

Request for Qualifications – Architects/ Engineers

DESIGN PROFESSIONAL SERVICES

Solicitation Number:

Solicitation Issued: July 21, 2026

The University of Arkansas – East Arkansas Community College, in accordance with the policies of the Board of Trustees, is soliciting responses from qualified architects/ engineers for professional services contracts (“on-call”) for a renovation project with estimated costs under \$150,000. Please refer to University of Arkansas Board Policy 740.2 for additional information about on-call contracts. The project will need to be completed September 30, 2026.

Submission Due Date: August 17, 2026 @ 2:00PM

Award Contract: August 21, 2026

Delivery Address: University of Arkansas – East Arkansas Community College

Business Office

1700 New Castle Road

Forrest City, AR 72335

**Prospective Contractors assume all risk for timely, properly submitted deliveries.*

Department Contact Information

Department Buyer: Bianca Lynch

Email Address: blynch@eacc.edu and blynch@ueacc.edu

Buyer’s Direct Phone Number: 870.633.4480 ext 223

Department Website: [Bidding Opportunities | University of Arkansas-East Arkansas Community College | Forrest City, AR](#)

Format requirements: Printed responses should be no larger than 8.5in x 11in At least 2 copies should be sent in for submission.

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- East Arkansas Community College. 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 (or equivalent quality) of a variety of scales and complexities. Recent project experience (within the past five years) with interior renovations of a variety of scales and complexities. Project experience with state and federal funding agencies.

3. Knowledge and experience with State and Federal requirement to include but not limited to:

- a. constructing projects under nationally-recognized sustainable rating systems.
- b. National environmental Policy Act (NEPA) of 1969, as amended
- c. Davis-Bacon and other Federal compliance laws
- d. State procurement laws
- e. Type and number of Federal – and/ or State funded projects completed
- f. Build American buy America Act requirements

4. Current office size, personnel description, and workload

5. List of projects currently under contract with state agencies or educational facilities

SECTION 1 – INFORMATION AND INSTRUCTIONS

1.1 INTRODUCTION

This Request for Qualification (RFQ) is issued by University of Arkansas – East Arkansas Community College to solicit an architect/ engineer for an upcoming project.

1.2 OBJECTIVE AND GOALS

UAEACC is soliciting an experienced architect or engineer to manage the renovation of one of its campus buildings for the purpose of housing the carpentry program.

1.3 BACKGROUND AND CURRENT ENVIRONMENT

East Arkansas Community College is a full-service community college that serves Eastern Arkansas. EACC's faculty and staff are committed to providing students of all ages and stages of life access to high-quality, affordable career-ready and transfer-ready degree programs, business and industry training, non-credit learning experiences, and cultural enrichment. EACC's core of general education classes are considered fully transferable to other colleges and universities, and the College is a full participant in the Arkansas Course Transfer System (www.adhe.edu).

Students have the option of taking classes in Forrest City, in Wynne, at other locations within the five-county service area, and online.

EACC has one of the lowest tuition rates in the state. The college participates in federal and state financial aid programs, offers payment plans, and provides institutional and foundation scholarships. For more information on the college, please see About EACC | East Arkansas Community College | Forrest City, AR.

1.4 TYPE OF CONTRACT

- A. As a result of this RFQ, UAEACC intends to award a contract to a single architect or engineer.
- B. The anticipated starting date for any resulting contract is June 1, 2026 except that the actual contract start date may be adjusted forward or backwards unilaterally by the State for up to two weeks. By submitting a signed response to the RFQ, the Prospective Contractor represents and warrants that it will honor its response as being held open until August 1, 2026.

1.5 DEFINITION OF TERMS

- A. Unless otherwise defined herein, all terms defined in Arkansas Procurement herein have the same meaning herein.
- B. "Prospective Contractor" means a responsible offeror who submits a response to this solicitation.
- C. The terms "Request for Qualifications", "RFQ," and "Solicitation" are used synonymously in this document.
- D. "Responsive Submission" means a submission in response to this solicitation that conforms in all material respects to this RFQ.
- E. "Shall" and "Must" mean the imperative and are used to identify requirements.
- F. "Requirement" means something required.
- G. "Specification" means any technical or purchase description or other description of the physical or functional characteristics, or of the nature, of a commodity or service. "Specification" may include a description of any requirement for inspecting, testing, or preparing a commodity or service for delivery.
- H. "State" means the State of Arkansas. When the term "State" is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the Department using such a contract.

