



Request for Qualifications – Architects DESIGN PROFESSIONAL SERVICES

Phillips Community College of the University of Arkansas, in accordance with the policies of the Board of Trustees, is soliciting responses from **qualified architects** for *professional services contracts* (“on-call”) for various renovation projects with estimated costs under \$2 million. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. The contracts will be for a term of three years, renewable for four additional years.

PCCUA intends to select one firm as a result of the solicitation.

SELECTION SCHEDULE

<i>Request for Qualifications (RFQ) issued</i>	<i>September 24, 2026</i>
<i>Statement of Qualifications (SOQ) due</i>	<i>October 22</i>
<i>Interviews of shortlisted firms</i>	<i>November 2</i>
<i>Contract term begins</i>	<i>January 1, 2027</i>

SUBMISSION

The deadline for responses is 1:00pm local time on Thursday, October 22, 2026.

Please include a letter of introduction signed by a principal or officer of the firm along with a corresponding [email address](#). This email address will be used for all communication related to shortlist, interviews, and selection.

Address three (3) copies of responses to:

Heather Funk
Director of Grants and Administrative Services
Phillips Community College
P.O. Box 785
Helena, AR 72342

NOTICE TO DESIGN TEAMS

The University of Arkansas Board of Trustees has expressed a clear preference for design teams that include an Arkansas architect. Please note that this will be considered during the selection process.

FORMAT REQUIREMENTS

Printed responses should be no larger than 8.5in x 11in, limited to **50 sheets maximum (100 pages)**, and bound. No loose pages or folders. **Responses that do not meet these requirements will be disqualified.**

Please send a digital copy of the response via email to hfunk@pccua.edu 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. 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 in Arkansas 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 University of Arkansas. 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.

2. **Recent project experience** (within the past five years) with programming and design of higher education projects, specifically small, rural community colleges
3. **Recent project experience** (within the past five years) with roof replacement, interior renovations, and other renovation projects in a variety of scales and complexities
4. Experience with projects facing the unique challenges of the Arkansas Delta region.
5. Approach to On-Call Services and project management.
6. Current office size, personnel description, and workload
7. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
8. List of projects currently under contract with Arkansas community colleges
9. List of Arkansas community college references currently serving as on-call architect
10. PCCUA Vendor Response Package.

SELECTION CRITERIA

Proposals will be reviewed and scored on the following criteria:

Specific project experience with small, rural community colleges	20%
Specific project experience with projects in the Arkansas Delta	20%
Approach to On-Call Services and project management	20%
Firm Qualifications & relevant experience	15%
Qualifications of proposed team	20%
References and past performance	5%
Total	100%

PROFESSIONAL SERVICES REQUIRED:

PROGRAMMING, FEASIBILITY ASSESSMENTS, GRAPHIC PRESENTATION, SITE PLANNING, INTERIOR DESIGN, COST EVALUATION, SCHEMATIC DESIGN, DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, CONSTRUCTION ADMINISTRATION, AND PROJECT CLOSEOUT.

EXAMPLES OF POTENTIAL PROJECTS:

- Roof and envelope repairs
- HVAC and mechanical renovations
- Classroom and laboratory renovations
- ADA/accessibility improvements
- Restroom renovations
- Office renovations
- Building code and life-safety improvements
- Parking/site improvements
- Facility assessments
- Small additions
- Emergency repairs
- Deferred-maintenance projects
- Preliminary programming and feasibility studies



***PHILLIPS COMMUNITY COLLEGE OF THE
UNIVERSITY OF ARKANSAS***

VENDOR RESPONSE PACKET

2027-1

SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's proposal:

- ☐ *Combined Certifications Form completed and signed*
- ☐ *EO 98-04: Contract and Grant Disclosure Form completed and signed*
- ☐ *EEOC Certification*



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
2. **Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
4. **Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: 2027-1 Description: _____

Agency Name: Phillips Community College of the University of Arkansas

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

☐ Goods?

☐ Services?

☐ Both?

YOUR NAME:

ADDRESS:

COUNTRY: UNITED STATES

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

F O R I N D I V I D U A L S *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☐ None of the above applies

F O R A N E N T I T Y (B U S I N E S S) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No _____

Agency use only

Agency
Number 0190 _____

Agency
Name Phillips Community College
of the University of Arkansas _____

Agency Contact
Person Stan Sullivant (870) 816-1274 _____

Contract or
Grant No. 2027-1 _____

PHILLIPS COMMUNITY COLLEGE OF THE UNIVERSITY OF ARKANSAS

Purchasing Office

P.O. Box 785

Helena, AR 72342

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person responding to a Request for Quotation (Bid) submit their most current Equal Employment Opportunity policy (EEO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating that the bidder does not have an EEO Policy will be considered that bidder's response and will comply with the requirement of Act 2157.

Submitting your EEO Policy is a one-time requirement. The PCCUA Purchasing Office will maintain a file of the EEO Policies or written responses received.

This is a mandatory requirement when submitting a bid response. Failure to submit an EEO Policy or response may result in rejection of your bid.

If you have any questions, please call the Purchasing Office at 870-338-6474, ext. 1232.

Thank you.
Purchasing

TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING BID RESPONSE

_____ EEO Policy attached

_____ EEO Policy previously submitted to PCCUA Purchasing Department

_____ EEO Policy is not available

Name of Company or Person

Signature

Name (printed or typed)

Title

Date