



University of Arkansas at Little Rock
Procurement Services
University Services Building C100
2801 South University
Little Rock, Arkansas 72204

REQUEST FOR QUALIFICATIONS

SOLICITATION INFORMATION			
Solicitation Number:	FB-22-017	Solicitation Issued:	January 21, 2022
Description:	RFQ Architects		

SUBMISSION DEADLINE FOR RESPONSE			
Bid Opening Date:	February 8, 2022	Bid Opening Time:	2:00 p.m., CT
Bid submissions shall not be accepted after the designated bid opening date and time. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of suppliers to submit bids at the designated location on or before the bid opening date and time. Bids received after the designated bid opening date and time shall be considered late and shall be returned to the vendor without further review. It is not necessary to return "no bids".			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address:	University of Arkansas at Little Rock Procurement Services University Services Building C100 2801 South University Little Rock, AR 72204 Suppliers are responsible for delivery of their bid documents to the University of Arkansas at Little Rock prior to the scheduled time for bid opening. Delivery providers, USPS, UPS, and FedEx deliver mail to our street address on a schedule determined by each individual provider. These providers will deliver to our offices based solely on our street address. Supplier assumes all risk for timely, properly submitted deliveries.
Bid's Outer Packaging:	Seal outer packaging and properly mark with the following information. If the outer packaging of proposal submission is not properly marked, the package may be opened for proposal identification purposes. <ul style="list-style-type: none">● RFQ Reference #FB-22-017 UALR Central Campus Trojan Way and Ottenheimer Library Plaza Renovation● Submission Deadline: 2:00 p.m. CT, February 8, 2022

UA LITTLE ROCK CONTACT INFORMATION			
Buyer:	Tierra Hutley	Buyer's Direct Phone Number:	501-916-5279
Email Address:	tmhutley@ualr.edu	Main Number:	501-916-3144

SECTION 1 - GENERAL INSTRUCTIONS AND INFORMATION

Do not provide responses to items in this section unless specifically and expressly required

1.1 PURPOSE

The University of Arkansas at Little Rock, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects to provide design services for the UALR Central Campus Trojan Way and Ottenheimer Library Plaza renovation. The intent of this invitation is to establish an agreement with a qualified firm to provide architectural and engineering services for the design and construction of this project.

The University of Arkansas at Little Rock is a metropolitan research university that provides access to quality education through flexible learning and unparalleled internship opportunities. At UA Little Rock, we prepare our students to be innovators and responsible leaders in their fields. Committed to its metropolitan research university mission, UA Little Rock is a driving force in Little Rock's thriving cultural community and a major component of the city and state's growing profile as a regional leader in research, technology transfer, economic development, and job creation.

For more information on the University please see <http://ualr.edu/>.

1.2 PRE-BID MEETING

Please join us via zoom at 1 pm CT for a pre-bid meeting. Use the information below to view the meeting online. Due to COVID, campus visits can be scheduled by appointment directly with facilities management.

Zoom Meeting Link: <https://ualr-edu.zoom.us/j/3232927933>

Meeting ID: 323 292 7933

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.3 SCHEDULE OF EVENTS

ID	Event Description	Date
1	Release of RFQ	January 21, 2022
2	Pre-Bid Meeting	January 25, 2022 @ 1pm CT
3	Questions from Bidders due	January 26, 2022 @ 4pm CT
4	Answers to questions posted*	January 28, 2022
5	Bid Deadline/ Bid Opening	February 8, 2022 @ 2pm CT
6	Oral Presentations	February 17-18, 2022
7	Contract Negotiations	March 2022
8	Design Begins	April 2022
9	Construction Begins	September 2022
10	Project Complete	October 2022

*Anticipated Dates. All IT procurements will be compliant with all state laws and appropriate Legislative Review including Act 557 (see: <http://www.arkleg.state.ar.us/assembly/2015/2015R/Acts/Act557.pdf>)

