



**ARKANSAS DEPARTMENT OF EDUCATION  
4 CAPITOL MALL, ROOM 103C  
LITTLE ROCK, ARKANSAS**

**500-RFQ-0902**

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ARCHITECTURAL/ENGINEERING DESIGN SERVICES  
FOR  
REPAIRS  
OF ARCH FORD BUILDING, LUTHER HARDIN BUILDING  
AND BUILDING C ANNEX**

**IN  
LITTLE ROCK, ARKANSAS**

**DATE**

**April 15, 2009**

**SUBMITTAL DEADLINE**

**4:00 PM CST**

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## **I. INTRODUCTION**

### **A. General**

In accordance with Ark. Code Ann. § 19-11-801 et. seq., ABAMSC § 2-100, and the Department of Finance Administration and Finance Office of State Procurement's Policies and Guidelines, the Arkansas Department of Education (ADE) is soliciting qualifications from qualified firms to provide architectural and engineering design services at the Department of Education, #3 and #4 Capitol Mall in Pulaski County, Arkansas. Applicants must be properly registered with the appropriate professional boards in accordance with Ark. Code Ann. § 17-15-101 ET. seq. (Architectural), Ark. Code Ann. § 17-38-101 et. seq. (Landscape Architect), Ark. Code Ann. § 17-30-101 et. seq. (Engineering) and Ark. Code Ann. § 17-48-101 ET. seq. (Land Surveyors).

### **B. Objective**

ADE is seeking a qualified firm to provide professional architectural and engineering design services for the removal and replacement of the roof on four buildings, with approximately 35,000 Square Feet of space located at #3 Capitol Mall, #4 Capitol Mall and Building "C" Annex located behind #4 Capitol Mall building at the Capitol Mall on the State Capitol grounds located in Little Rock, Arkansas. .

### **C. Term**

The term of the contract will be until the project is completed.

### **D. Submittal of Statement of Qualifications**

Responses to this Request For Qualifications (RFQ) shall be submitted to the evaluation committee facilitator identified under item IV.A of this RFQ on or before the date stipulated.

### **E. Minority and Women's Business Participation**

The State of Arkansas supports equal opportunity in the participation in all areas of capital improvements, therefore minority and women's business enterprises are encouraged to participate.

## **II. SCOPE OF SERVICES REQUESTED**

### **A. The selected firm shall provide professional services including but not limited to the following:**

1. Assist ADE in the development of the specifications and budget for the project.

2. Code analysis to ensure the affected areas within the facility complies with all applicable Federal and State codes as well as State rules and standards.
3. Development of an estimate of the maximum probable cost of construction.
4. Development of a design and an estimate of the cost for review and approval by ABA. Submittal of a preliminary checklist along with an estimate of the probable cost of construction and certification for each item (point) that would be obtained.
5. Submittal of the construction documents to all applicable regulatory review agencies on behalf of ADE...
6. Submittal of the final documents to ABA Design Review Section for approval.
7. Assistance with the preparation of bid advertisements and submittal to ABA Construction Section for approval, attendance at bid openings, evaluation of bids, and review of contract documents in conjunction with award of the bid.
8. Construction contract administration and project observation to include review of contractor submittals, progress of the work proposal request, progress payments, contract change order, substantial completion and project closeout.
9. Submittal of final construction documentation to ADE.
10. Review of the project site at the end of the contractor's warranty period and development of a list of deficiencies for correction under the terms of the warranty.

### **III. PROPOSED SCHEDULE OF EVENTS**

- A. The following schedule of events is provided for preliminary planning and to convey ADE's understanding of the time critical events and proposed milestones for the development of this project only. This schedule is in no way intended to establish an expectation or commitment for the execution or delivery of any or all of the events listed below. This schedule may be reviewed and revised and each step of the process up to and including the negotiation of the design services contract.

