

REQUEST FOR QUALIFICATIONS

Professional Design Services

City of Mobile Community Facilities, Mobile, Alabama

PR-070-23

The City of Mobile Architectural Engineering Department is seeking competitive proposals for qualified design professionals to provide design and construction administration related services for proposed community facilities at one or more locations. The intent is to establish a pool of Multiple Award Task Order Contracts to provide the services within a \$2,000,000.00 to \$5,000,000.00 construction budget for a term not to exceed two (2) years.

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, June 30, 2023, to the address indicated above.



**CITY OF MOBILE
REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN SERVICES
COMMUNITY FACILITIES
PR-070-23**

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 community facilities at one or more locations. The intent is to establish a pool of Multiple Award Task Order Contracts ("MATOCs") to provide the services within an estimated \$2,000,000.00 to \$5,000,000 construction budget for a term not to exceed two (2) years.

Services within this MATOC will be subject to satisfactory negotiation of individual firm fixed price task orders. The form of the design and construction contracts will be AIA B101/A101 documents with standard City of Mobile modifications.

The contract negotiations will begin as soon as possible 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 facilities shall include the design of various elements, including but not limited to multi-use, multi-functional, and supporting sports/activities, aging adults, children and teenagers, meetings, and learning. Space must provide support staff, kitchen, reception, and storage. Design must meet goals of equity, inclusion, accessibility, flexibility, and affordability. Space may act as an emergency shelter or support facility during local disasters. Associated landscaping, hardscape, site furnishings, site utilities, sidewalks, signage and other facility improvements may be included as required and indicated by Owner's program.

Additional considerations and services desired include development of program and facility design to function successfully with aquatic features; provision of parking options, building materials; plans for phasing; accurate projection of cost for construction and related architectural services.

Professional Service Phases shall be included for all aspects of the project:

- Pre-design services
- Construction cost estimates

- Design services for construction
- Permitting applications and monitoring
- Bidding and negotiating
- Construction contract administration
- Construction Closeouts

Basic Design Services (Pre-Design through Contract Administration) should include the following:

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

All surveys and soil 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, Permitting, Build Mobile, 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. Submittal Requirements

Firms interested in performing the work will be considered by an Evaluation of Qualifications based on a 100 point scale pursuant to the written responses to the Request for Qualifications. (*See Exhibit 1*). All applicants must submit their qualifications and responses to the following:

Shannon McIntyre
Architectural Engineering Department
P.O. Box 1827
Mobile, Alabama 36633

Responses will be received until 3:00 pm local time on Friday, June 30, 2023. Please submit one (1) original Proposal and one (1) proposal on a labeled thumb drive (not CD).

Proposals will be reviewed as they are received and should not exceed sixty (60) pages. Interviews (if required) will be conducted between July 10, 2023 and July 21, 2023. The Mayor or his designees shall make the final selection.

The following schedule applies:

Publication of Request for Qualifications: June 7, 2023
Deadline for receipt of responses to RFQ: June 30, 2023

1. **Letter of Interest:** Maximum of two (2) pages. Must include firm name, address, telephone number, email address and fax number. Letter must be signed by person authorized to bind firm by contract.
2. **Firm Organization:** A cover and a statements of qualifications **20 pts.**
 - Statement of registration of the firm. The lead design firm must be a registered Architect in the State of Alabama.
 - Number of years in business.
 - Location of respondent's place of business
 - Statement of availability
 - Present size of firm and breakdown by employee category.
 - Statement of insurance coverage in force (general liability, professional liability, automotive liability, worker's compensation) and limits of same per the City of Mobiles' requirements. *(See Exhibit 2)*
 - Statement of previous design experience with City of Mobile facilities
 - Information on your firm and your consultants concerning disadvantaged and minority business participation including specific firms included in design team. The City of Mobile encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids, and shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council. Statements of compliance will only be considered if specific to the requirements.
3. **Project Team:** **20 pts**
 - Identify key personnel proposed for this project, including Principal-in-Charge, Project Architect, Project Engineer (where applicable), and Project Manager for construction administration phase.
 - Include resumes for key personnel and their experience on comparable projects.
 - Identify sub-consultants to be utilized and their experience on comparable projects.
 - Include resumes for sub-consultant key personnel and their experience on comparable projects.
4. **Experience:** **50 pts**
 - Provide a listing of at least three (3) completed community center (or similar) projects of similar size in the last five (5) calendar years, to include project name/location, timelines used, a brief description, completion date, construction cost, client name and contact, client address, and contact telephone number and email address.
 - Provide a listing of representative current projects, at least three (3) to include project name/location, brief description, anticipated completion date, construction budget, client name and contact, client address, and contact telephone number.
 - Provide a listing of similar facilities your firm has worked on with the greatest longevity of operation. Include project name/location, brief description, completion date, construction cost, client name and contact name, client address, and contact telephone number and email address.
 - Provide photographic representation of most relevant and representative projects listed.

Provide information regarding the last three (3) projects with in the past five (5) years, of similar size and dollar amount that your firm has completed on time, and on budget. List the number of change orders and the reasons for the change orders. Show the project names, locations, contact names and numbers and email addresses.

- Provide a description of your design philosophy/methodology with similar sized projects.
- Provide a description of computer aided design capabilities, if any, with similar sized projects.
- Provide a description of electronic communications capabilities, if any, with similar sized projects.
- Provide a description of your quality control/assurance procedures with similar sized projects.
- Provide a description of your project cost control methods, i.e., estimating, change order history, sustainability of existing similar projects,. with similar sized projects.
- Provide a description of your construction administration procedures with similar sized projects.

