



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

LAW ENFORCEMENT TRAINING ACADEMY

BARRACKS

RFQ 2024-01

DUE: December 15, 2023, 10:00 A.M. CST

GENERAL INFORMATION

Black River Technical College (BRTC), an Arkansas public two-year college, in accordance with the policies of the Board of Trustees, is inviting architectural service and qualification proposals from interested firms for the development and design of a student barracks for the Law Enforcement Training Academy.

PROJECT DESCRIPTION

The proposed new construction for the Law Enforcement Training Academy is a multi-bed barracks to house approximately 60 cadets during their onsite training and to accommodate short-term advanced training of incumbent officers. The facility, located on the Pocahontas campus of BRTC, will contain approximately 18,900 square feet of interior space on two floors, with double-occupancy rooms in a suite design sharing a shower/restroom. In addition, up to four single-occupancy rooms with a shower/restroom will be needed as well as common area(s). Construction will consist of simple mason block walls and a slanted roof. Architects and design consultants will collaborate with College leadership under coordination of the Vice

President of Finance and Administration throughout the project. Services Contract Award is contingent on Board of Trustees approval and completion of the ALC Contract Review process.

ANTICIPATED PROJECT SCHEDULE

Request for Qualifications (RFQ) issued	November 28, 2023
Statement of Qualifications (SOQ) due	December 15, 2023
Interviews of shortlisted firms	January 3-5, 2024
Selection announced	January 18, 2024
Contract negotiations	January 2024

SUBMISSION

The deadline for responses is 10:00 a.m. local time on December 15, 2023. All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

CONTENT REQUIREMENTS:

To avoid potential conflicts of interest, respondents should not communicate with university staff about this project. This document provides the relevant information for assembling a Statement of Qualifications. If you have urgent questions, you can send them via email to rhonda.stone@blackrivertech.edu.

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 in the State of Arkansas

Architects: All firms shall be licensed, or eligible for licensure, in the State of Arkansas. Consulting and joint venture firms are also required to be licensed in the State of Arkansas. A copy of a valid Arkansas license must be included with the submittal.

Landscape Architects: All firms shall be licensed by the Arkansas State Board of Architects, Landscape Architects, and Interior Designs. A copy of a valid Arkansas license must be included with the submittal.

Civil Engineers: All engineers shall hold individual licenses in the State of Arkansas, and all engineering firms shall hold a valid Certificate of Authorization (COA) issued by the Arkansas State Board of Licensure for Professional Engineers and Professional Surveyors. Joint venture firms are also required to hold a COA. A copy of a valid Arkansas license must be included with the submittal.

- 2. Organizational chart for design team and all consultants.**
- 3. Specific project experience (within the past five years) with similar projects (or suitable equivalents).**
- 4. Current office size, personnel description, and workload.**

5. Proof of current professional liability insurance coverage (\$1,000,000 minimum required).
6. List of projects currently under contract with state agencies or educational facilities.
7. Statement of diversity in the workforce, if applicable.
8. Certificate of women-owned, minority-owned, or service-disabled veteran owned business, if applicable.

PROFESSIONAL SERVICES REQUIRED

Programming, feasibility assessments, graphic presentation, site planning, civil engineering, landscape design, interior design, cost evaluation, schematic design, design development, construction documents, construction administration, and project closeout.

All materials submitted in response to this Request for Qualifications are subject to the terms of state laws relative to the Freedom of Information Act.

GENERAL SUBMITTALS

ALL Respondents will be **required** to complete the following forms:

- Contract and Grant Disclosure and Certification Form
- Israel Boycott Restriction Certification Form
- EEO Policy Letter
- Illegal Immigrant Certification Form
- Current copies of licenses
- Current copy of certificate of insurance

Forms are available on our web site.

DELIVERY OF SUBMITTALS

Responses to this Request for Qualifications must be received by 10:00 a.m., Friday, December 15, 2023 to be considered.

Send three (3) original hard copies and one (1) digital copy of the response on a flash drive, (or the electronic copy may be sent via email to rhonda.stone@blackrivertech.edu) **as follows:**

Submittals are to be delivered to:

**BRTC Finance Office
Attn: Rhonda Stone
P O Box 468
1410 Hwy 304E
Pocahontas, AR 72455**

Late responses, responses en route, or those left at locations other than the BRTC Finance Office will not be considered.

Questions regarding this Request for Qualifications can be directed to Rhonda Stone, Vice President of Finance & Administration, (870) 248-4031. Email: rhonda.stone@blackrivertech.edu.

MINORITY BUSINESS POLICY: It is the policy of the State of Arkansas and this College that Minority Business Enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the College encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction.