



UNIVERSITY OF
CENTRAL
ARKANSAS™

PROCUREMENT OFFICE
201 DONAGHEY AVENUE
WINGO 113
CONWAY, AR 72035

REQUEST FOR QUALIFICATIONS

UCA Multipurpose Arena Feasibility Study with the potential of Future Architectural Design Services

Project#: RFQ UCA-25-037

**PROPOSALS MUST BE RECEIVED BEFORE:
2:00 P.M. Central Time on Monday, January 6, 2024**

Proposal Delivery Address and Opening Location:

University of Central Arkansas
Procurement Department
201 Donaghey Avenue
Wingo Hall 113
Conway, AR 72035

1. PURPOSE:

The purpose of this request is to obtain a contract with a qualified architectural team to partner with a consultant to develop a Phase I Feasibility Study for a Multipurpose Arena that will determine this project's economic viability. If it is determined and approved by the UCA Board of Trustees to proceed with this project the same Architectural firm will be providing Phase II professional design services, cost estimates, contract documents, bidding assistance, and construction administration for the construction of a Multipurpose Arena located on the campus of the University of Central Arkansas, Conway, AR.

The current Jeff Farris Health and Physical Education Center or areas within the vicinity of this facility is the potential site for the new Multipurpose Arena.

2. SCOPE OF WORK:

The project consists of a feasibility study for the replacement of the Jeff Farris Health and Physical Education Center. The proposed new facility will be a multipurpose facility for athletic events, commencement, and other large events. The feasibility study will analyze factors including location, size, geotechnical investigation, traffic plans, structural engineering recommendations, civil site and public infrastructure improvements, site planning, and associated costs. The RFQ will include the design of a new facility, pending approval by the UCA Board of Trustees.

3. FEASIBILITY STUDY GOALS:

To better understand current physical, economic and regulatory conditions that will influence the development of each proposed site supporting the arena and to propose options for development such that the new development 1) supports, promotes and host athletic events, commencement, and other larger public events 2) serves the University's needs in an economically sustainable fashion; and 3) serves the broader needs of the UCA community at market rates. 4) the feasibility study will analyze factors including location, size, geotechnical investigation, traffic plans, structural engineering recommendations, civil site and public infrastructure improvements, site planning, and associated costs. The RFQ will include the design of a new facility, pending approval by the UCA Board of Trustees. The University views this as an iterative process whereby select recommendations may require deeper study and is prepared to evaluate and execute proposals to complete the additional scope necessary to meet the study goals.

4. ANTICIPATED DELIVERABLES:

The selected consultant will develop necessary planning feasibility study documents that are easy to understand and clearly communicate possible options for development. The documents should be able to be used in both digital and paper formats. The final planning feasibility study documents should successfully address the study goals and, at a minimum, include the following components:

1. Site Studies – evaluation of existing conditions of each site and potential limitations on redevelopment. Study to include review of existing utilities, topography, wetlands and related buffers, phase I environmental analysis, and existing and proposed zoning. The site study process will determine the location of the arena footprint, development site boundaries and total area based on study findings. Identification of future studies required for in-depth due diligence, and estimated cost of such studies, should be identified.
2. Site Plan and Massing Study – based on the site study and the market study, develop site plan and massing options. Define options for where/how the arena should be located on the site and how mixed uses and parking play into the overall feel, connectivity, and viability of the site. Provide cost implications for site improvements for each site, including overall site-wide infrastructure requirements prior to initial construction. The Architect with this RFQ will be expected to work with their selected consultant on masterplan programming layout related to area access, egress and traffic planning.
3. Parking, Traffic and Transportation Study – determine parking demand needs and conduct a traffic impact study based on the arena capacity and proposed mixed-uses. Assess transit accessibility and connectivity to campus and the broader market. Develop cost and revenue implications related to parking and traffic for each site.
4. Market Study – for sites suitable for this development, evaluate underlying economic market dynamics and provide analysis regarding the types of mixed-use product the economics will support, including, but not limited to, hospitality (including conference and multi-purpose venues), offices, and potential University-uses such as additional athletic facilities.
 - a) Recommend a range of market driven land use allocation strategies including mix of product types, target markets/tenant types, competitive positioning relative to similar projects in the local market area.
 - b) Examine comparable mixed-use and similar scale projects involving collegiate athletic venues to understand potential opportunities for integrating land uses, achievable rent or sales price structures and premiums, lease-up or absorption timetables, typical development standards and key factors impacting opportunities for success.
5. Feasibility Analysis - Based on market study results, offer an assessment/recommendation of a product allocation mix that is supported by the site’s physical, regulatory, and economic constraints. This analysis should include a dynamic pro forma reflecting the ability to change variables related to product mix and associated revenue streams to determine which product mix meets the demands of the market in balance with the University's needs. Cost/revenue implications for each site.

5. ANTICIPATED PROCUREMENT TIMELINE

RFQ Issue Date	December 5, 2024
RFQ Advertisements	December 6, 7, & 8, 2024
Submissions Due	January 6, 2024
Evaluation Committee Review	January 7-8, 2024
Shortlist Notification	January 9, 2024
Interviews via Zoom actual dates to be determined	Week of January 20
Notification of Firm Recommended	January 27, 2024 or sooner
Board of Trustees Meeting & Arkansas Legislative Council Approval	February 2025
Contract starts after all approvals	February 2025

6. EXISTING FACILITY

Floor plan for the Jeff Farris Health & Education Center (see attached PDF).

