



**Request for Qualifications:  
Architectural Firms for FEMA HMGP Grant Funded Safe Room Project**

The City of Foley is seeking qualifications from architectural firms to design a FEMA Hazard Mitigation Grant Program (HMGP) funded safe room project. The purpose of this project is to construct a 206 person safe room (9,131 sq. ft.) that will meet FEMA standards and guidelines, and provide protection against severe weather including up to 200 mph winds.

**Scope of Work:**

1. Preliminary Design: Develop conceptual drawing and schematics for the safe room based on FEMA guidelines, local building codes, and input from the City design team.
2. Detailed Design/Engineering/Specifications: This project is FEMA funded and requires additional tasks to assure compliance with FEMA/AEMA and federal guidelines. The architect is responsible for overall design, securing the engineering team to perform (mechanical, electrical, structural, and civil engineering) to meet FEMA 361 - 4th Edition 2021 and ICC-500-2020 standards, including local codes.
3. Pre-Bid, Bid, and Construction General Contractor Agreement: Prepare project specifications for construction bid package, conduct construction general contractor pre-bid meeting, conduct construction general contractor bid opening, certification of winning general contractor, prepare construction general contractor contracts for execution.
4. Construction/Oversight, Pay Applications, Davis Bacon Wage Certifications, and Inspections: During project completion, inspections, the architect will be responsible for inspections/certifications, and punch list completion.
5. Project Coordinate and Closeout with the City of Foley Project Manager/Consultant: The architect will coordinate with the City of Foley Project Manager/Consultant during the lifecycle of the project to assure FEMA/AEMA and federal guidelines are met including (design/engineering, pay applications/Davis Bacon Wage accuracy, FEMA eligible/ineligible costs, any project scope of work changes, any EHP - Environmental/Historical issues and coordinate with City of Foley Project Manager/Consultant to meet FEMA/AEMA closeout requirements.

**Timeline:**

The City would like to begin work on this project immediately and would ideally like to go out to bid on the construction on this project in November 2024.

**Qualifications:**

1. Experience: Demonstrated experience in designing and managing construction projects, particularly in the realm of disaster mitigation and safe room construction.
2. Expertise: Proficiency in FEMA guidelines and regulations pertaining to safe room design and construction.
3. Resources: Adequate staffing, technical expertise, and access to necessary tools and software for completing the project efficiently.
4. Track Record: A history of successfully completing similar projects (specifically FEMA approved safe rooms) on time and within budget with a focus on quality and client satisfaction.
5. References: Provide references from past municipalities who can attest to the firm's capabilities and performance during a safe room construction project.

All professional consulting firms who consider themselves qualified for this work are invited to submit their statements of qualifications to:

**City of Foley**  
**Attn: RFQ Architectural Firms for Safe Room Project**  
**407 E. Laurel Avenue**  
**Foley, AL 36535**

Statements of qualifications should be limited to no more than 20 pages and received no later than 4:00 p.m. on Wednesday June 19, 2024. The City of Foley, Alabama will make its selection based upon materials received, and may elect to interview top ranked firms. The following criteria will be used to evaluate and rank the submitted qualifications:

1. Capability to perform services as described in this notice (25 points).
2. Recent experience in FEMA approved safe room projects comparable to the proposed projects (25 points).
3. Key personnel's professional background and availability for the proposed project timeline (25 points).
4. Knowledge of FEMA regulations, policies and procedures (15 points).
5. Firm's reputation, location, and references (10 points).

The City of Foley, Alabama reserves the right to negotiate with any architectural firm, after statements of qualifications are opened, if such is deemed necessary. The City of Foley, Alabama reserves the right to reject any or all proposals.

Any additional information required may be obtained by contacting Logan Eberly, City of Foley, AL Purchasing Agent at (251) 970-1867 or by email at [leberly@cityoffoley.org](mailto:leberly@cityoffoley.org). The City of Foley, Alabama is an equal opportunity employer and statement of qualifications from minority or disadvantaged firms are encouraged.