CITY OF TUSCALOOSA

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Name	End Date	Issued By
+ Fire Station No. 4 Bid	10/16/2013, 2:00 PM	Office of City Attorney
+ Recycling Trailers	10/16/2013, 2:00 PM	Purchasing Department
+ RFP Regarding the Sale of City Owned Property in Downtown Tuscaloosa	11/04/2013, 12:00 PM	Office of City Attorney
+ RFP for Publicist for Holidays on the River 2013	10/16/2013, 10:00 AM	Office of City Attorney
+ RFP for Professional Architectural & Related Services for the Design of Alberta Technology Public Library	10/25/2013, 5:00 PM	Office of City Attorney

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A13-0624)

TO: **Qualified Firms**

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

RE: **Request for Proposals for Professional Architectural and Related Services for Design of Alberta Technology Public Library**

DATE: **October 11, 2013**

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 Alberta Technology Public Library.

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:

Alberta Technology Public Library. To facilitate an increased educational level in a low-moderate area and support the Alberta School of Performing Arts, the City intends to build the Alberta Technology Public Library, a 5,000 square foot building. This library, unlike any other in the state, will be bookless, but will still provide residents in the area, students of the performing arts school, and all Tuscaloosa citizens with the resources to broaden their knowledge. In keeping up with the times, books will be downloaded to e-readers which can then be checked out for a certain length of time. To prevent theft, e-reader battery life will expire after a pre-determined length of time. The technology library will also offer computer access and meeting space for the public; it is the City's vision that the space will be utilized by low-moderate income individuals in the area as well as students from nearby colleges such as The University of Alabama. In addition to offering technology resources, the library will serve as a public shelter during inclement weather.

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 City of Tuscaloosa is allocating a total of $2,800,000 to the Alberta Technology Public Library to cover the costs associated with architectural and engineering services, construction, and the necessary environmental reviews. Safe room must be built to Federal Emergency Management Agency (FEMA) standards, and will be included in the project scope.

Project Budget

Structure: 5,000 square foot building Steel and masonry construction in a contemporary look with open space and glass walls.

Total budget:	**$2,800,000.00**
Professional fees:	**$420,000.00**
FF&E:	**$280,000.00**
Misc./Contingency:	**$140,000.00**
Construction budget:	**$1,960,000.00**

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 Friday, October 25, 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.