



UNIVERSITY OF  
CENTRAL  
ARKANSAS™

**PROCUREMENT OFFICE**

201 Donaghey Avenue  
Wingo Hall 113  
Conway, AR 72035

**REQUEST FOR PROPOSAL**

**Project: RFP# UCA-27-004**

**Job Order Contracting for General Contractor Services:**

**PROPOSALS MUST BE RECEIVED BEFORE:**

**2:00 P.M. Central Time on March 31, 2026**

Proposal Delivery Address and Opening Location:

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

PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE PROPOSAL NUMBER, DATE AND HOUR OF PROPOSAL OPENING AND COMPANY'S RETURN ADDRESS

# **JOB ORDER CONTRACTING FOR GENERAL CONTRACTORS**

## **RFP# UCA-27-004**

Submittal Deadline: March 31, 2026 at 2:00 p.m.

### **1.0 INTRODUCTION**

The University of Central Arkansas (UCA) is requesting Proposals from **General Contractors** interested in providing Job Order Contracting (JOC) services to the University. The selected Job Order Contractor must have an Arkansas Contractor's License, shall provide project administration, planning and the above services listed for all campus owned facilities including, but not limited to, new construction, repairs, alterations, replacements, maintenance, etc.

UCA utilizes Job Order Contracting to efficiently reduce costs and timelines for small facility projects. The University may award contracts to multiple vendors to best serve its needs, we are seeking proposals from contractors capable of handling projects ranging from under \$250,000 to \$1.2 million.

Arkansas Code 19-4-1416 outlines the requirements for JOC and authorizes the University to utilize this contracting procedure.

The resulting contract will be considered an "On-call contract" meaning the University will have the ability to continue to call upon the successful bidder to conduct additional construction services as required by the University.

### **BASIC SCOPE OF WORK**

The selected General Contractor must have an Arkansas Contractor's license, and shall provide construction, project administration, and planning for all campus owned facilities including, but not limited to, new construction, repairs, alterations, replacements, maintenance, etc.

The contractor shall be required to bid all subcontractor work, and the UCA Procurement Department will receive and open the bids with the Contractor present at the bid opening.

The university may supply all materials for the work with no additional markup if the materials may be purchased off state contracts at a lesser price than the contractor would be able to procure.

### **2.0 UCA BACKGROUND INFORMATION**

Founded in 1907, University of Central Arkansas is one of the best and most affordable options for higher education in the South. The university strives to provide strong academic programs to meet the diverse needs of those it serves. Located in Conway, Arkansas, "The City of Colleges," the university's bustling, Georgian-style campus is among the most beautiful in the region.

In fall 2025, nearly 10,000 students from sixty-six (66) different countries, forty-nine (49) states, and every county in Arkansas are part of UCA's diverse community. The university is large enough to offer academic diversity, yet small enough to show personal interest and support. The student-to-

professor ratio at UCA is 15 to 1. Students engage in research and publication opportunities at the undergraduate level that most students don't have until graduate school.

UCA offers eighty-one (81) undergraduate degree programs, thirty-one (31) master's degrees, three (3) specialist degrees, and six (6) doctoral degrees. UCA offers programs of study in five (5) different colleges – the College of Arts, Humanities, and Social Sciences, the College of Business, the College of Education, the College of Health and Behavioral Sciences, and the College of Science and Engineering. Each college offers different opportunities to learn and grow.

The university's Honors College is nationally known for its unique, challenging curriculum. The Honors College offers small, discussion-based seminars, close student- faculty relations, funding for travel abroad and internships. UCA Honors College students have a 100 percent acceptance rate to law school.

The mission of the University of Central Arkansas is to maintain the highest academic quality and to ensure that its programs remain current and responsive to the diverse needs of those it serves. A partnership of excellence among students, faculty, and staff is a benefit to the global community. The university is committed to the intellectual, social, and personal development of its students; the advancement of knowledge through excellence in teaching and research; and service to the community. As a leader in 21st-century higher education, the University of Central Arkansas is dedicated to intellectual vitality, diversity, and integrity.

### **3.0 Evaluation and Assessment of Proposal**

An evaluation committee shall rank the interested firms based on their written proposals using the ranking system set forth below. Firms shall be evaluated on the following criteria.

The following approach will be used in evaluating the proposals:

- Review the proposals, Phase I.
- Select finalist(s) based on the highest technical scores, Phase II.
- Schedule presentations and interviews of finalist.
- Select the vendor based on the top score for the presentation and interview criteria in Phase III.

The rating scale shall be from 0 to 100 points for their technical proposal. Weighting factors for the criteria are listed adjacent to the qualification. Award will be made based on the final interview scores.