1.6 SOLICITATION SCHEDULE

- A. For informational purposes, a Solicitation Schedule is provided below; however, dates listed and noted with an asterisk (*) are anticipated dates only and are subject to change at the discretion of the State. All times are listed in Central Time.

TABLE A: TENTATIVE SOLICITATION SCHEDULE

ACTIVITY	DATE
RFQ Release to Prospective Contractors	July 21, 2026
Deadline for Prospective Contractor Questions	August 11, 2026
Answers to Questions Posted to UAEACC website*	August 13, 2026
Response Due Date	August 17, 2026
Award Contract*	August 21, 2026

1.7 CLARIFICATION OF SOLICITATION

- A. Submit questions requesting clarification of information contained in this *Solicitation* in writing via email to blynch@ueacc.edu or blynch@eacc.edu by the date and time listed in Table A .
1. For each question submitted, the Prospective Contractor should reference the specific solicitation item number to which the question refers.
- B. The Prospective Contractor should notify the Buyer of any term, condition, etc., that precludes the Prospective Contractor from providing a compliant, responsive submission. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a response.
- C. Prospective Contractors may contact the Buyer with non-substantive questions at any time prior to the response opening.
- D. An oral statement by the Department will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by the Department.

SECTION 2 – SELECTION

2.1 QUALIFICATION PROCESS

- A. The Department will review each *submission* to verify Requirements have been met.
 - 1. Responses that do not meet Submission Requirements will be rejected and will not be subject to further review.
- B. Responses meeting all Requirements of the RFQ will be included on the initial QVL.

2.2 ISSUANCE OF A CONTRACT

- A. The Department will be responsible for award and administration of a resulting contract.
 - 1. All resulting contracts **shall** be subject to State approval processes which may include Legislative review.
- C. The Department will initiate contact for services with a qualified contractor based on license, experience, and education.
- D. Contractors **shall** comply with all terms and conditions contained herein.

2.3 ACCEPTANCE OF QUALIFICATION PROCESS

The submission of a to this RFQ signifies the Prospective Contractor's understanding and agreement that some subjective value judgments will be made during the qualification process.

SECTION 3 – SOLICITATION TERMS AND CONDITIONS

3.1 ACCEPTANCE OF REQUIREMENTS

- A. A Prospective Contractor's past performance with the State may be used to determine if the Prospective Contractor is responsible (19 CAR § 1-401).
 - 1. Responses submitted by Prospective Contractors determined to be non-responsible will be rejected.
- B. A single Prospective Contractor must be identified as the prime contractor.
 - 1. The prime Contractor shall be responsible for the resulting contract and jointly and severally liable with any of its subcontractors, affiliates, or agents to the State for the performance thereof.
- C. By submission of a response, the Prospective Contractor represents and warrants:
 - 1. That any prices in the response have been arrived at independently, without any collusion with another competing Prospective Contractor.
 - 2. Collusion violates Arkansas Procurement Law and can lead to suspension, debarment, and can be referred to the Attorney General's officer for investigation and appropriate legal action (Arkansas Code Annotated § 19-61-403 and 19-61-702).
 - 3. That the Prospective Contractor has not retained a person to solicit or secure the resulting contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the Prospective Contractor for the purpose of securing business.
- D. Prospective Contractor should not discuss the Solicitation or proposal response, issue statements or comments, or provide interviews to public media during the Solicitation and award process.
- E. Qualifications, services, and commodities must meet or exceed the required Specifications as set forth in the Solicitation.
- F. The college will not pay costs incurred in the preparation of a response.

