



## RFQ 25-20

### REQUEST FOR QUALIFICATIONS – Architectural Services for Exterior and Interior Renovations to Kays Hall

Arkansas State University, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architecture and associated engineering design firms for modification/renovation of the existing Kays Hall building. Selected firms will be expected to provide conceptual designs and budgets, construction document creation and construction administration.

#### PROJECT DESCRIPTION

The project will include full architectural design and all required engineering for the renovation of Kays Hall on the main campus in Jonesboro, Arkansas. The final scope of the project will be determined during the initial programming phase. Applicants must have experience in the planning and design of higher educational resident hall facilities.

#### PROFESSIONAL SERVICES REQUIRED

- Structural Engineering
- Architectural Design/Interior Design
- Mechanical/Electrical Engineering

#### REQUEST FOR QUALIFICATIONS FORMAT AND CONTENT

The RFQ document should be structured in the following order and content:

1. Firm Base Information
  - a. Name and address of firm
  - b. Primary contact telephone numbers and email addresses
  - c. Web page address and any social media addresses
2. Firm
  - a. Size of firm (staff numbers)
  - b. Number of years in business
  - c. Organization chart of firm
3. Team
  - a. Primary Team Members
    - i. Principle In Charge
    - ii. Project Manager
    - iii. Other Consultants
  - b. Resumes of Team Members
4. Representative Projects/Project Experience – List a minimum of five (5) projects completed by your firm that best represent a similar scope, budget, program and complexity. Projects can be renovations or new construction. For each project, include:
  - a. Name and Location
  - b. Owner Representative name and contact information
  - c. Project Description
  - d. Photographs
  - e. Total Square Footage
    - i. New construction/additions
    - ii. Renovations



- f. Project Schedule
    - i. List initial program or Conceptual Design Date
    - ii. List the Substantial Completion Date
  - g. Cost Effective Design
    - i. Initial Budget
    - ii. Bid Amount
    - iii. Final Construction Cost
    - iv. List any changes in scope if applicable
  - h. Cost per Square Foot
    - i. Construction only – excluding site cost
    - ii. Total cost, including FFE and all soft cost
5. List all current contracts with campuses and higher education institutions in Arkansas
  6. Proof of Arkansas Architectural License for Principle in Charge and firm Corporate Certification of Authorization
  7. Proof of current professional liability insurance coverage (\$1,000,000 minimum required, more may be required upon project execution)

**SELECTION CRITERIA AND PROCESS**

The selection committee will review Statement of Qualifications documents and grade upon the following point criteria. The highest scored firm will be selected.

**Selection Criteria**

Prior experience in planning/design of a residential facility for higher education	25 pts
Demonstration of project cost containment	25 pts
Staff Resources, experience, and team qualifications	20 pts
Other factors, use of technology, understanding teaching methodologies	10 pts
Demonstration of design experience	20 pts

**SUBMISSION**

The deadline for responses is 2:00 p.m., Thursday, March 13, 2025. Respondents will provide (4) published copies and an electronic copy (PDF format, less than 20mb required file size) to:

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Construction

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