



Request for Qualifications – Architects ADMINISTRATION BUILDING

The Arkansas School for Mathematics, Sciences & the Arts (ASMSA), in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects for professional design services for the new construction of an Administration Building on the ASMSA campus, located in Hot Springs, AR.

PROJECT DESCRIPTION

The next step of the ASMSA's Campus Master Plan includes construction of a new Administration Building. The approximately 8,000 sq. ft. facility will primarily consist of office space and will serve to consolidate a variety of administrative functions into one facility, including the offices of senior leadership, development, admissions, outreach, and finance. The Administration Building will be located adjacent to ASMSA's Student Center and completes the development of the Learning Courtyard while providing additional ADA access between the academic and residential zones of campus.

PROJECT COST

The total project cost is currently estimated between \$2 and \$2.5 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 24 months, and the estimated project cost anticipates construction will begin in late 2022 with a target completion date of January 2024.

<i>Request for Qualifications (RfQ) issued</i>	<i>August 29, 2021</i>
<i>Statement of Qualifications (SOQ) due</i>	<i>September 14, 2021</i>
<i>Interviews of shortlisted firms</i>	<i>October 6-8, 2021</i>
<i>Board of Trustees selection announced</i>	<i>November 18, 2021</i>
<i>Contract negotiations</i>	<i>November-December 2021</i>
<i>Design starts</i>	<i>February 1, 2022</i>
<i>Design/bid documents complete</i>	<i>August 31, 2022</i>
<i>Construction bid process</i>	<i>September – November, 2022</i>
<i>Construction starts</i>	<i>December 2022</i>
<i>Construction ends</i>	<i>Between December 2023 and May 2024</i>

SUBMISSION

The deadline for responses is **11:00 am (CST) on Tuesday, September 14, 2021.**

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

Address six (6) copies of responses to: Ashley Smith

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 smitha@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 licensure information 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 office spaces, especially related to educational institutions.
6. Current office size, personnel description, and workload
7. Experience constructing projects under nationally-recognized sustainable rating systems
8. Experience with fully commissioned projects

9. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
10. List of projects currently under contract with state agencies or educational facilities
11. Statement of diversity in the workforce, if applicable
12. Certificate of women-owned or minority-owned business, if applicable
13. 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 southwest of the current Student Center, adjacent to the court yard, along Pine Street (yellow shaded area)