The awarding of the cost proposal 30 points will be conducted by the UCA Procurement Department and reviewed by the evaluation committee appointed by the University of Central Arkansas. The awarding of cost proposal points will be determined by the following sample formula:

$a/b \times c = \text{points awarded}$

a=lowest cost proposal

b=second lowest cost proposal

c=30 total points

#### **4.0 QUALIFICATIONS AND SUBMISSIONS**

The Contractor(s) selected for an award will be the Contractor(s) who submits the most advantageous Proposal to the University. The University of Central Arkansas is not bound to accept the lowest priced Proposal if that Proposal does not provide the “Best Value” for the University. The criteria for evaluation of qualified Proposals, and selection of the successful Contractor(s) for this award, will be based on the factors listed below (see Proposal Evaluation Forms attached as part of the Proposal Form). Each criterion should be on a separate page, numbered and titled as listed below. The University will evaluate Proposals submitted based on the criteria listed below. When responding to this RFP, firms must reply to each of the items set forth in Sections 4.1 through 4.6.

Note: All responses to this RFP shall be organized in the same order as listed below in sections 4.1 Through 4.6, and should be thorough, clear, concise, and avoid duplication of information. The maximum number of pages to be submitted is twenty-five (25).

#### **4.1 Statement of Qualifications and Trade Contractor’s Capabilities (Maximum 25 pts)**

Submit six (6) *projects completed* within the last twenty-four (24) months.

The following information should be provided for each project:

- A brief description of the work including the location please be specific as to building name/address, etc.
- The Owners name and contact information;
- Budget information showing initial and final contract values;
- List all change orders, including high-level scopes (e.g. changed condition);
- Duration of project broken out by: design, pricing, construction and closeout;

4.1.1 UCA is looking for a Job Order General Contractor with a proven track-record of effectively and efficiently managing multiple small projects with individual schedules and locations. Please use the contracts you listed above and describe your business management procedures, approach, or similar that allows your firm to successfully manage numerous small projects at once. List 2-5 best practices.

#### **4.2 References (Maximum 10 points)**

List three (3) references (Attachment 1) of current and past customers and past performance on other projects in the State of Arkansas.

Provide three (3) letters of references from General Contractors, Architect/Engineers or Clients that your firm has worked with over the past 3 years.

#### 4.3 **Contract Management and Personnel Capabilities (Maximum 25 points)**

Provide your firm's plan to manage the JOC Contract. Explain how your firm plans to staff and conduct the work of the Contract. Present your project management and trade contracting procedures and proposed staffing in the following order:

- ✓ Organizational chart showing interface with and support for the JOC Contract.
- ✓ Project Organizational Chart for the proposed staffing of this JOC Contract.
- ✓ Proposed interface of the JOC Contractor's staff with Owner to include communication procedures with Owner, customers, and trade contractors.
- ✓ Designate the proposed project manager, project senior superintendent, and the corporate executive to be dedicated to the JOC Contract to be executed based on this solicitation, and describe their depth of knowledge and experience in executing similar types of work. None of the key personnel (project manager, project superintendent, or corporate executive dedicated to the JOC Contract) shall be changed during the course of the contract term without the prior written consent of the Owner.
- ✓ Provide resumes showing relevant experience for the proposed project manager, project superintendent, project engineer, business equity coordinator, and safety director.
- ✓ Describe how your firm can expand and contract its staffing based on a fluctuating workload under the JOC Contract. It is anticipated that various levels of superintendent support will be needed when there are multiple active projects, discuss how you will address this issue.
- ✓ List the trades your firm can perform in-house.
- ✓ List the name of the estimating and bidding software tool that your company will use.

#### 4.4 **Safety (Maximum 10 points)**

4.4.1 In one page or less, describe your firm's approach to the prevention of accidents and injuries on small projects. How does your firm engage its employees in project safety? What expectations about safety does your firm have of its employees, and how are those expectations communicated and subsequently met?

4.4.2 Provide an example of a site-specific safety plan (SSSP) used on a project within the last year.

#### 4.5 **Contractor's Proposed Mark-up Percentage (Maximum 30 points)**

The percentage of mark-up shall include all overhead costs, general administrative costs, profit and all other costs not covered by Bare Cost Data, as determined by the contractor's cost estimating software and shall compensate the contractor to complete the work in accordance with the terms of the JOC Contract awarded under this solicitation. (Use Cost Sheet Attachment 2).

#### 4.6 **Interview (Maximum 50 points)**

Interview questions will be directed solely to the proposed key project staff. At a minimum, the following key individuals responsible for JOC services shall attend, the corporate executive to be dedicated to the JOC Contract; the project manager; the project superintendent.

