



Fort Smith. 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. Recent project experience (within the past five years) with programming and design of higher education projects of a variety of scales and complexities
3. Experience constructing projects under nationally recognized sustainable rating systems
4. Current office size, personnel description, and workload
5. Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
6. List of projects currently under contract with state agencies or educational facilities
7. Statement of diversity in the workforce, if applicable
8. Certificate of women-owned or minority-owned business, if applicable

**PROFESSIONAL SERVICES REQUIRED:**

Programming, feasibility assessments, graphic presentation, site planning, interior design, cost evaluation, schematic design, design development, construction documents, construction administration, and project closeout.