

**Request for Qualifications – Architects**  
**Hathaway Howard Fine Arts Center Renovation/Restoration Project**

The University of Arkansas at Pine Bluff, in accordance with policies of the Board of Trustees, is soliciting responses from qualified architects for the Hathaway Howard Fine Arts Center Renovation/Restoration Project

**PROJECT DESCRIPTION**

The University of Arkansas at Pine Bluff seeks responses from qualified firms to provide architectural services for the restoration of Hathaway-Howard Fine Arts Center, a 62,914 square foot building that has suffered mold, fire, smoke, and soot damage. The building is located on the main campus of UAPB in Pine Bluff, Arkansas and the space is comprised of specialized spaces including, art, gallery, band, music, theater, mass communication, and a 600-seat auditorium. The plan is to remediate and restore the building and contents, beginning with the first and second floor of the Art and Band sections. The spaces in, directly above and adjacent to the auditorium suffered extensive fire/soot damage, which will require more time to complete. The auditorium space will need replacement of systems including HVAC controls and equipment, fire system devices, lighting systems, audio-video, specialized low voltage systems, and overall electrical systems.

Restoration of the building will allow staff, faculty, students, and guests to benefit from art, music, theater, and mass communication.

The selected firm will work with Facilities Management for location and specifications of the project.

**PROJECT COST**

The total project cost is currently estimated at \$4.9 million. The Architects and consultants will work with the Facilities Management to advance campus master planning and design principles, as well as sustainability requirements.

**ANTICIPATED PROJECT SCHEDULE**

<i>Request for Qualifications (RFQ) issued</i>	<i>February 26, 2023</i>
<i>Statement of Qualification (SOQ) due</i>	<i>March 31, 2023</i>
<i>Interviews of shortlisted firms</i>	<i>April 24, 2023</i>
<i>Board of Trustees selection announced</i>	<i>May 25, 2023</i>
<i>Contract negotiations</i>	<i>TBD</i>
<i>Design starts</i>	<i>TBD</i>
<i>Construction starts</i>	<i>TBD</i>
<i>Project Complete</i>	<i>TBD</i>

**SUBMISSION**

**The deadline for responses is 1:00 pm local time on Friday, March 31, 2023.**

All respondents will be notified of the results by EMAIL, so please provide accurate contact information.

Address eight (8) copies of responses to:

Alisha Lewis, Procurement Official  
**University of Arkansas at Pine Bluff**  
**1200 N. University Drive**  
**Administration Building-Office #102**  
**Pine Bluff, Arkansas 71601**

Statements of Qualification will be reviewed by a selection committee using a standardized Design Services Shortlist Evaluation form.

**Format requirements:**

Printed responses should be no larger than 8.5in x 11in, limited to 50 sheets maximum (100 pages), fully recyclable (i.e. no plastic covers, plastic tabs, etc.) and bound with glue, staples, or thread (i.e. perfect bound, saddle stitching, etc.). No metal or plastic coils allowed. Responses that do not meet these requirements will be disqualified.

Please send a digital copy of the response via email to [lewisal@uapb.edu](mailto:lewisal@uapb.edu) in addition to the printed booklets.

To avoid potential conflicts of interest, respondents should not communicate with university faculty or 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 [lewisal@uapb.edu](mailto:lewisal@uapb.edu).

**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 description 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 at Pine Bluff. 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. Organization chart for design team and all consultants
3. **Specific project experience** (within the past five years) with integrating mechanical systems into existing buildings
4. **Specific project experience** (within the past five years) with institutional-quality interior design and architecture, with particular emphasis on integrating mechanical systems into existing spaces
5. Current office size, personnel description and projected workload
6. Experience constructing projects under nationally-recognized sustainable rating systems
7. Experience with fully commissioned projects
8. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
9. List of projects currently under contract with state agencies or educational facilities
10. Statement of diversity in the workforce, if applicable
11. Certificate of women-owned or minority-owned business, if applicable

**PROFESSIONAL SERVICES REQUIRED**

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