In a letter from the University, the selected firms will be provided with detailed information regarding the content of the interview. However, generally, the interview will consist of the

following elements:

- A presentation regarding a hypothetical project scenario; and
- Questions to be responded to at the interview.

The total interview time will be 1 hour, broken down as follows:

- 30 minutes for the firm's presentation
- 30 minutes for questions and answers
- 

## 5.0 EVALUATION CRITERIA – POINTS BREAKDOWN

The Proposal criteria and their associated maximum points are as follows:

<b>Phase I</b>	
Statement Qualifications/Trade Contractors Capabilities	25
References	10
Contract Management and Personnel	25
Safety	10
<b>Phase II</b>	
JOC Proposal Pricing (Mark-Up Percentage)	30
<b>Total Possible Points Phase I &amp; II</b>	100
<b>Final Phase III</b>	
Interviews and Presentations	50

Interview: the interview criteria and their associated maximum points are as follows:

- Presentation: 15 points
- Response to questions: 20 points
- Quality of overall interaction between team members and UCA: 15 points

**Failure to complete the JOC Proposal Pricing Form will result in an earned score of 0 for this area.**

**Please Note:** The University will contact firms to notify them of whether they will be moving on to the interview phase. Potential interview dates are April 13-16, 2026.

5.1 The University's evaluation committee will evaluate all Proposals submitted by firms in response to this Request for Proposal (RFP), in accordance with the qualifications and submission criteria set forth in Section 4 of this RFP.

5.2 Based on the evaluation and scoring of the Proposals, the highest ranked firms will be invited to participate in an interview with the evaluation committee. The firms' interviews will be scored in accordance with the criteria outlined in Section 6.6 of this RFP.

**6.0 SCHEDULE**

The following is the current planned schedule for the selection process. Dates and times are subject to change; interested parties will be promptly notified of any changes to key dates via an addendum.

Solicitation for the Request for Proposals for Job Order Contracting for Construction General Contractor Services released and posted to the University website at <a href="http://www.uca.edu">www.uca.edu</a>	February 27, 2026
RFP Proposals submittal deadline	March 31, 2026 @ 2:00 p.m.
Notification of most qualified firms selected to be interviewed	April 7, 2026
Tentative date for Interviews (exact date to be determined after selection)	April 13-16, 2026
Selection of the firms with the highest overall interview and presentation scores	April 20, 2026
General Contractor Services contract execution	July 1, 2026

**7.0 INFORMATION FOR JOC CONTRACTOR**

Negotiated pricing and fee estimates will remain in effect for the duration each contract year.

The UCA project manager will verify, through the RS Means cost data, that all estimates submitted from the contractor do not exceed RS Means pricing.

- 7.1 Specific project requirements will be identified in individual Work Orders issued by the University. Written quotes will be required for each individual project.
- 7.2 Each individual Work Order issued for a particular project will not exceed \$1.2M, including sales tax and design fees.
- 7.3 All Work Orders, including those with multiple parts, issued for the same project shall be treated as a single Work Order for purposes of the \$1.2M, limit on Work Orders.
- 7.4 Reasonable extensions may be granted at the beginning of each new fiscal year not to exceed a total of four (4) years if the price remains mutually agreeable to the university and the quality of work is satisfactory to the university.

- 7.5 The initial contract term of this contract will end June 30, 2027. The contract may be renewed on July 1 of each fiscal year and may, upon mutual consent of the parties, be extended yearly, for a total contract duration not to exceed four (4) years.
- 7.6 The JOC General Contractor shall provide to the University, in an electronic spreadsheet, each month, or as requested, a summary of all Work Orders and their status. At a minimum the spreadsheet shall include, a list of Work Orders issued, the lump sum price of each Work Order, the number of change orders and the total project cost.
- 7.7 When the Specification Standards are not inclusive of the work to be performed under a Work Order, the JOC Contractor may be required to propose appropriate technical specifications, and/or products and procedures, to the University for review and acceptance. All specifications, and/or product and procedures developed by the JOC Contractor must be in compliance with the contract documents, and all current national, state, and local codes; industry standards and applicable owner requirements and regulations.
- 7.8 The JOC Contractor shall have an office within 150 miles of the University of Central Arkansas, Conway, AR campus. It is imperative that JOC staff be able to lend support on-site within a matter of minutes not hours. Proposers should propose how staff and on-site management will be supported and responsive to UCA's needs.
- 7.9 The Procurement Contract Manager will email the JOC Contractor requesting the following required documentation for JOC projects.
- ✓ Certificate of Insurance to include General Liability, Worker's Compensation (if required) and Current Automobile Insurance.
  - ✓ Contract and Grants Disclosure Form if over \$25,000
  - ✓ Copy of current license from the Arkansas Contractor Licensing Board.
  - ✓ UCA Combined Form for Boycotts and Illegal Immigrant Certification
  - ✓ EEO Policy if over \$25,000
  - ✓ Performance and Payment bond if over \$50,000. The bond must be filed in Faulkner County

## **8.0 SUBMISSION INFORMATION**

Firms are required to submit two (2) electronic flash drive submittals and one (1) hard copy of the proposal must be received **by mail** (no emails will be accepted) no later than March 31, 2026 at 2:00 p.m.

