu/purchasing](http://www.atu.edu/purchasing)

**SUBMITTALS CHECKLIST**

	Cover Letter
	Firm Detail
	Staff Detail
	Experience
	List of Deliverables
	EEO Policy Letter
	Combined Boycott and Illegal Certification Form
	Copies of current licenses
	Copy of current certificate of insurance

**DELIVERY OF SUBMITTALS**-Responses to this Request for Qualifications must be received by **2:00 p.m. April 4, 2025** to be considered.

**Send one (1) original hard copy and one (1) electronic copy of the response, preferably on flash drives. Please include one (1) electronic redacted copy if your response warrants redaction for FOIA purposes.**

**Submittals are to be delivered to:**

**ATU Procurement Services  
Attn: Jennifer Warren  
RFQ 25-002  
404 N El Paso  
Russellville, AR 72801**

Late responses, responses enroute, or those left at locations other than the Procurement Services will not be considered.

Questions regarding this request for qualifications can be directed to Jennifer Warren, Agency Purchasing Official, [jwarren2@atu.edu](mailto:jwarren2@atu.edu), 479-964-0859 ext. 3552.

**MINORITY BUSINESS POLICY:** It is the policy of the State of Arkansas and this university that Minority Business Enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the University encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to subcontract portions of any state contract to Minority Business Enterprises. If contractors are unable to include minority owned businesses as subcontractors, they may explain the circumstances preventing minority exclusion.