CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS
(A15-1129)

TO: **Qualified Firms**

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

RE: **Request for Proposals for Maintenance and/or Operations of the Alberta Technology Center**

DATE: **October 30, 2015**

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 consulting 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 maintenance and/or operations of the the Alberta Technology Center.

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 contractor 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 professional consulting 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 are being asked to express their interest in regard to these services. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. Scope of Services

The City of Tuscaloosa seeks the services of a consulting firm which has the knowledge and expertise regarding the maintenance and/or operations of the Alberta Technology Center. Individuals, businesses or governmental agencies, etc., that may have an interest in submitting a proposal should include any budget or other financial requirements of the City of Tuscaloosa that would be incorporated into the proposal.

The Center is a 5000 square foot building that will be equipped with a number of technology components including a digital wall and public workspaces.

Section 3. Firm Qualification and Proposal Requirements

The selected firm must be experienced and qualified to provide the required scope of services. To be eligible, the firm will be required to be licensed and approved for work within the State of Alabama.

The firm selected must have expertise related to the general Scope of Services set forth in Section 2.

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 five (5) 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 <u>close of business</u> Friday, November 20, 2015.

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. ***<u>Fancy binding and color displays other than those necessary are highly discouraged.</u>***

Provide three (3) bound copies to:

Glenda Webb, 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 ***<u>in the order indicated below</u>***:

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 experience of those individuals named to the firm's project team for this project. Provide at least three (3) references. (10 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. Please include a statement as to the firm's proximity to Tuscaloosa and whether or not it maintains an

office in Tuscaloosa, as well as any proposed associations with local firms. (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)

7. A statement as to whether the firm has participated in the Tuscaloosa Builds Program (10 points)

c. Please include a statement as to the firm's proximity to and familiarity with the City of Tuscaloosa, as well as any proposed associations with local firms (pass/fail).

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 (pass/fail).

e. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (pass/fail)

f. Please include a detailed statement regarding a plan of maintenance and/or operation for the facility and the anticipated annual cost for the City of Tuscaloosa. (20 points)

g. Hourly Rates. The firm should attach a proposed hourly rate schedule. The attached hourly rate schedule will not count against the 5-page proposal limit. The City expects to enter into an agreement based upon hourly rates and to set a "not to exceed" amount in the contract.

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.