Approx. Time	Project Activity or Event
March 29, 2009	DOE Advertises RFQ (first run)
April 5, 2009	DOE Advertises RFQ (second run)
April 15, 2009	Deadline for submittal of qualifications to DOE

Approx. Date	Procurement Event or Project Activity
April 23, 2009	ADE notifies all respondents of the consultants selected for oral presentations and interviews.
May 7, 2009	Oral presentations and interviews held at ADE's central offices in Little Rock.
May 8, 2009	ADE notifies all interviewees of firm selected for negotiation.
May 15, 2009	Deadline for submittal of Contract to DF&A.
May 22, 2009	Contract reviewed by PEER/REVIEW Committee.
Dec 19, 2009	Contract reviewed by Arkansas Legislative Council.
Dec 23, 2009	Contract approved by DF&A.
Jan 01, 2009	Design phase begins.
Jan 30, 2009	Submit code analysis of project, preliminary estimate of construction cost features to ABA for review and approval.
Feb 06, 2009	ADE approves budget and preliminary sustainable design features.
Mar 06, 2009	Submit schematic design documents to ABA for review and approval.
Mar 13, 2009	ABA approves schematic design submittal.
May 15, 2009	Submit design development documents to ABA for review and approval.
May 22, 2009	ABA approves design development submittal.
Jun 26, 2009	Submit construction document submittal to ABA for review and approval.
Jul 10, 2009	ABA approves construction document submittal.
Jul 24, 2009	Submit final responses and corrected documents to ABA for final approval.
Jul 31, 2009	ABA issues approval to bid.
Aug 07, 2009	ABA issues plans and specifications for bidding.

- Sep 11, 2009                      ABA opens bids and issues notice of intent to award.
- Sep 30, 2009                      ABA approves construction contract and issues notice to proceed (12 month construction period begins).

#### **IV. WRITTEN QUALIFICATIONS SUBMISSION GUIDELINES**

##### **A. Submittal Information**

1. Provide six (6) copies of the statement of qualifications addressed to the evaluation committee facilitator at:

Jacki Stafford, Plant Maintenance Supervisor  
Department of Education  
#4 Capitol Mall, Room 103C  
Little Rock, AR 72201  
Phone: (501) 682-4266 Fax: (501) 682-2980

2. Submittals shall be received at the above address on or before 4:00 PM on April 15, 2009. Failure to meet this requirement shall result in automatic disqualification for consideration under this RFQ.
3. Envelopes should state "Statement of Qualifications for 500-RFQ-0902, Architectural and Engineering Design Services for Repairs to Arch Ford Building and Luther Hardin Building."
4. In accordance with the policies of the ABA and the State of Arkansas concerning recycling of paper products, the statement of qualifications should be printed on recycled paper or on paper suitable for recycling. Color printing and photographs are acceptable provided they comply with the State recycling program. Do not include glossy paper in the submittal. Do not include plastic laminated sheets or covers.
5. The submittal should be bound by a plastic comb binder, tape binder, three-ring binder, or other similar method suitable for ease of removal for recycling.
6. The statement of qualifications should contain the information listed under contents below. Please note the submittal page limitations (maximum) as applicable. Unused pages in one section of the response may not be substituted for addition pages in another section.
7. A page shall consist of one typewritten, graphic, or photo representation on standard 8-1/2" x 11" stationery. Double sided print on standard 8-1/2" x 11" paper shall count as two pages. Maps, graphics or photos on one side of 11"

x 17" paper shall count as two pages. Other paper sizes or blank filler pages are discouraged. It is not necessary to prepare your response to this solicitation using elaborate brochures and artwork, expensive paper and bindings or other expensive visual presentation aids.

8. Submittal brochures shall be tabbed and indexed to correspond to the numbering and labeling shown under contents below.
9. No information concerning the statement of qualification, evaluation scores, nor the identity of the evaluators shall be released by DOE until all ratings have been summarized and approved by the appropriate procurement official of the ABA or DOE

B. Contents

**Submittals which exceed the maximum page limits shown below shall be disqualified.**

1. Transmittal Letter (1 page maximum)

This is to serve only as the document covering transmittal of the statement of qualifications. The letter should provide the name, title, address, and telephone number of the official contact and an alternate. This individual(s) should be available to be contacted by telephone or attend meetings to provide clarification on the statement of qualifications as may be appropriate. A brief summary of the firm's qualifications may be provided with the body of the letter. The letter should be signed by a principal or corporate officer of the firm.

