



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

PROCUREMENT OFFICE
201 DONAGHEY AVENUE
WINGO 113
CONWAY, AR 72035

REQUEST FOR QUALIFICATIONS

Campus District Loop & Hydronics Refresh Project

**PROJECT 1: BUILDING A NEW NORTH SIDE
CHILLER PLANT**

**PROJECT 2: UPGRADING THE SOUTH SIDE
CHILLER PLANT**

Project#: RFQ UCA-26-010

**PROPOSALS MUST BE RECEIVED BEFORE:
9:00 A.M. Central Time on Thursday, July 10, 2025**

Proposal Delivery Address and Opening Location:
University of Central Arkansas
Procurement Department
201 Donaghey Avenue
Wingo Hall 113
Conway, AR 72035

SIGNATURE CERTIFICATION PAGE

Proposal Number: UCA-26-010

Procurement Official: Cassandra McCuien-Smith

**Description: New North Chiller Plant
Upgrades to Existing South Chiller Plant**

Bid Opening Date: July 10, 2025

Issue Date: June 19, 2025

Bid Opening Time: 9:00 a.m. CST

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL PACKAGE AND ENVELOPE MUST BE SEALED AND PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF BID OPENING AND BIDDER'S RETURN ADDRESS. IT IS NOT NECESSARY TO RETURN "NO BIDS" TO THE UNIVERSITY OF CENTRAL ARKANSAS PROCUREMENT OFFICE.

Company Name:

Name (Type or Print):

Title:

Address:

Telephone Number:

E-Mail Address:

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

Federal Employer Identification Number or Social Security Number

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

Signature:

1. PURPOSE:

The purpose of this request is to engage a qualified architectural and engineering team to provide professional design services for the University of Central Arkansas campus. The scope includes designing a new North Chiller Plant, upgrading the existing South Chiller Plant, Campus Controls, and upgrading the campus hydronic distribution systems. The selected team will deliver comprehensive services, including cost estimating, preparation of contract documents, bidding support, and construction administration for these projects, located in Conway, Arkansas.

The target for completion of the New North Chiller Plant is 2026.

2. QUALIFICATIONS REQUIRED:

To be considered, the professional firm must have experience in designing new chiller plants and chiller upgrades. The firm must also be able to demonstrate a proven record of accomplishment of successfully working with the state of Arkansas.

3. PROPOSAL REQUIREMENTS:

All firms will submit one (1) original hard copy and one (1) electronic media copy USB/Flash drives of their qualification packages. 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
- ✓ Signature Certification Page
- ✓ Tab 1: Project Understanding and Approach
- ✓ Tab 2: Project Organization and Staffing
- ✓ Tab 3: Project Team Job Site Public Relations
- ✓ Tab 4: Project Team Ability to meet Schedule and Expedite Completion
- ✓ Tab 5: Qualifications of Consultant
- ✓ Tab 6: Qualifications of the Project Manager
- ✓ Tab 7: Minority Partnership and Minority Subcontractors
- ✓ Tab 8: Examples of Past/Current Projects Similar and Relevant to this RFQ

4. SCOPE OF PROJECTS:

The project consists of improving the overall Campus District Loop Hydronics systems' capacity and efficiency for the University's campus. It includes building a new chiller plant on the north side of campus and installing new underground district chilled water lines to connect with existing district cooling piping and buildings. These new chillers and connections will allow for the decommissioning of aging, localized chillers and will reduce the campus's overall energy consumption.

To support the transition to a centralized chilled water distribution model, the University of Central Arkansas is upgrading campus buildings with chilled water booster pump systems as part of its integration with five District Cooling Plants: West Plant, South Plant, Library (Central) Plant, future North Plant, and the backup Mashburn Plant. All campus buildings will receive booster pumps controlled by Variable Frequency Drives (VFDs) and differential pressure (DP) sensors to maintain optimized flow from the district loop. Mechanical rooms will be re-piped to connect to the central system, and all building-level chillers and cooling towers will be decommissioned and removed.

Additionally, the University is refreshing its South Plant Central Chiller Facility by increasing cooling capacity through the installation of high-efficiency water-cooled chillers and new cooling towers. The project also involves replacing outdated controls with a new system fully integrated into the campus-wide automation platform to support optimized, automatic operation. Electrical upgrades will support the new equipment and include provisions for a future emergency generator to allow partial plant operation during power outages.

These upgrades are a key component of UCA's long-term energy and infrastructure strategy—improving system reliability, lowering maintenance requirements, and maximizing energy efficiency campus-wide.

5. 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.

Request of Qualifications for Professional Services must be received by:

9:00 A.M. on July 10, 2025

Tentative Interview Date via Zoom: July 14-16, 2025

A sealed envelope 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-26-010 New North Chiller Plant & Upgrade Existing South Chiller Plant

Note: 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, Wingo Hall Room 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's.

6. REQUIREMENTS OF THE CONSULTANT DURING THE PROJECT:

- Project Team Members
- The consulting firm shall complete the project with the team outlined in the RFQ.
- The Project Team shall be reasonably accessible to the University staff.

7. INSURANCE:

The consultant shall provide proof of general liability; errors and omissions; and worker's compensation insurance, with the minimum combined coverage listed below to extend through the duration of the project. The Consultant's representatives shall provide insurance verification forms to the University before the contract is executed.

- General Liability \$1,000,000.00
- Errors and Omissions \$1,000,000.00
- Workman's Compensation State Requirement

8. 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 Consulting Firm must realize that many items will require judgment calls or rankings by the Review Committee.
- Qualification submittals will be evaluated in terms of content and completeness.

The following factors will be assessed throughout the review process:

1. Experience and technical competence of the project manager and project staff in the required areas of expertise. The project manager should differentiate recent experience of the project manager and the consulting firm. The Consultant should also differentiate Project Team abilities of the Project Consultant and the other Team Members.
2. Capacity to perform all required services.
3. Ability to expedite completion of the project in a timely manner.
4. Evaluation of record on similar projects, which shall include quality of work and cost control.

9. QUALIFICATIONS STATEMENT CONTENT:

All of the following sections below must be included to receive points. The format to be used is as follows:

- **Cover letter providing interest in the project.**
- **Project Understanding and Approach**

This section shall demonstrate the Consultant's understanding of the project scope and summarize their approach to providing services for these types of projects. The project approach shall be used to prepare a general scope of work.

- **Project Organization and Staffing**

This section shall discuss staffing for the project showing key personnel. The proposed Project Manager, Project Surveyors, Project Consultants and other design team members shall be identified. Résumés of key personnel shall be included as an Appendix. Sub- Consultant shall also be listed in this section but referenced separately.

- **Project Team Job Site Public Relations**

Provide evidence of the firm's ability to establish good working relationships with the university staff. Provide previous successful relationships on similar projects with other state agencies.

- **Project Team Ability to meet Schedule & Expedite Completion**

Provide evidence of the firm's ability to meet deadlines and successfully complete contracts.

- **Qualifications of the Consultants**

This section shall discuss prior relevant design experiences of the Consultant and list references. Particular mention should be made regarding previous experience on similar projects. Completion dates for each project shall be included.

- **Qualifications of the Project Manager**

The Project Manager representing the Consultant selected for this project shall demonstrate the following minimum experience: possess a minimum of five (5) years of relevant project design and management experience, including references, contact persons and their telephone numbers.

REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA

Review Item	Available Points
Project Understanding and Approach	15
Project Team Organization and Staffing	20
Project Team Job Site Public Relations	15
Project Team Ability to meet Schedule & Expedite Completion	30
Project Team Experience with Similar Projects	20
TOTAL POSSIBLE POINTS	100