1.4 **CLARIFICATION OF RFQ SOLICITATION**

- A. Submit any questions requesting clarification of information contained in this *RFQ Solicitation* in writing via email by the date and time listed in Section 1.4, Table A to the buyer as shown on page one (1) of this *RFQ Solicitation*.
1. For each question submitted, the Prospective Supplier should reference the specific solicitation item number to which the question refers.
 2. Prospective Suppliers' written questions will be consolidated and responded to by the University/State as deemed appropriate. The University's consolidated written response is anticipated to be posted to the University's website by the close of business on the date provided in Section 1.4, Table A. If Prospective Supplier questions are unclear or non-substantive in nature, the University may request clarification of a question(s) or decline to answer.
- B. The Prospective Supplier should notify the buyer of any term, condition, etc., that precludes the Prospective Supplier from submitting a compliant, responsive proposal. Prospective Suppliers should note that it is the responsibility of the Prospective Supplier to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a proposal.
- C. Prospective Suppliers may contact the buyer with non-substantive questions at any time prior to the proposal opening.
- D. An oral statement by UA Little Rock will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Supplier as an aid to interpretation unless it is reduced to writing and expressly adopted by UA Little Rock.

1.5 **RESPONSE DOCUMENTS**

A. **Original Technical Proposal Packet**

1. The original *Technical Proposal Packet* **must** be received on or before the bid opening date and time.
2. The Proposal Packet should be clearly marked "Original" and **must** include the following:
 - a. Original signed *Proposal Signature Page*. (See *Proposal Signature Page*.)
 - b. Original signed *Proposed Subcontractors Form*, if applicable. (See *Subcontractors*.)
 - c. *Technical Proposal* response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
 - d. Other documents and/or information as may be expressly required in this *Bid Solicitation*.
3. The following items should be submitted in the original *Technical Proposal Packet*.
 - a. EO 98-04 Disclosure Form.
 - b. Copy of Supplier's *Equal Opportunity Policy*. (See *Equal Opportunity Policy*.)

B. **Additional Copies and Redacted Copy of the Technical Proposal Packet**

In addition to the original *Technical Proposal Packet* and the *Official Bid Price Sheet*, the following items should be submitted:

1. Additional Copies of the *Technical Proposal Packet*
 - a. **Ten (10) complete hard copies (marked "COPY") of the *Technical Proposal Packet*.**
 - b. **One (1) electronic copy of the *Technical Proposal Packet*, on flash drives, preferably in PDF.**
 - c. All additional hard copies and electronic copies **must** be identical to the original hard copy. In case of a discrepancy, the original hard copy **shall** govern.
 - d. If the University requests additional copies of the proposal, the copies **must** be delivered within twenty-four (24) hours of the request.
2. One (1) redacted (marked "REDACTED") copy the original *Technical Proposal Packet*, preferably on a flash drive. (See *Proprietary Information*.)

1.6 ACCEPTANCE REQUIREMENTS

- A. Unless a Prospective Supplier expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Specifications Section(s) of this RFQ by listing them on the *Exceptions Form* (See Technical Proposal Packet), Prospective Supplier understands its submission of a proposal to represent that its proposal meets all such requirements.
- B. A Prospective Supplier's proposal may be rejected if a Prospective Supplier takes exception to any Requirements in the Specifications Section(s) of this RFQ.

1.7 WORKFORCE DEVELOPMENT

A description of a Workforce Development Program should include any ongoing or developing programs such as apprenticeship, mentoring, or on-the-job training. The Program Description should include any efforts toward fostering a strong and talented workforce in Little Rock, promoting an increase of school attendance and graduation rates, defining pathways through higher education, technical certification programs, and career readiness. It should also mention any workforce incentives, championing local businesses and removing barriers to access. The Program description should also include contracting and subcontracting trades, and engineering, architectural, geotechnical, and public engagement opportunities.

1.8 ADDITIONAL TERMS AND CONDITIONS

- A. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions located on the UA Little Rock [Procurement Services](#) website.

