

REQUEST FOR QUALIFICATIONS

Professional Design Services for Various Projects Various City of Mobile Facilities, Mobile, Alabama PR-023-20

The City of Mobile is seeking competitive proposals for professional design services for a variety of design and construction projects to be undertaken by the City of Mobile, Architectural Engineering Department, utilizing funds allocated by the City's Capital Improvement Plan. Experience with architectural, mechanical, electrical, civil, ADA and park related improvement projects is required. The intent is to award one major project to each selected company or team.

The full extent of requirements and services is contained in the formal Request for Qualifications, as posted on the City of Mobile website. The document may also be obtained by contacting the Architectural Engineering Department, 251-208-7454, Government Plaza, 205 Government Street, 5th Floor South Tower (P. O. Box 1827), Mobile, Alabama 36633-1827.

Proposals in response to the Request for Qualifications must be submitted no later than 3:00 PM local time on Friday, January 24, 2020, to the address indicated above.



**CITY OF MOBILE
REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN SERVICES
PR-023-20**

I. Introduction

The City of Mobile (“City”) is seeking competitive proposals from qualified design professionals to provide design and construction administration related services for proposed park improvements at one, or more, parks. Park locations may include Michael A. Figures Park, Trinity Gardens Park, James M. Seals, Jr. Park, Lyons Park, Mims Park, Stotts Park, Medal of Honor Park, Copeland-Cox Tennis Center or Langan Park. The intent is to award one project to each selected company or team.

The contract will begin immediately after selection. Preference will be given to qualified firms that can start promptly, devote sufficient time, and expedite successful and timely completion of the Project.

II. Scope of Work

It is currently anticipated that the proposed improvements shall include the design of various elements of park design included but not limited to athletic fields, athletic courts, play and outdoor exercise structures, building renovations (restrooms, concession, community center, pavilions, etc.), grading and drainage, lighting (upgraded, security, and beautification), and ADA accessibility. Associated landscaping, hardscape, site furnishings, site utilities, sidewalks, signage and other park improvements may be included as required and indicated by Owner’s program and/or Implementation Plans.

Basic Design Services (schematic design through Contract administration) should include the following:

- Architecture/Landscape Architecture
- Civil Engineering
- Structural Engineering
- Electrical Engineering
- Mechanical (Plumbing) Engineering
- Construction Cost Estimating

Firms will only be considered who have previous park improvement design experience.

All surveys and testing will be provided by the Owner.

Design work should begin immediately after a contract has been awarded and will continue through the construction document phase of the projects. The award of the construction contract will be dependent on funding, but it is anticipated that the projects will be bid and construction will start immediately following the completion of the construction document phase of each project.

The design team will be required to meet and coordinate with various City Departments including, but not limited to, Administration, Parks and Recreation, Engineering, and Urban Development as well as the Architectural Engineering staff.

Architectural fees will be negotiated on a fixed fee basis. The form of the design and construction contracts will be AIA B101/A101 documents with standard City of Mobile modifications.

III. Required Professional Qualifications

Firms interested in performing the work will be considered on the basis of a written response to the Request for Qualifications. All applicants must submit their qualifications and responses to the following:

1. Statement of registration of the firm. The lead design firm must be a registered Architect or Landscape Architect in the State of Alabama.
2. Statement of the names and duties of the individuals that will be involved in this project.
3. Statement of previous design experience with parks or similar facilities.
4. Statement of previous design experience with City of Mobile facilities.
5. Statement of availability and adequacy, in both number and quality of staff, to perform all functions required for the proposed services.
6. List of proposed consultants and/or qualified personnel in other disciplines required for proposed services.

IV. Format for Responses

Your response must include:

- a cover letter (including dates of availability);
- resumes of key personnel along with a brief description of responsibilities, accomplishments, and dates of service;
- a statement of qualifications as outlined in Section III;
- a list of three (3) prior projects with similar scope, including the three project references with address and phone numbers.
- information on your firm and your consultants concerning disadvantaged and minority business participation.

V. Submittal of Proposals

Questions concerning this Request for Qualifications should be directed to Shannon McIntyre at 251-208-7635 or shannon.mcintyre@cityofmobile.org. Responses will be received until 3:00 pm local time on Friday, January 24, 2020. Please submit one original Proposal and two copies to:

City of Mobile
Architectural Engineering Department
205 Government Street, Suite S-554
(P. O. Box 1827)
Mobile, Alabama 36633
Attn: Shannon McIntyre

VI. Selection Criteria and Schedule

The City will evaluate each proposal, based on the following criteria:

- The Consultant's qualifications and successful experience commensurate with the Scope of Work outlined in Section II;
- The Consultant's ability to meet the requirements outlined in Section III;
- The Consultant's response to the requirements outlined in Section IV;
- Availability and ability to commit to successful and expeditious completion of the Project;
- Disadvantaged and Minority Business Enterprise Participation.