2. Proof of Registration (No page limit)

Submit evidence of proof of registration by the appropriate board having jurisdiction for each of the key personnel and the firms on the team. All individuals and firms must have a valid and current license and must be in good standing with the applicable board. Acceptable forms of proof from the Boards of Architects, of Engineers and Land Surveyors, and of Landscape Architects may be one of the following:

- (a) A copy of the Board issued wallet card showing the name of the individual or firm, the licenses number, and current expiration date. (Place multiple cards on a single page.)
- (b) A copy of the individual's or firm's license downloaded from the appropriate Board's official website.
- (c) A copy of the on-line verification of the individual or firm's license or certificate from the appropriate Board's official website. The copy

should show the individual or firm's name, license or certificate number, and current expiration date.

3. Proof of Insurance (No page limit)

The primary design firm should submit proof of professional liability and general liability insurance in accordance with the requirements and limitations set forth in the ABAMSC under § 2-312 and § 2-313.

4. Equal Employment Opportunity Policy (EEO) (No page limit)

The firm should submit a copy of their EEO policy or statement which is currently on file with the Office of State Procurement (OSP) and ABA. A respondent is not required to have a formal policy but is required to disclose whether they have one or not.

5. Office Size and Location (1 page maximum)

Provide a description of the size, structure and location of your firm. If housed in multiple locations, provide a description of the staffing at each location. Include a detailed description of the staffing and resources for the office from which you intend to service this contract.

If you intend to utilize outside consultants, provide a description of their primary office size and location, name, and services provided.

6. Key Personnel of the Design Team (10 pages maximum)

Provide a description of the key personnel to be used on the design team, including consultants. Provide a brief description of the qualifications including education and licenses. You may include an organizational chart. The descriptions should detail the role each individual will play along with brief examples of similar projects where this individual served in the same or a similar capacity. Descriptions should also indicate how long the person has been with the current firm and where the individual has worked (if other than the current firm) in the past 5 years and in what capacity.

If other than the primary design team provides any of the following functions, include descriptions of the personnel that will provide peer review of the design documents, review of contractor submittals for compliance with the contract documents, and field observation of work in progress.

7. Experience (8 pages maximum)

Provide detailed descriptions of projects (or contracts) of identical or similar nature and scope that demonstrate your understanding of the requirements of this contract. Examples should be as closely matched to this type of contract as possible. Examples of other projects that demonstrate your ability to address key elements of this type of contract may be included provided the

link between the key element and the anticipated application to this contract are clearly delineated.

8. Construction Observation and Contract Administration (3 pages maximum)

Describe your firm's approach and the types of services that are routinely provided as part of the basic services during the bidding and construction phase of the project.

Provide a discussion of the manner in which your team will provide observation and oversight of the contractor during the construction period. Include a description of the types and frequency of site visits and project observations. Discuss the role of each of the major design consultants.

9. Previously Awarded State of Arkansas Contracts (3 pages maximum)

Provide a complete listing of all contracts that the primary firm has or had within the previous 24 months, including all current contracts. This listing should be limited to Arkansas State Agencies, Boards and Commissions, Higher Education Institutions, the Arkansas Highway and Transportation Commission, the Arkansas Game and Fish Commission and any Arkansas Constitutional Offices. You do not need to include public schools (K-12), county and municipal government units, or federal government contracts.

Listing should show the Agency with whom you had or have a contract, the type of contract (i.e. On-Call, or name of specific project), term of the contract (beginning and ending dates), amount of the contract, and the name, phone number and email address of the point of contact (person having operational knowledge of the contract) with the Agency.

Disclose all on-going legal controversies that you have with any Arkansas State Agency, Board, or Commission, including Higher Education Institutions, the Arkansas Highway and Transportation Commission, the Arkansas Game and Fish Commission, any Arkansas Constitutional Office and any public school district (K-12).

**V. EVALUATION OF RESPONSES AND SELECTION CRITERIA**

A. General

The following provides a general overview of the evaluation process and describes the scoring criteria to be used in this evaluation process. The statements of qualifications shall first be screened to determine that the submittal meets the guidelines and requirements of this RFQ. Submittals which do not fully comply with these requirements shall be disqualified from consideration by the committee.