5. **Additional Conditions:** Statement of firm or individual practitioner: **10 pts.**

- Have current City of Mobile Business License.
- Have an established local business office or plan of travel. 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.
- 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.
- 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.
- The City utilizes eBuilder as its project management system. eBuilder is a secure data collection site: <https://www.e-builder.net>. Firms and/or individuals, including subconsultants, shall (are strongly encouraged) to use eBuilder as an essential component to project management with the City of Mobile.

VII. 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 particular 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.

VIII. 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.

For additional information: Shannon McIntyre, Capital Improvement Project Manager, 200 Government Street, Mobile, Alabama, 36602 Phone: (251) 508-7752 or email at shannon.mcintyre@cityofmobile.org

Exhibit 1

| REQUEST FOR QUALIFICATIONS - COMMUNITY FACILITIES | | | | | | | | |
|---|------------------|-----------------|--|--|--|--|--|--|
| PR-070-23 | | | | | | | | |
| QUALIFICATIONS | | SUBMITTED FIRMS | | | | | | |
| | MAX. POINT VALUE | | | | | | | |
| 1. Letter of Interest | | | | | | | | |
| 2. Firm Organization - 20 pts. | | | | | | | | |
| Statement of Organization | 2 | | | | | | | |
| Number of years in business | 2 | | | | | | | |
| Location of respondent's place of business | 2 | | | | | | | |
| Statement of availability | 2 | | | | | | | |
| Statement of size of firm | 2 | | | | | | | |
| Statement of insurance coverage | 2 | | | | | | | |
| Statement of previous design wih City of Mobile | 2 | | | | | | | |
| Information of firms DBE participation | 6 | | | | | | | |
| Total | 20 | | | | | | | |
| 3. Project Team - 20 pts. | | | | | | | | |
| Key Personnel | 5 | | | | | | | |
| Key Personell Resumes | 5 | | | | | | | |
| Sub-Consultants | 5 | | | | | | | |
| Sub-Consultants Resumes | 5 | | | | | | | |
| Total | 20 | | | | | | | |
| 4. Experience - 50 pts. | | | | | | | | |
| Three Community Centers | 15 | | | | | | | |
| Representative Current Project | 5 | | | | | | | |
| Similar Facilities | 10 | | | | | | | |
| Photographic Representation | 5 | | | | | | | |
| Design Philosphy/Methodology | 5 | | | | | | | |
| Computer Aided Design | 2 | | | | | | | |
| Electronic Communication | 2 | | | | | | | |

| | | | | | | | | |
|---|------------|--|--|--|--|--|--|--|
| Quality Control Procedures | 2 | | | | | | | |
| Project Cost Control Methods | 2 | | | | | | | |
| Construction Administration Procedures | 2 | | | | | | | |
| Total | 50 | | | | | | | |
| | | | | | | | | |
| 5. Additional Conditions - 10 pts. | | | | | | | | |
| City of Mobile License | 2 | | | | | | | |
| Local Business | 2 | | | | | | | |
| Consultant Accessability | 2 | | | | | | | |
| E-Verify | 2 | | | | | | | |
| E-Builder | 2 | | | | | | | |
| Total | 10 | | | | | | | |
| | | | | | | | | |
| Grand Total | 100 | | | | | | | |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|----------|-----------------------|----------------|
| PRODUCER | CONTACT NAME: | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): |
| INSURED | E-MAIL: | |
| | ADDRESS: | |
| | (S) AFFORDS COVERAGE | NAIC# |
| | INSURER A: | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| | INSURER F: | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADOL SUBR INSR WVD | POLICY NO | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|-------------------------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------|---|
| | GENERAL LIABILITY | | | | | EACH OCCURRENCE \$ 1,000,000 |
| <input checked="" type="checkbox"/> | COMMERCIAL GENERAL LIABILITY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | MED EXP (Any one person) \$ 5,000 |
| <input checked="" type="checkbox"/> | Contractual Liability | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | GENERAL AGGREGATE \$ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | PRODUCTS - COM/OP AGG \$ 1,000,000 |
| | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC | | | | | \$ |
| | AUTOMOBILE LIABILITY | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 |
| <input checked="" type="checkbox"/> | ANY AUTO | | | | | BODILY INJURY (Per person) \$ |
| | ALL OWNED AUTOS | | | | | BODILY INJURY (Per accident) \$ |
| | SCHEDULED AUTOS | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | HIRED AUTOS | | | | | \$ |
| <input checked="" type="checkbox"/> | UMBRELLA LIAB | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | EACH OCCURRENCE \$ 2,000,000 |
| | EXCESS LIAB | <input type="checkbox"/> | <input type="checkbox"/> | | | AGGREGATE \$ 2,000,000 |
| | DED | | | | | \$ |
| | RETENTION \$ | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | <input checked="" type="checkbox"/> WC STATUTORY LIMITS \$1,000,000 |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) | Y/N | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | Professional Liability | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| | | | | | | \$1,000,000 per claim |
| | | | | | | \$2,000,000 annual aggregate |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Schedule, if more space is required)

Project Name: Project Number:

City of Mobile is included as an Additional Insured in respect to General Liability and Umbrella Liability. All policies except workers compensation, shall be Primary and Non-contributory with any other insurance force or which may be purchased by Additional insured. Waiver of Subrogation applies in favor of City of Mobile with respect to General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation and Employer's Liability. 30 Day Notice of Cancellation non-renewal or material change shall apply (except 10 days for non-payment).

CERTIFICATE HOLDER

CANCELLATION

| | |
|--|--|
| City of Mobile Architectural Engineering Department P. O. Box 1827 Mobile, Alabama 36633-1827 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE |

© 1988-2010 ACORD CORPORATION. All rights reserved.