

Request for Qualifications On-Call Architectural Services

Notice to Architects

East Arkansas Community College is soliciting responses from interested architectural firms to provide professional services for the following project(s):

ON-CALL ARCHITECTURAL SERVICES

Written responses will be considered if received by 12:00 p.m. on Friday, July 15, 2021. All respondents will be notified of the results by mail.

Written responses shall include:

- 1) Current office size, personnel descriptions and qualifications, current workload and all outside consultants to be used.
- 2) Projects currently under contract with state agencies and/or higher education institutions.
- 3) Similar project experience with providing on-call services and master planning for state agencies and university/college level facilities projects.
- 4) Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
- 5) Firm must be licensed in the State of Arkansas and conform to the requirements of Arkansas licensing laws and regulations for Architects/Engineers. Out-of-state firms must align or associate with an in-state licensed firm.
- 6) Provide six (6) bound copies of submitted materials.

Professional Services Required: Master Planning, Funding/Program Review, Cost Estimating, Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration, Inspection and Project Closeout.

The selected Consultants will be required to enter into a formal written agreement with the College. The contract will be a one-year contract, with the possibility of four one-year extensions. No guarantee is made as to the quantity of work to be awarded related to the on-call services contract.

Return responses to:

Office of the Vice President for Finance
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335
Phone: 870-633-4480