PROCEDURE FOR SELECTION OF ARCHITECTS OR ENGINEERS FOR SMALL PROJECTS AND ON-CALL CONTRACTS

I. Purpose

On-call architects or engineers shall be selected through the process described in Board Policy 740.1. No UA System level approval is required to begin the selection process.

II. Scope of On-Call Contracts

On-call architects or engineers may be used for any of the following types of projects where the estimated construction costs of such project do not exceed $1,000,000: maintenance, repair or minor renovation projects, feasibility studies, programming studies, preliminary plans and budget estimates, technical assistance, and emergency damage recovery projects. Such projects are not subject to Board Policy 730.1 (Procedure for Capital Projects).

III. On-Call Contract Terms

The professional services contract for on-call architects and engineers may be for a term of up to four years and may be renewed for up to three additional years, or such longer term as may be authorized by Arkansas law. No retainer or other fee shall be paid except those associated with specific projects and the firm or firms selected to provide on-call architectural or engineering services shall not, by virtue of such contract, be assured of any specific amount of work under such contract. Contracts for on-call architectural or engineering services shall not provide expressly or by implication that the design professional or professionals providing such services will be awarded a contract for new construction or renovation related to or arising out of services performed under such contracts.

IV. Architects and Engineers for Small Projects

Campuses may retain architects and engineers for individual small projects without seeking Board approval where the fees for the services of the architect or engineer will not exceed the small procurement limit set by Arkansas law.[1]

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September 19, 2002 (Revised)
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[1] Ark. Code Ann. § 19-11-204.