Request for Qualifications

Professional On-Call Architectural Services

Issuance Date: July 15, 2024

City of Bryant
210 SW 3rd Street
Bryant, AR 72022

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Submission Details

Submission Instructions
Firms are strongly advised to thoroughly review all instructions, terms, and conditions outlined in this Request for Qualifications (RFQ) before submitting a response. Non-compliance with any part of the RFQ may lead to the disqualification of the submission. Key points to consider include:

1. The City of Bryant will not be liable for any expenses incurred by firms in preparing their responses to this RFQ.
2. All submitted materials are subject to the Arkansas Freedom of Information Act.
3. During the review and selection process, the City of Bryant staff may request clarifications, additional information, or data.
4. Responses must be submitted by the specified deadline and can be withdrawn by the firm at any time.
5. The City of Bryant staff reserves the right to reject any or all responses.

When projects are initiated, the City of Bryant will use the submitted information to select qualified firms; it will select the best qualified from that list and then commence contract negotiations with the selected firms. More than one firm will be selected. At the City's option, it may seek proposals for a particular project from one or more of the selected firms to aid in the selection process. The City of Bryant encourages participation of small, minority, and woman-owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or as subcontractor. It is further requested that whenever possible, majority contractors who require subcontractors, seek qualified small, minority, and woman businesses to partner with them.

Submission Deadline
All responses to this request for qualifications must be received by the City of Bryant, as stated below, no later than August 19, 2024; 2:00 PM CST. Any responses received after this deadline will not be considered.

Submission Delivery
Submit one (1) original signed, one (1) electronic, and five (5) copies of responses to:

City of Bryant
Architectural Professional Services RFQ Response
Attn: Ted Taylor
210 S.W. 3rd Street
Bryant, AR 72022

Purpose and Scope of Work

The chosen firms will be responsible for on-call architectural services for various projects to support the ongoing and future architectural needs on an as-needed basis. These services include but are not limited to conceptual design, feasibility studies, landscape architecture, site design and development, site analysis and planning, project management, and other services commonly associated with architectural services.

The work may include all types of services commonly provided in the respective area of such professional services may be directed by the City of Bryant.

Submission Requirements

Responding firms and consultants are requested to provide along with any other information they feel is relevant for consideration, but must include the following in their response:

1. Statement of Qualifications and Performance Data
    a. Provide details of projects similar to the one listed for professional service to which the firm is submitting its qualifications.
2. Proof of Licensure
    a. Submit documentation providing the firm is licensed in the State of Arkansas.
3. Experience and Qualifications
    a. Highlight experience and qualifications with architectural projects.
4. Key Personnel
    a. Include qualifications and resumes of key personnel to be assigned to the projects.
5. References
    a. Provide references familiar with the quality of the firm's work.
6. Current Project Workload:
    a. Describe the firm's current project workload and recent experience with project costs and schedules.
7. Non-Disclosure Agreement Statement
    a. Include a statement agreeing to sign an NDA provided by the City of Bryant before initiating any work.
8. Other Relevant Factors:
    a. Address any other factors that may be appropriate to the scope of the work identified in the RFQ.