

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A16-0205)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Proposals to Refurbish County Community Corrections Building for Metro Animal Shelter use

DATE: February 15, 2016

Section 1. Introduction.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide Professional Architectural and Related Services to Refurbish County Community Corrections Building for Metro Animal Shelter use.

Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. This is a qualifications-based procurement of architectural professional services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of a professional architectural firm which has the knowledge, experience and expertise to perform the services as requested.

The project of interest is as follows:

- **The City of Tuscaloosa, Tuscaloosa County, and the City of Northport (the governing bodies) own an Animal Shelter at 3140 35th Street, Tuscaloosa, Alabama and contract out its operation to Metro Animal Shelter, Inc.**
- **Next door to the shelter is a former Community Corrections building owned by Tuscaloosa County. The building is a pre-engineered metal building of approximately 5,400 square feet. There are no existing drawings for the County Community Corrections building.**
- **The Scope of Work is to provide to the Metro Animal Shelter Advisory Committee a floor plan to refurbish the Community Corrections building for the Animal Shelter's use. The Advisory Committee members also with the Metro Animal Shelter Director will meet with the Architect to discuss the proposed usage of the additional space for shelter use.**
- **The design should be flexible with deducts such as a roof replacement or exterior siding replacement to match the existing shelter. Electrical and mechanical details are not needed at this time.**
- **The proposal should be submitted as a flat fee rather than an hourly rate.**
- **It is anticipated that if the project proceeds with a full renovation that the Architect awarded a contract based on this Request for Proposal will also be the Architect awarded a contract to complete a Final Design for construction of the shelter renovations.**
- **Jennifer Earp (205-752-9100) is the contact for the shelter, and can arrange for firms to see both facilities.**

Services may include basic architectural services such as schematic and final drawings, plans and specifications, estimates of construction cost, bid phase and services during construction; services may also include studies, investigations, evaluations and engineering services if required.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a flat-fee contract for services.

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a Proposal containing information submitted in response to this request in a form limited to seven (7) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business Monday, February 29, 2016.

All proposals should be submitted in 8 1/2" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. **Fancy binding and color displays other than those necessary are highly discouraged.**

Provide three (3) bound copies to:

**Jimbo Woodson, Senior Associate City Attorney
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Courier address:
Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The selected firm must be experienced and qualified to provide the required scope of services. The firm selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above.

Relevant experience will be judged on the basis of the design experience of those individuals named to the firm's project team for this project. Elements of recently completed projects are as follows:

1. Address.
 2. Contact person.
 3. Construction cost.
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
1. The general experience of the firm.
 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (10 points possible)
 3. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (1 point possible)
 4. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)
 5. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (pass/fail)
- c. Flat-fee proposal. Submit a proposed flat-fee to perform the above-described Scope of Work, and discuss your firm's proposed approach to completing the needed services.
- d. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made.

- e. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect.

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFP process.

END RFP.