4.1. GENERAL TERMS AND CONDITIONS

1. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of Israel (Arkansas Code Annotated § 25-1-503),
 2. They are not engaged in and **shall not**, during the aggregate term of the resulting contract, engage in a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry (Arkansas Code Annotated § 25-1-1102).
- G. Pursuant to Arkansas Procurement Law, the Contractor shall certify that the Contractor does not knowingly employ or contract with illegal immigrants and that the Contractor shall not knowingly employ or contract with illegal immigrants during the aggregate term of any contract with the State or any of its departments, institutions, or political subdivisions (Arkansas Code Annotated § 19-60-105).
- H. Specifications, drawings, technical information, dies, cuts, negatives, positives, data, other such item furnished by the State to the Contractor, or a combination thereof hereunder or in contemplation hereof or developed by the Contractor for use hereunder **shall**:
1. Remain property of the State.
 2. Be kept confidential as permitted or required by law.
 3. Be used only as expressly authorized.
 4. Be returned at the Contractor's expense to the F.O.B. destination point provided by the State, as requested by the State.
 5. The Contractor **shall** properly identify items being returned.
- I. The Contractor **shall** invoice the State as required by the Department and should not invoice the State in advance of delivery and acceptance of any commodities or services (Arkansas Code Annotated § 19-4-1206).
1. The Contractor should invoice the agency by an itemized list of charges. The Department's purchase order number and/or the contract number should be referenced on each invoice.
 2. Payment will be made in accordance with applicable State of Arkansas accounting procedures upon acceptance of commodities and services by the Department.
 3. Payment will be made only after the Contractor has successfully satisfied the Department as to the reliability and effectiveness of the commodities or services purchased as a whole.
- J. The Prospective Contractor **shall** certify that they are not a company owned in whole or with a majority ownership by the government of the People's Republic of China (a "Scrutinized Company") and that they do not and **shall not** during the aggregate term of the resulting contract employ a Scrutinized Company as a contractor (Arkansas Code Annotated § 25-1-1203).
- K. This RFQ incorporates all terms of the *Services Contract (SRV-1) Fillable Form* **or** *Standard Commodities Contract Template*.
1. The contract template is attached to the Solicitation in ARBuy as a sample for your information only.
 2. A Prospective Contractor's response may be rejected if a Prospective Contractor takes exception to any terms, conditions, or Requirements in this RFQ.
- L. Prospective Contractor agrees and **shall** adhere to all terms, conditions, and Requirements if selected as the Contractor.
1. Items may only be modified if the legal requirement is satisfied and approved by the State during negotiations.

4.2. PROPRIETARY INFORMATION

- A. The release of public records is governed by the Arkansas Freedom of Information Act (Arkansas Code Annotated § 25-19-101 et. seq.).

- B. Submission documents pertaining to the Solicitation become the property of the State and may be subject to the Arkansas Freedom of Information Act (FOIA).
- C. In accordance with FOIA, and to promote maximum competition in the State competitive sealed bidding, the State may maintain the confidentiality of certain types of information described in FOIA. Such information may include trade secrets and other information exempted from public disclosure pursuant to FOIA.
- D. Under no circumstances will pricing information submitted in response to an invitation for sealed bids be designated as confidential after the sealed bids have been opened.
- E. Consistent with and to the extent permitted under FOIA, any Prospective Contractor may designate appropriate portions of a response as confidential by submitting a redacted copy of the bid. By so redacting any information contained in the bid, the Prospective Contractor warrants that, after having received such necessary or proper review by counsel or other knowledgeable advisors, it has formed a good faith opinion that the portions redacted are not considered public records under FOIA.
- F. If a Prospective Contractor deems part of the information contained in a response not to be a public record, the Prospective Contractor should submit one (1) complete copy of the submission documents from which any proprietary or confidential information has been redacted in their response. Except for the redacted information, the redacted copy **must** be identical to the original copy, reflecting the same pagination as the original and showing the space from which information was redacted.
- G. The Prospective Contractor is responsible for identifying all proprietary information and for ensuring the electronic copy is protected against restoration of redacted data.
- H. The redacted copy will be open to public inspection under the FOIA without further notice to the Prospective Contractor. If the State deems redacted information to be subject to a public record request under FOIA, the State will endeavor to notify the Prospective Contractor prior to release of the redacted record.
- I. The State has no liability to a Prospective Contractor with respect to the disclosure of Prospective Contractor's confidential or proprietary information ordered by a court of competent jurisdiction pursuant to FOIA or other applicable law.