

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **ARCHITECTURAL/ENGINEERING SERVICES**

#### **Benton School District #8**

The purpose of this Request for Qualifications (RFQ) is to gather information from selected design firms that may be used by the Benton School District to determine a single firm that will be utilized for design services on future building projects. The RFQ will run in the legal section of the state newspaper.

Design professionals are expected to have architectural, mechanical, electrical, structural, and civil engineering experience for new construction projects as well as renovations and upgrades to existing buildings and sites.

The design firm will provide all programming, planning, design, document development, bidding assistance, construction contract administration, project closeout, and warranty inspection for all aspects of the projects.

#### **CONTEMPLATED PROJECTS:**

Actual projects under this contract may or may not be similar in scope to the ones shown here:

- New Educational Facilities
- Building Restorations
- Exterior Glazing and Building Envelope Repairs
- Interior Renovations and Repairs
- ADA Upgrades
- Space Planning
- Vertical and Horizontal construction
- Waterproofing and/or Roofing projects
- Mechanical, electrical, and telecommunications upgrades
- Parking facilities design and construction
- Structural evaluations and improvements
- Utilities design and Life Cycle Cost Analyses (LCCAs)
- HVAC, hot water, and lighting systems for increased energy efficiency
- Energy audits and preparation of retro-commissioning plans

#### **WRITTEN RESPONSES SHOULD INCLUDE:**

1. A letter of introduction, signed by an officer or principal of the firm with contracting authority. Include an email address. This address will be used by the School District for all communication related to the selection process.
2. Firm profile to include office location, size, and current workload in relation to firm capacity.
3. Specific project experience
4. Experience with K-12 Public School Systems within Arkansas, and familiarity with policies and procedures of the Arkansas Department of Elementary and Secondary Education — Facilities Division.
5. Key project team members
6. Name and telephone number of the contact person for the project
7. Projects currently under contract with state agencies or educational institutions.
8. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
9. Proof of licensure or eligibility.

All firms shall be licensed in the State of Arkansas. The District welcomes proposals from firms with a diverse workforce, including women--- and minority---owned firms and joint ventures including such firms.

During the evaluation process, the school board reserves the right, in the best interest of the school district, to request additional information or clarification, to perform reference checks, and to request a meeting with the Proposer, or to reject any and all proposals.

**SUBMISSION DEADLINE**

The deadline for responses is March 29, 2021 at 12:00 p.m.

Address three copies of responses to: Dr. Mike Skelton, Superintendent, Benton School District, P. O. Box 939, Benton, AR 72018