

CITY OF TUSCALOOSA       )  
STATE OF ALABAMA       )

**REQUEST FOR PROPOSALS**

**(A13-0623)**

**TO:           Qualified Firms**

**FROM:       The City of Tuscaloosa, Alabama**

**RE:           Request for Proposals for Professional Architectural and Related Services for Design of a Business Resource Center (The Edge)**

**DATE:       September 1, 2013**

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**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.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 24 CFR § 85.36. To wit:

- a. 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 for Design of a Business Resource Center (The Edge).
- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. The City will require firms to execute a "Disbarment and Suspension Statement" certifying / verifying that the firm is not suspended or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of architectural professional services whereby competitors' qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

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 proposes to construct a Business Resources Center (known as "The Edge"). This project will be located at 2627 – 10th Avenue, Tuscaloosa, Alabama, 35401.**

**The City will construct The Edge as a partnership with the Chamber of Commerce of West Alabama, the University of Alabama and support from the State of Alabama and the Department of Housing and Urban Development. This center will provide business development services to small businesses, including incubation space available at below-market rates, administrative support, counseling and mentoring, education and training, minority business support, and access to funding sources. The facility will provide business development services to both social entrepreneurs and traditional for-profit businesses. Additionally, the facility will be constructed with a safe room, which will be constructed to FEMA standards and will support those persons within the facility during a severe weather event.**

**The City will also make substantial improvements to the 10th Avenue Corridor, which will facilitate access for residents to The Edge. This will include widening of existing roadway, water and sewer improvement and a shared use path to improve connectivity to the Rosedale Development as well as to other areas of the City.**

**The City Of Tuscaloosa will oversee all construction for this project with additional resources of architectural, engineering and construction firms that will be selected through the appropriate bid procedures.**

**The estimated total project cost is \$8.5 million. Funding sources are Alabama Department of Economic and Community Affairs (ADECA) and Economic Development Administration (EDA) (pending). Building is projected to be 16,000 square feet. Safe room must be built to Federal Emergency Management Agency (FEMA) standards, and will be included in the project scope.**

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 contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

### **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, September 16, 2013.**

All proposals should be submitted in 8 ½" 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:**

**Grant H. Wilson, Assistant 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 or firms must be experienced and qualified to provide the required scope of services. The firm or firms 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. (20 points possible)
- 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. (10 points possible)
  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 of experience and work of similar nature that all the proposed personnel have performed. (10 points possible)

4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (1 point possible)

5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)

6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (pass/fail)

- c. Please include a very specific statement as to the firm's experience with FEMA 361 and FEMA safe room projects, as well as other state and federally-funded projects (e.g. ADECA and EDA). (20 points possible)
- d. Discuss the proposed approach to completing the needed services and how your firm will coordinate the development of design solutions, the production of contract documents, and construction administration. (10 points possible)
- e. Discuss your firm's approach/method of designing to budget. (10 points possible)
- f. 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. (pass/fail)
- g. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (pass/fail)

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.**