RESPONSE PACKET

ASU-B-27-010 Campus Master Planning Services, Searcy Campus

RESPONSE SIGNATURE PAGE

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:					
Address:					
City:		State:		Zip Code:	

PROSPECTIVE CONTRACTOR CONTACT INFORMATION *Provide contact information to be used for Solicitation related matters.*			
Contact Person:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY

☐ YES, a redacted copy of submission documents is enclosed.

☐ NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.

If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, except for financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See the *Proprietary Information* section of the Solicitation.

REQUIRED CERTIFICATIONS

By signing and submitting a response to this Solicitation, Prospective Contractor represents, warrants, and certifies that they are not a Scrutinized Company and they do not currently and shall not for the aggregate term of a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a contractor.

Prospective Contractor represents, warrants, and certifies that it shall not become a Scrutinized Company during the aggregate term of a contract resulting from this Solicitation. The Prospective Contractor further represents, warrants, and certifies in shall in all other respects comply with the laws, rules, and executive orders of the state that apply to the Contractor's performance during the aggregate term of a contract resulting from this Solicitation.

An official authorized to bind the Prospective Contractor to a resultant contract **shall** sign below. The signature below signifies agreement that any exception that conflicts with a Requirement of this Solicitation may cause the Prospective Contractor's proposal to be rejected.

Authorized Signature: _____ **Title:** _____

Printed/Typed Name: _____ **Date:** _____

SUBMISSION REQUIREMENTS CHECKLIST

The following items **must** be submitted with the Prospective Contractor's proposal*:*

- *[ ] Tab 1: Cover Letter - Include your company's cover letter.*
- *[ ] Tab 2: Firm Details, Licensure & Experience - Describe your firm qualifications, licensure, and experience. Valid Arkansas architectural board registrations, minimum $1,000,000 professional liability insurance certifications, and filled Equal Opportunity policy files. Past Performance and References - 3 to 5 projects of equivalent higher-education scale.*
- *[ ] Tab 3: Staff, Administration - Describe staff and administrative capabilities.*
- *[ ] Tab 4: Planning Approach - Describe your planning approach. Stated project framework for the Searcy Campus Master Plan.*
- *[ ] Tab 5: Solicitation Capabilities and Solution - Describe your capabilities and proposed solution. Proposed Subcontractors Form - Complete list of active partners or associated firms..*
- *[ ] Tab 6: Institutional Suitability & Mission Alignment - Describe how your organization aligns with institutional mission*
- *[ ] Tab 7: Elements - Detail specific project elements.*
- *[ ] Tab 8: Process - Outline your operational process.*
- *[ ] Tab 9: Project Team Competence & Staff Workload - Detail team competence and current workload.*
- *[ ] Tab 10: Involvement - Describe stakeholder involvement strategy*.
- .Copy of Prospective Contractor's *Equal Opportunity Policy*

The following items, which must be submitted prior to a contract award to the Prospective Contractor, may also be included with the Prospective Contractor's proposal:

- EO 98-04: *Contract and Grant Disclosure Form*

The following items should be submitted with the Prospective Contractor's proposal, if applicable:

- Redacted copy of the submission documents

PROPOSED SUBCONTRACTORS FORM

Prospective Contractors **shall** complete the form for all subcontractors the Prospective Contractor proposes to use under a resulting contract (*Services Contract (SRV-1) Fillable Form* or *Standard Commodities Contract Template*, section 14). If the Prospective Contractor does not intend to use subcontractor(s), Prospective Contractor should indicate so by checking the appropriate box.

Prospective Contractors should not include additional information relating to subcontractors on this form or as an attachment to this form.

Prospective Contractor proposes to use the following subcontractor(s) under a resulting contract:

SUBCONTRACTOR'S COMPANY NAME	STREET ADDRESS	CITY, STATE, ZIP

☐ **Prospective Contractor does not propose to use subcontractors under a resulting contract.**

INFORMATION FOR EVALUATION – EXPERIENCE

Prospective Contractors should provide a response to each item in this section. Prospective Contractors may expand the space under each item to provide a complete response.

Prospective Contractors should not include additional information if not pertinent to the itemized request.

Evaluation Subsections Template

Section Description / Requirement	Max Raw Points	Weighted %	Max Weighted Points
COVER LETTER	**5**	**5%**	**40**
Include your company's cover letter			
FIRM DETAILS, LICENSURE & EXPERIENCE	**10**	**10%**	**80**
A. Describe your firm qualifications, licensure, and experience			
STAFF, ADMINISTRATION	**15**	**15%**	**120**
Describe staff and administrative capabilities			
PLANNING APPROACH	**15**	**15%**	**120**
Describe your planning approach			
SOLICITATION CAPABILITIES AND SOLUTION	**15**	**15%**	**120**
Describe your capabilities and proposed solution			
INSTITUTIONAL SUITABILITY & MISSION ALIGNMENT	**5**	**5%**	**40**
B. Describe how your organization aligns with institutional mission			
ELEMENTS	**5**	**5%**	**40**
Detail specific project elements			
PROCESS	**10**	**10%**	**80**
Outline your operational process			
PROJECT TEAM COMPETENCE & STAFF WORKLOAD	**10**	**10%**	**80**
Detail team competence and current workload			
INVOLVEMENT	**10**	**10%**	**80**
Describe stakeholder involvement strategy			
TOTAL SCORE	**100**	**100%**	**800**