All compliant submittals shall be distributed to the committee members for evaluation. After each committee member has completed their evaluation and scoring, the committee shall convene to discuss each submittal and total the scoring from all members.

The evaluation committee shall be comprised of three (3) or more representatives (an odd number is required),.

B. Evaluation and Scoring Criteria

The following information shall be bound in the submittal under the tab number indicated. The information contained in items 1-4 are considered as mandatory submittal requirements. While the following documents will be reviewed for compliance under section “IV.B.”, no points shall be awarded for the information under these areas. **Failure to provide this information shall result in disqualification of the submittal for consideration.** Those submissions deemed compliant will be evaluated and scored as stipulated below.

1. Transmittal Letter (no points)
2. Proof of Registration (no points)

Provide evidence for all registered team members known at the time of this submittal. The consultant selected for award under this RFQ may add or replace team members at any time during the course of the project subject to new members being properly licensed and acceptable to ABA.

3. Proof of Insurance (no points)

The consultant selected for award under this RFQ must maintain the insurance current and effective throughout the period stipulated in the ABAMSC. The consultant may change insurance carriers subject to notification to ABA. Any new carrier must be acceptable to ABA.

4. EEO Policy (no points)

5. Office Size and Location

Office size and location shall be evaluated based upon the anticipated needs for a project of this type, size and complexity. A maximum of ten (10) points shall be assigned to this category. Consideration shall be given to the size and location of the primary consultant’s office as well as all outside consultants. A maximum of five (5) points shall be awarded for office size and a maximum of five (5) points shall be awarded for the location of the office(s) serving this project.

The number of discipline specific designer and support staff should be adequate to staff the proposed design team and backup personnel.

6. Key Personnel

Key personnel shall be evaluated on their experience relative to the capacity they will serve in on the team. A maximum of twenty (20) points shall be assigned to this category. Experience on projects of the same or similar nature as this contract shall be the primary consideration. If a member is designated as a lead designer in a specific area, previous experience in lead roles is considered desirable. If this is the person's first project in a lead position, this shall not automatically disqualify that individual but the relative importance of that position to the overall success of the project shall be considered and points may be deducted for lack of adequate experience. The length of employment with the current firm shall be considered as well as employment history during the past 5 years. Individuals should have been employed by their current employer at least 6-months and should not have had more than 3 different employers during the past 5-years.

7. Experience

Experience shall be evaluated on its relevance to this specific contract's requirements. A maximum of twenty-five (25) points shall be assigned to this category. Experience with projects of the same or similar nature as this specific project shall be the primary consideration. Experience of a general nature demonstrating an understanding or problem solving capability for discrete elements or functions related to this project's requirements may also be considered relevant.

8. Construction Observation and Contract Administration

The consultant shall be evaluated on demonstrated ability to meet the industry's standard of care. A maximum of ten (10) points shall be assigned to this category.

The consultant's use of the key members of the design team may be considered as well as the proposed frequency of site visits during the construction phase of the project and the proposed methodology for monitoring, documenting and controlling change orders during the construction phase shall be of primary consideration.

The consultant's approach to keeping ADE informed as to the progress of construction and major issues as well as the methodology used to track and resolve issues in a timely manner shall also be evaluated. The consultant's past performance with ADE may be considered in this area.

10. Previously Awarded Arkansas Contracts

The consultant's current and recent contracting history shall be evaluated to ensure that all qualified firms have an equitable opportunity for State contracts. A maximum of ten (10) points shall be assigned to this category.

D. Summary of Statement of Qualifications Scoring.

Category	Maximum Points
1. Transmittal Letter	0
2. Proof of Registration	0
3. Proof of Insurance	0
4. EEO Policy	0
5. Office Size/Location	10
6. Key Personnel	20
7. Experience	25
8. Construction Observation/Administration	10
9. Previous Arkansas Contracts	<u>10</u>
TOTAL	75

E. Notification of Results

In accordance with ABAMSC § 2-106, within three (3) working days after the committee has completed this portion of the evaluation, ADE shall notify all respondents of the results. Only the names of the consultants selected for interviews will be released at this time. The scoring results and the ranking order of the consultants shall remain confidential. The time, date and location of the interviews shall be included in this notification.