1.9 UNIVERSITY CONTRACT ADMINISTRATOR:

- A. The UA Little Rock Contract Administrator will serve as the university's representative and administrator of this contract.
- B. The Contract Administrator shall manage all aspects of the contractual relationship to ensure that the Supplier's total performance is in accordance with the contractual commitments and that the obligations of the Supplier under the terms and conditions of the contract are being fulfilled.
- C. The Contract Administrator shall work with the Supplier throughout the term of the contract. All instructions, questions, approvals, and special requests in connection with the contract shall be transmitted through the Contract Administrator. Other University personnel may be designated by the Contract Administrator to assist with the administration of the contract.

1.9 MINORITY BUSINESS POLICY

- A. Minority is defined by Arkansas Code Annotated § 15-4-303 as a lawful permanent resident of this State who is:

<ul style="list-style-type: none">● African American● American Indian● Asian American● Hispanic American	<ul style="list-style-type: none">● Pacific Islander American● Service-Disabled Veterans as designated by the United States Department of Veteran Affairs● Women-Owned Businesses
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- B. The Arkansas Economic Development Commission conducts a certification process for minority businesses and disabled veterans. The Supplier's Certification Number should be included on the Supplier's *Proposal Signature Page*.

1.10 EQUAL OPPORTUNITY POLICY

- A. In compliance with Arkansas Code Annotated § 19-11-104, the University is required to have a copy of the Supplier's *Equal Opportunity (EO) Policy* prior to issuing a contract award.
- B. *EO Policies* may be submitted in electronic format to the buyer, but should also be included as a hardcopy accompanying the solicitation response.
- C. Suppliers, who are not required by law to have an *EO Policy*, **must** submit a written statement to that effect.

1.11 PROHIBITION OF EMPLOYMENT OF ILLEGAL IMMIGRANTS

Pursuant to Arkansas Code Annotated § 19-11-105, prior to the award of a contract, selected Supplier(s) **must** certify on the Office of State Procurement's website, in the following link [DFA Illegal Immigrant Contractor Disclosure Certification](#), stating that they do not employ or contract with illegal immigrants.

1.12 PAST PERFORMANCE

In accordance with provisions of State Procurement Law, specifically OSP Rule R5:19-11-230(b)(1), a Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is "responsible." Responses submitted by Prospective Contractors determined to be non-responsible will be rejected.

SECTION 2 - SPECIFICATIONS

Do not provide responses to items in this section unless specifically and expressly required.

2.1 **BACKGROUND**

The University of Arkansas at Little Rock campus stretches over 250 tree-covered acres in Little Rock's midtown neighborhood. The campus is organized around a main pedestrian walkway that provides access to all campus academic buildings and support spaces. The current walkway was developed in phases along with the development of the campus. This central campus project will transform the core of the campus by creating a new Trojan Way pedestrian walk. The renovated Trojan Way will add a formal organizational element through the central campus in an otherwise informal landscape using a hierarchy of pedestrian routes, access nodes, and consistency in materials. The centerpiece of the design will be the renovated Ottenheimer Library Plaza. The renovated plaza will offer a flexible design for formal and informal gatherings, that is integrated with the Trojan Way and the primary east-west campus pedestrian walkways. The project will establish a campus standard going forward for landscape design elements, planting, materials, site furnishings, lighting, and irrigation. The University requires incorporating native plants into the design.

The total project cost is currently estimated at \$5.4 million. Architects and consultants will work with a university building committee, campus administration, facilities management, and general contractor construction management firm for the successful completion of this project.

Note that this project will not include the exterior renovation of campus buildings other than limited changes made necessary by the final landscape design.

The project is located at the University of Arkansas at Little Rock main campus, central campus walkway starting at 28th Street and extending south to University Drive. The Ottenheimer Library plaza is located on the south side of the Ottenheimer Library, between the Library and the SUB Buildings.

