

SMALL PROJECTS AND ON-CALL CONTRACTS -- PROCEDURE FOR SELECTION OF ARCHITECTS OR ENGINEERSI. Purpose

The purpose of this policy is to define the scope of on-call contracts for architects and engineers and to provide a discretionary process for the selection of architects and engineers in connection with small projects.

## II. Definitions.

A. **On-Call Contract.** A professional services contract that allows for services to be provided on an as-needed basis as requested by a campus or unit.

B. **Small Projects.** Those projects, such as maintenance, minor renovation, repair projects, or feasibility studies, that are not a Capital Project as defined in Board Policy 730.1 and where the fees for the services of the architects or engineers will not exceed the small procurement limit set by Arkansas law.<sup>1</sup>

## III. Process Overview

On-call architects or engineers shall be selected through the process described in Board Policy 740.1 unless their services are only needed in connection with a small project, in which case they may be selected as described in this policy. No Board or UA System level approval is required to begin the selection process for architects or engineers for small projects.

IV. 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 \$2 million: maintenance, repair or minor renovation projects, feasibility studies, programming studies, preliminary plans and budget estimates, technical assistance, small projects, and emergency damage recovery projects. Such projects are not subject to Board Policy 730.1 (Procedure for Capital Projects).

V. 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

---

<sup>1</sup> Ark. Code Ann. § 19-11-204.

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.

VI. Architects and Engineers for Small Projects

Campuses may retain architects and engineers for individual small projects without seeking Board approval by selecting the most suitable professional from among qualified architects and engineers who: (A) have an on-call contract to serve the campus; or (B) have submitted statements of qualifications in response to an annual or project specific request for qualifications in accordance with Arkansas law.<sup>2</sup>

May 22, 2025 (Revised)  
 September 15, 2023 (Revised)  
 November 20, 2020 (Revised)  
 September 22, 2007 (Revised)  
 September 19, 2002 (Revised)  
 October 2, 2001

---

<sup>2</sup> Ark. Code Ann. § 19-11-802.,