**VI. SELECTION OF CONSULTANTS FOR INTERVIEWS**

- A. In accordance with ABAMSC §2-106, a maximum of five (5) consultants shall be identified as the most responsively qualified and shall be selected for the oral presentation and interview phase. The total scores from all evaluators shall be averaged to arrive at a ranking for each submittal. The consultants having the highest average scores shall be selected for interviews. In the event of a tie score(s) for any position of ranking, the tie(s) shall be broken by coin toss elimination. The consultant winning the coin toss shall be placed in the ranking above the loser of the toss. The coin toss shall be conducted by the evaluation committee chair and witnessed by the facilitator.
- B. The order of the scheduled times for interviews shall be determined by random drawing. The names of the consultants selected for interview shall be placed in a container and the names drawn one at a time from the container by the evaluation

committee facilitator. The order of the schedule shall be as follows; the first name drawn shall have the first time slot; the second name drawn the second slot and so forth until all names are drawn. All interviews may be scheduled for the same date and location.

- C. Should ADE receive only one response to this solicitation..

## **VII. ORAL PRESENTATIONS AND INTERVIEWS**

### **A. General**

1. Each consultant selected shall be notified in writing of their selection and scheduled for oral presentations and interviews. Consultant shall be given no less than 14 calendar days to prepare for this meeting. Consultant should be prepared to answer questions concerning the qualifications and capabilities of their proposed team and the presentation should be well prepared and concise. The consultant will be given approximately 30 minutes to discuss their unique qualifications and team structure and to present examples of their previous works. Approximately 15 minutes will be allocated for the committee to ask questions relevant to the proposed team and the project. After the question and answer period, approximately 2 minutes will be allocated for the consultant to make a brief closing statement regarding why he believes his firm/team is the best qualified for this project.
2. Interviews shall be conducted at the location shown in the letter of notification. The consultant may use photographic slides, power point presentations or poster board displays for visual aides during the presentation. It is the responsibility of the consultant to bring the necessary equipment including projectors, screens, stands or easels for this presentation.
3. The consultant may elect to provide paper copies of photographs or visual aids to the committee for later review. A maximum of two (2) copies of printed materials shall be permitted. Both copies shall be presented to the facilitator. Materials should be bound in a folder labeled in a similar manner to that of the initial response to the request for qualifications. The consultant may use photographic quality matte paper, color paper and other non-recyclable paper for this portion only. This material shall be used by the committee as a reference only during the evaluation. It is not necessary to prepare elaborate exhibits, displays or presentations with high end audio or graphics. No points shall be awarded or deducted for handout materials whether presented or not.
4. In accordance with ABAMSC § 2-106, preliminary designs or suggested designs for specific projects shall not be permitted. This includes renderings, sketches, site plans, space plans, or other graphic or pictorial representations developed for this specific project. Failure to adhere to this requirement shall be grounds for disqualifications. This prohibition is not intended to exclude examples of projects of similar functions that have been previously prepared for other clients.

All visual presentation materials should contain an identification of the client for which that material was prepared.

B. Contents of the Oral Presentation

1. Office Size/Location

This presentation topic should serve to demonstrate that the consultant has adequate offices, sized and located in a manner that will provide proper response time to ABA's project needs. Where the prime design firm will utilize outside sub-consultants, the relationship of the sub-consultant's offices and support to the contract should be detailed. The support staff capabilities of the consultant should be discussed as well as any unique or special capabilities that the prime consultant or sub-consultants may possess that can be employed under this contract.

The consultant should discuss the current office workload and explain how the proposed staffing pattern can meet the anticipated needs of this contract. The current workload should be presented in terms of a percentage of work-to-capacity that the consultant currently has and has experienced over the previous 12 months. The amount of excess capacity should be related to an amount of personnel or man-hours that may be available for this contract assignment.

2. Key Personnel

The consultant should present an overview of the proposed design team structure. If changes to the proposed team are necessary since the submittal of the written statement of qualifications, disclose the nature of the changes and present the qualifications of the new members at this time. This will also be the opportunity to expand or elaborate on the special qualifications of any of the personnel assigned to this project. Team leaders for each major discipline should be available to discuss their roles and responsibilities in the development of this project as well as the unique or special talents they bring to the team.