Proposals will be reviewed as they are received. Interviews (if required) will be conducted between February 10 and February 21, 2020. The Mayor or his designees shall make the final selection.

The following schedule applies:

Publication of Request for Qualifications: January 3, 2020

Deadline for receipt of responses to RFQ: January 24, 2020

VII. Other Conditions

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. Have an established local business office. This office shall be open and staffed for business during normal business hours Monday through Friday. Telephone and fax communication shall be available at all times.
3. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
4. Furnish proof of Insurance as follows:
 - a) General Liability Insurance each in the minimum amount of:
Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
Property Damage - \$1,000,000 per occurrence, or
Combined single limit - \$1,000,000
 - b) Automobile Liability Insurance each in the minimum amount of:
Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
Property Damage - \$1,000,000 each occurrence, or
Combined single limit - \$1,000,000
 - c) Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
Combined single limit - \$2,000,000 each occurrence for bodily injury and/or property damage
 - d) Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
 - e) Professional Liability Insurance in the minimum amount of: \$1,000,000.
 - f) Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.
 - g) Additional Insured - All policies of insurance, except those referenced under item 4.d, shall be endorsed to name City of Mobile as an Additional Insured
 - h) Primary Insurance - All policies of insurance, except those referenced under item 4.d, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.
 - i) Certificates of Insurance - Prior to commencement of the Work, Consultant shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such

insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

5. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.

VIII. Disclosures

The City shall have no financial interest in the business of and shall not be liable for any debts or obligations incurred by the Consultant nor shall City be deemed or construed to be a partner, joint venturer or otherwise interested in the assets of the Consultant, or in the sums earned or derived by Consultant, nor shall the Consultant at any time or times use the name or credit of City in purchasing or attempting to purchase any car, equipment, supplies or other thing or things whatsoever.

Consultant, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of City but shall be deemed to be an Independent Contractor in every respect and shall take all steps at its own expense, as City may from time to time request, to indicate that it is an independent Contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by Consultant are performed; but on the contrary, Consultant shall be wholly responsible therefore.

Consultant shall acknowledge that its identity and peculiar capacity to provide the services described hereinabove shall constitute a material consideration for the City's execution of a contract with Consultant. Therefore, Consultant shall not transfer or assign an awarded contract or any of the rights or privileges granted therein without the prior written consent of City; which such consent shall be granted or denied solely at City's discretion.

If selected, Consultant shall agree to comply strictly with all ordinances of the City of Mobile, Alabama, and the laws of the State of Alabama and of the United States while performing its obligations

Consultant agrees that, if selected, it will comply with Title 6 of the Civil Rights Act of 1964 which provides that no person will be excluded from participation in, or be denied benefits of, or otherwise be subjected to discrimination on the grounds of race, sex, color, national origin or disability.

IV. Reservation of Rights

The City reserves the right to:

- Amend, modify, or withdraw this RFQ
- Revise any requirements under this RFQ
- Accept any proposal deemed to be in the best interests of the City, and to reject any and all proposals.
- Require supplemental or clarifying information from any responding party, without having been deemed to have changed the terms of the RFQ
- Extend the deadline for submissions of responses
- Negotiate or hold discussions with any Consultant to supplement responses

Additionally:

The City may exercise all rights at any time without notice and without liability for expenses incurred in responding to any changes in the RFQ. Responses are prepared at the sole cost and expense of the Consultant.

Nothing stated at any time by any City agent or representative will effect a change or addition to the RFQ, unless confirmed in writing by the City.

All information submitted in response to this RFQ shall become the property of the City, and as such, may be subject to public review as public records.

Consultants acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liability incurred by the Consultant as a result of, or arising out of, responding to this RFQ.

The City shall release all public information concerning this RFQ and selection process, including selection announcements and contract awards. Anyone desiring to release information to the public shall receive prior written approval from an authorized agent of the City.

The City shall take all necessary and affirmative steps to assure that minority firms and women owned business enterprises compete.

Consultants shall not collude in any manner or engage in any practices with any other Consultant which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Consultant's submittal.

This proposal uses the gender-neutral words "it" and "its" in place of "he" and "she" and "his" and "her, etc., merely for the sake of brevity or to include the possibility that a consulting firm might submit a proposal.

This Request for Proposals is available in its entirety on the City of Mobile's website at www.cityofmobile.org, and at the Department of Architectural Engineering, Government Plaza – South Tower, Suite S-554, 205 Government Street.

END Request for Qualifications