2.2 **DESIGN SERVICES**

- A. Scope of Design Services will include: Evaluation of owner's program and concept with regard to design, feasibility assessment, graphic presentations, site planning, civil engineering, landscape design, cost analysis, schematic design phase, design development phase, and construction document phase, and coordination and evaluation of GMP pricing submitted by the construction manager general contractor. Construction administration services, submittals, shop drawings reviews, schedule conformance, project management, coordination between consultants, owners, and contractors, and project closeout documentation.
- B. Due to the unique location of the worksite, specialized design approaches will be needed to ensure the development of the site and the design of the pathway blend with the surrounding areas and meet all regulatory requirements. In addition, construction activities must be performed in a manner that minimizes disruption to traffic and does not interfere with the events that take place on campus.

2.3 **MANDATORY REQUIREMENTS**

- A. Printed responses should be no larger than 8.5in x 11in, limited to **50 sheets maximum (100 pages)**, fully recyclable (i.e. no plastic covers, plastic tabs, etc.), and bound with glue, staples, or thread (i.e. perfect bound, saddle stitching, etc.). No metal or plastic coils are allowed.
- B. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
- C. Proof of licensure or eligibility:

Architects: All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Eligible firms not currently licensed in Arkansas must send a letter to the Arkansas State Board of Architects (501- 682-3171/501-682-3172 fax) stating their intent to respond to an RFQ issued by the University of Arkansas. Please include the project

name, submittal date, and proof of valid NCARB certification in the letter. Consulting and joint venture firms are also required to be licensed by the Arkansas State Board of Architects. Notification to the State Board must be made PRIOR to responding to this solicitation, and **A COPY OF EITHER A VALID ARKANSAS LICENSE OR THE LETTER OF INTENT TO THE STATE BOARD DESCRIBED ABOVE FOR ALL TEAM MEMBER FIRMS MUST BE INCLUDED WITH THE RESPONSE.** The final selected firm(s) will have 30 days to make an application for corporate licensure after they are awarded the contract.

Landscape Architects: All firms shall be licensed by the Arkansas State Board of Architects, Landscape Architects, and Interior Designers. A COPY OF A VALID ARKANSAS LICENSE MUST BE INCLUDED WITH THE SUBMITTAL.

Civil Engineers: All engineers shall hold individual licenses in the State of Arkansas, and all engineering firms shall hold a valid Certificate of Authorization (COA) issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors. Joint venture firms are also required to hold a COA. A COPY OF A VALID ARKANSAS CERTIFICATE OF AUTHORIZATION MUST BE INCLUDED WITH THE SUBMITTAL.

2.4 CONTENTS REQUIREMENTS

Include the information below and organize it in an easily accessible manner.

- A. Organizational chart for the design team and all consultants.
- B. Current office size, personnel description, and workload.
- C. Experience constructing projects under nationally-recognized sustainable rating systems.
- D. **Specific project experience** (within the past five years) with the design of significant collegiate landscapes that incorporate a variety of active and passive uses through the judicious use of pavement, landscape, fine grading, and lighting.
- E. **Specific project experience** (within the past five years) with higher education or other large organizations that had a similar transformational impact on the overall appearance and use of their campus.
- F. List of projects currently under contract with state agencies or educational facilities.
- G. Statement of diversity in the workforce, if applicable
- H. Previous work experience and use of women-owned or minority-owned businesses.

SECTION 3 – SELECTION

Do not provide responses to items in this section.

3.1 TECHNICAL PROPOSAL SCORE

- A. UA Little Rock will review each *Technical Proposal Packet* to verify submission Requirements have been met. *Technical Proposals Packets* that do not meet submission Requirements **shall** be disqualified and **shall not** be evaluated.
- B. The UA Little Rock Evaluation Committee will evaluate and score qualifying Technical Proposals. Evaluation will be based on the Prospective Supplier’s response to the *Information for Evaluation* section included in the *Technical Proposal Packet*.
 - 1. Members of the Evaluation Committee will individually review and evaluate proposals and complete an Individual Score Worksheet for each proposal.