3. Experience

The consultant should present an overview of previous project experiences that illustrates the capabilities and expertise of the proposed team's ability to deliver high quality, functional and aesthetically pleasing designs. The range and types of design challenges the firm has encountered on previous projects that might occur on this contract should be discussed as well as how the consultant overcame these challenges. Emphasis should be placed on projects resulting in high energy efficiency performance and low maintenance requirements.

Visual presentations of projects representing the consultant's style and creativity may be presented. To the maximum extent possible, these examples should reflect projects of similar size, function and complexity as those typically seen under an on-call contract.

The consultant may discuss or present examples of projects for which his team has received regional or national recognition or awards.

4. Management Plan

The consultant should identify the primary and secondary points of contact to be used by ADE. These individuals should be present and make this portion of the presentation. The consultant should describe the proposed organization of team members and support staff as required to meet the design challenges and delivery times for projects under this contract. Emphasis should be placed on the roles and responsibilities of each member of the team. Discuss your contingency plans to address the loss of key personnel, delays in production of bid documents.

The consultant should discuss the cost estimating capabilities of the team and describe previous projects that illustrate the consultant’s ability to deliver projects on time and in budget.

The consultant should describe his approach to the organization of the team in the areas of design production, pre-bid document review (i.e.: program and budget requirements, code research, coordination meeting, client meetings and peer reviews), post-bid document review (i.e.: contractor submittals, changes orders, payment request, etc.), project observation, and project closeout.

C. Summary of Oral Presentation Scoring.

Category	Maximum Points
1. Office Size/Location	5
2. Key Personnel	10
3. Experience	15
4. Schedule/Cost Control	15
5. Management Plan	<u>5</u>
TOTAL	50

**VIII. SELECTION OF CONSULTANT FOR NEGOTIATIONS**

A. The interview scores from each evaluator shall be averaged to arrive at a ranking for each consultant. These average scores shall be numerically added to the average score for the same consultant’s statement of qualifications evaluations. The scores shall be ranked from highest to lowest (i.e.: highest score receives the number 1 rank position and second highest the number 2 position, etc). In the event of a tie score(s), the tie(s) shall be broken by coin toss elimination. The coin toss shall be conducted

by the evaluation committee chair and witnessed by the facilitator. The consultant winning the coin toss shall be placed in the ranking above the loser of the toss. The consultant having the highest total score (ranking) shall be selected for negotiations.

- B. All consultants interviewed shall be notified in writing of the rankings and the name of the consultant initially selected for negotiation.
- C. The consultant selected for negotiation will be instructed to submit a proposed scope of basic services to be provided for this contract along with a copy of all proposed attachments to the contract. Include a schedule of the proposed fees and anticipated reimbursable expenses. If services above and beyond the customary basic services are anticipated, submit a description of the proposed services and the proposed fees. Basic services, allowable reimbursable expenses and additional services shall be as defined in the ABAMSC. DOE will schedule a meeting as soon as possible with the selected consultant to discuss the details and requirements of the full scope of services and contract budget. All contracts shall be on the forms approved by the ABA and DOE. Attachments to this form are permissible and necessary to fully define the terms and conditions of the proposed contract. All attachments shall be edited as required to be in compliance with Arkansas law, ABAMSC, Office of State Procurement rules and guidelines governing professional service contracts and ABA's policies.
- D. In the event that ADE can not successfully negotiate a contract with the first consultant selected, ADE may terminate the negotiation process and undertake negotiations with the second highest ranked consultant. If the second negotiation is unsuccessful, ADE may terminate negotiation and move to the third ranked and so forth. If ADE is unable to successfully negotiate a contract with any of the consultants interviewed, the selection process shall be terminated. ADE may re-evaluate the scope of services required under this solicitation and begin the RFQ selection process over or may cancel this solicitation. Under no circumstances shall ABA undertake negotiations with any of the consultants not selected for the oral presentation and interview phase of this solicitation.
- E. The State of Arkansas nor any of its entities shall be financially obligated for any consultants' expenses associated with the negotiation process whether successful or not. Nothing within this document shall be construed to waive the sovereign immunity of the State of Arkansas or any of its entities.