7. SUBMISSION AND REVIEW PROCESS

The information listed below is required to be submitted and should be organized in the order listed below to facilitate the proposal review process.

- ✓ Cover Letter providing interest in the project
- ✓ Table of Contents
- ✓ Tab 1: Firm History and Leadership: Detail firm history, unique qualifications of architect and consultant; relevant experience providing consulting and architectural services of this type. If applicable, provide experience on collegiate sports.
- ✓ Tab 2: Provide four examples of similar projects or assignments completed in the past five years and include a description of the work completed for these projects.
- ✓ Tab 3: Project leadership and staffing: Provide a team organizational chart and résumés of all listed discipline leaders and analysts. Includes descriptions of each team member's role on this project and relevant experience. Where necessary include relevant information for key staff of sub-consultants that may be hired as part of this engagement.
- ✓ Tab 4: Methodology: Please describe the process you would employ to analyze the development potential and your methodology in making an appropriate forecast addressing this unique mix of uses. Please provide a detailed assessment of your proposed methodology and scope of work to accomplish the stated goals for the assignment. This should include descriptions of meetings required, sources of primary and secondary data and other resources you will use for analysis and forecasting.
- ✓ Tab 5: Schedule: Please provide a detailed schedule of your planning activities and associated milestones.
- ✓ Tab 6: Signature Page

8. QUALIFICATIONS DUE DATE AND REQUIREMENTS:

Only Registered Licensed Architects who practice in the State of Arkansas will be considered. All statements will be considered without regard to age, race, creed, color, sex, handicap or national origin. The University of Central Arkansas seeks responses from firms who have recent experience with similar projects.

**Request of Qualifications for Professional Services must be received by:
2:00 P.M. on January 6, 2024.**

A sealed envelope or box clearly marked shall be submitted for the Qualifications. The qualifications will be referred to a review committee, who will review each submittal in accordance with the evaluation criteria stated later in this RFQ. All costs associated with the preparation of a statement in response to this RFQ will be the responsibility of the Offeror, and will not be reimbursed by the University of Central Arkansas. It is important that the Offeror's qualifications be submitted in a sealed envelope or box, clearly marked on the lower left hand corner with the following information:

RFQ #UCA-25-037 Feasibility Study for UCA Multipurpose Arena

The University of Central Arkansas reserves the right to reject any or all Offers, to waive informalities and to re-advertise if it is in the best interest of the University to do so. It shall be the sole responsibility of the Offeror to have his/her documents delivered to University of Central Arkansas, 201 Donaghey Avenue, Wingo Hall 113, Conway, AR 72035 for receipt on or before the due time and date. If documents are sent by U.S. Mail, the date of receipt by the University of Central Arkansas shall be the controlling date for purposes of determining whether timely submittal has been achieved. The University will not accept faxed or e-mailed RFQ.

9. REVIEW CRITERIA FOR THE PROPOSALS RECEIVED:

All submittals will be evaluated by a Review Committee. Submittals will be ranked according to the total number of evaluation points assigned by the Review Committee. The Procurement Official will create a short list of consultants to be interviewed based on the review committee's scores. All firms will be notified whether or not they have been selected to continue to the interview phase.

- A point system will be used to rank qualifications statements. The review form is attached and indicates the point range available for each review point. The Architectural/Consulting Firm must realize that many items will require judgment calls or rankings by the Review Committee.
- Request for Qualification submittals will be evaluated in terms of content and completeness.

REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA

Review Item	Available Points
Firm History, Leadership & Qualifications	20
Similar Projects & Experience	25
Project Team Organization Chart & Resumes	15
Methodology, Understanding of the Project and Approach	20
Schedule for this Project	20
TOTAL POSSIBLE POINTS	100

INTERVIEW PHASE

The interview will be the final determining factor for the firm to be selected. Companies moving on to the interview Phase will be ranked by the Evaluation Committee using the criteria listed below. The firm with the highest number of interview points will be selected as the potential firm to be award a contract with the university.

Evaluation Item	Available Points
Presentation	15
Response to Questions	15
Overall Interaction & Project Approach	20
TOTAL POSSIBLE POINTS	50

All firms will submit one (1) original hard copy; (2) electronic media copies USB/Flash drives of their qualification packages and (1) redacted electronic media copy USB/Flash drive. The information listed below is required to be submitted and should be organized in the order listed below to facilitate the proposal review process.

10. ISSUING OFFICER

Please contact only the person listed below for any matters related to this submittal. No other University staff, The University's Board of Trustees, or any University officials are to be contacted. Contacting other university officials may result in your proposal being rejected. All questions must be submitted via email to the Procurement Official listed below. The project submittals shall be directed to:

Cassandra McCuien-Smith, CPPB CPPO
Director of Procurement
Email: cmccuien@uca.edu

SIGNATURE CERTIFICATION PAGE

Proposal Number: RFQ UCA-25-037

Issuing Officer: Cassandra McCuien-Smith

Opening Date: January 6, 2024

Opening Time: 2:00 p.m. CST

REQUEST FOR QUALIFICATIONS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE QUALIFICATIONS PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF OPENING AND COMPANY’S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN “NO SUBMISSION” TO THE UNIVERSITY OF CENTRAL ARKANSAS PROCUREMENT OFFICE.

Company Name: _____

Name (Type or Print) _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN REJECTION:

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this RFQ has not been prepared in collusion with any other Offeror, and that the contents of this RFQ have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this submission. **THIS PAGE MUST BE SIGNED IN INK. UNSIGNED SUBMITTALS WILL NOT BE CONSIDERED.**

Signature: _____