**University of Central Arkansas Procurement Department**  
**Attention: Pam Giblet**  
**201 Donaghey Avenue, Wingo Hall 113**  
**Conway, AR 72035**

**9.0 REFERENCES**

The University reserves the right to conduct reference checks for all firms and certain individuals at any stage of the selection process. In the event that information obtained from the reference checks reveals concerns about a firm's or individual's past performance or their ability to successfully perform the work to be executed based on this RFP, the University may, at its sole discretion, determine that the firm or individual is not qualified to move forward in the selection process and/or enter into negotiations with the University. In conducting reference checks, the University may include itself as a reference if the firm or individual has performed work for the University, even if the firm or individual did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm or individual from others even if they were not identified by the firm in their submitted proposal.

**10.0 QUESTIONS**

Any questions or comments regarding this RFP must be received **IN WRITING** via email no later than *seven (7) working days* prior to the date for submission of the Proposals. Written requests should be addressed to:

Attention: Pam Giblet, Construction and Contract Manager  
RE/Subject: JOC RFP UCA-27-004  
Questions  
E-mail: [pgiblet@uca.edu](mailto:pgiblet@uca.edu)

**11.0 ADDENDA**

Any addenda issued for this RFP and solicitation will be published at the following website address: [www.uca.edu/purchasing](http://www.uca.edu/purchasing) Contractors are responsible for checking the website for any addenda prior to submission of proposals and throughout the entire solicitation process. If you are unable to download the addenda, you may contact Pam Giblet at [pgiblet@uca.edu](mailto:pgiblet@uca.edu)

- Attachment 1- Reference Sheet (return with proposal)
- Attachment 2- JOC Proposal Pricing Form (must use this form)
- Attachment 3- Addendum Acknowledgement Sheet (return if applicable)
- Attachment 4- Signature Certification Page (return with proposal)

**Attachment 1**  
**Proposer References**

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid may cause your bid to be rejected and deemed non-responsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

**REFERENCE 1**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Cost of Service			
Brief Description of Service Provided			

**REFERENCE 2**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Cost of Service			
Brief Description of Service Provided			

**REFERENCE 3**

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Value or Cost of Service			
Brief Description of Service Provided			

**Attachment 2**  
**RFP# UCA-27-004**  
**JOC Pricing Proposal**  
*(Please Check Appropriate Box)*

**Company Name:** \_\_\_\_\_

Entering into this contract as a result of this Request for Proposal Invitation could be renewed for a total of FOUR (4) years, in one (1) year increments. If so what would be the maximum amount of Mark-up (percentage increase) in pricing would your company apply to the first year and the following years of renewal.

% of Mark-up \_\_\_\_\_ **Year 1**

% of Mark-up \_\_\_\_\_ **Year 2**

% of Mark-up \_\_\_\_\_ **Year 3**

% of Mark-up \_\_\_\_\_ **Year 4**

**This Form MUST BE SUBMITTED in a SEPARATE ENVELOPE or FLASH DRIVE**

**Attachment 3**

**RFP# UCA-27-004**

**Job Order Contracting for Construction General Contractor  
Services**

**Addendum Acknowledgement Sheet**

*(Please Check Appropriate Box)*

**Company Name:** \_\_\_\_\_

Sign the appropriate line to acknowledge any addendums posted in response to this Request for Proposal.

1. Addendum #1 \_\_\_\_\_

2. Addendum #2 \_\_\_\_\_

3. Addendum #3 \_\_\_\_\_

4. Addendum #4 \_\_\_\_\_

5. Addendum #5 \_\_\_\_\_

**Attachment 4  
Signature Certification Page**

**Description:** Job Order Contracting for Construction General Contractor Services:

Proposal Number: UCA-27-004

Issue Date: February 27, 2026

Buyer: Pam Giblet

Bid Opening Date: March 31, 2026

Bid Opening Time: 2:00 P.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 PURCHASING 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 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 BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.**

Signature: \_\_\_\_\_