



Request for Qualifications – Architects ALUMNI HALL & NEW CHARTER FIELD

The Arkansas School for Mathematics, Sciences & the Arts (ASMSA), in accordance with the policies of the University of Arkansas System Board of Trustees, is soliciting responses from qualified architects for professional design services for the new construction of the Alumni Hall & New Charter Field on the ASMSA campus, located in Hot Springs, AR.

PROJECT DESCRIPTION

The next step of the ASMSA's 2033 Facilities Plan includes construction of a new fitness center, esports lab, club room, and green/play on campus. The approximately 10,000 sq. ft. building will primarily consist of spaces for cardio, strength training, yoga/dance, club meeting, esports, and other shared programs. The project will also restore a greenspace on campus for informal outdoor play. The complex will be located behind ASMSA's Student Center, establishing a new Wellness Zone for the campus.

PROJECT COST

The total project cost is currently estimated at \$4.25 million. Architects will work with the ASMSA building committee to advance campus master planning and design principles, as well as sustainability requirements.

ANTICIPATED PROJECT SCHEDULE

The estimated design and construction timeline is approximately 24 months, and the estimated project cost anticipates construction will begin in late 2026 with a target completion of early 2028.

<i>Request for Qualifications (RFQ) issued</i>	<i>August 26, 2025</i>
<i>Statement of Qualifications (SOQ) due</i>	<i>September 12, 2025</i>
<i>Interviews of shortlisted firms</i>	<i>September 24, 2025</i>
<i>Board of Trustees selection announced</i>	<i>*October 2025</i>
<i>Contract negotiations</i>	<i>*November 2025</i>
<i>Design starts</i>	<i>*January 2026</i>
<i>Design/bid documents complete</i>	<i>*June 2026</i>
<i>Construction bid process</i>	<i>*July-August 2026</i>
<i>Construction starts</i>	<i>*October 2026</i>
<i>Construction ends</i>	<i>*Spring 2028</i>

**Expected Dates*

SUBMISSION

The deadline for responses is 11:00 am (CST) on Friday, September 12, 2025.

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Address six (6) copies of responses to: Stephen Malec
ASMSA - Procurement
200 Whittington Ave
Hot Springs, AR 71901

Statements of Qualification will be reviewed by a selection committee using a standardized *Design Services Shortlist Evaluation* form. This form is available for download at <http://asmsa.org/rfq>

Format Requirements

Printed responses should be bound and no larger than 8.5in x 11in, limited to 50 sheets maximum (100 pages).

Please send a digital copy of the response via email to malec@asmsa.org in addition to the printed booklets.

Content Requirements

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. **Responses that do not include the required proof of licensure or eligibility outlined below will be disqualified.**

1. Name, address, telephone number and web address of the **firm**
2. Name, telephone number and **email address** of the **primary** contact person
3. 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 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 Arkansas School for Mathematics, Sciences and the Arts. Please include 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 application for corporate licensure after they are awarded the contract.
4. Organizational chart for design team and all consultants
5. **Specific project experience** (within the past five years) with designing fitness, wellness, gymnasium, and outdoor play spaces related to educational institutions.
6. Current office size, personnel description, and workload

7. Experience with fully commissioned projects
8. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
9. List of projects currently under contract with state agencies or educational facilities
10. Certificate of women-owned or minority-owned business, if applicable
11. References (at least three, no more than six) to include a name, telephone number and email address of the primary contact person.

Please include a letter of introduction signed by an officer or principal of the firm with contracting authority, along with that person's email address. This email address will be used by ASMSA for all communication related to shortlist, interviews, and selection.

PROFESSIONAL SERVICES REQUIRED:

GRAPHIC PRESENTATION, COST EVALUATION, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT

LOCATION

This new building will be located northwest of the current Student Center, adjacent to student parking areas as identified in the blue area below.