Quality Rating	Quality of Response	Description	Confidence in Proposed Approach
5	Excellent	When considered in relation to the RFQ evaluation factor, the response squarely meets the requirement and exhibits outstanding knowledge, creativity, ability, or other exceptional characteristics. Extremely good.	Very High
4	Good	When considered in relation to the RFQ evaluation factor, the response squarely meets the requirement and is better than merely acceptable.	High
3	Acceptable	When considered in relation to the RFQ evaluation factor, the response is of acceptable quality.	Moderate
2	Marginal	When considered in relation to the RFQ evaluation factor, the response’s acceptability is doubtful.	Low
1	Poor	When considered in relation to the RFQ evaluation factor, the response is inferior.	Very Low
0	Unacceptable	When considered in relation to the RFQ evaluation factor, the response clearly does not meet the requirement, either because it was left blank or because the response is unresponsive.	No Confidence

- 2. After initial individual evaluations are complete, the Evaluation Committee members will meet to discuss their individual ratings. At this consensus scoring meeting, each member will be afforded an opportunity to discuss his or her rating for each evaluation criteria.
- 3. After committee members have had an opportunity to discuss their individual scores with the group, the individual committee members will be given the opportunity to change their initial individual scores, if they feel that is appropriate.
- 4. The final individual scores of the evaluators will be recorded on the Consensus Score Sheets and averaged to determine the group or consensus score for each proposal.
- 5. Other agencies, consultants, and experts may also examine documents at the discretion of the university.

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REQUEST FOR PROPOSAL

- C. The *Information for Evaluation* section has been divided into sub-sections.
1. In each sub-section, items/questions have each been assigned a maximum point value of five (5) points.
 2. The University has assigned Weighted Percentages to each sub-section according to its significance. The total point value for each sub-section is reflected in the table below as the Maximum Raw Score Possible.

Information for Evaluation Sub-Sections	Maximum Raw Points Possible	Sub-Section Weighted Percentage	* Maximum Weighted Score Possible
E.1 Organizational Structure	15	30	210
E.2 Project Experience	15	60	420
E.3 Diversity and Good Faith Outreach	10	10	70
Total Technical Score	40	100%	700

*Sub-Section Percentage Weight x Total Weighted Score = Maximum Weighted Score Possible for the sub-section.

- D. The Supplier's weighted score for each sub-section will be determined using the following formula:

$(A/B) * C = D$	A = Actual Raw Points received for sub-section in evaluation B = Maximum Raw Points possible for sub-section C = Maximum Weighted Score possible for sub-section D = Weighted Score received for sub-section
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- E. Supplier's weighted scores for sub-sections will be added to determine the Total Technical Score for the Proposal.

3.2 ORAL PRESENTATION/DEMONSTRATION SCORE

- A. The three Prospective Suppliers with the top Technical proposal scores after the completion of the technical proposal evaluation will be contacted to schedule an oral presentation/demonstration.
- B. After each oral presentation/demonstration is complete, the Evaluation Committee members will have the opportunity to discuss the oral presentation/demonstration and revise their individual scores on the Post-Demonstration Consensus Score Sheet based on the information provided during the oral presentation/demonstration.
- C. The final individual scores of the evaluators on the Post-Demonstration Consensus Score Sheets will be averaged to determine the final Technical score for each proposal.

3.3 GRAND TOTAL SCORE

The Technical Score and Presentation Score will be added together to determine the Grand Total Score for the Supplier. The Supplier with the highest Grand Total Score will be selected as the apparent successful Supplier. (See *Award Process*.) The submission of a *Technical Proposal Packet* signifies the Prospective Supplier's understanding and agreement that subjective judgments will be made during the evaluation and scoring of the responses.

	Maximum Points Possible
Technical Proposal	700
Oral Presentations	300
Maximum Possible Grand Total Score	1,000