

Date Issued: September 19, 2018

Request for Proposal No.: 18-025

The City of Decatur will accept sealed Request for Proposals (RFP) for the following:

Description: Preliminary survey City of Decatur buildings and facilities for ADA compliance

RFPs must be received before: 2:00pm October 10, 2018.

Return sealed and marked RFP to:

Regular Mail
City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier
City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise. I have read and understand all terms and conditions of this RFP.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Contractors License No. (if required)

Telephone

Email

PRICE SHEET

Opening Date: October 10, 2018

RFP No.: 18-025

Opening Time: 2:00pm

- A bid bond IS NOT required for this RFP.
- Evidence of insurance is not required for this RFP.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Prices valid for acceptance within _____ days (not to be less than 60 days)
- RFP responses **SHALL** include (1) original version with original signatures and (1) copy of the original.
- Include any additional information that could assist in the City's decision making process.

**For questions concerning this RFP contact Alan Stover at 256-341-4966
agstover@decatur-al.gov.**

NOTE: FOR THIS RFP TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE RFP MAY BE DISQUALIFIED. RFP RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

RFP response envelopes shall be properly identified on the front with the invitation to RFP number, opening date and time. Each individual invitation to RFP shall be submitted in a separate sealed envelope. Multiple RFP responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late RFP responses that occur due to the U.S. Postal Service or private courier service.

RFP responses and signature page must be submitted on this form in ink or typewritten or the RFP will be rejected. Include (1) copy of the original RFP response.

For a “no-RFP” response, return the signature page signed and marked “no RFP”. Without this Non-response notice, a vendor may be removed from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the RFP.

RFP responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFPs.

Changes or modifications of this Invitation to RFP are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this RFP and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. RFPs on equivalent items meeting the standards of quality indicated will be considered, providing the RFP clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the RFP or the Purchasing Agent may reject the RFP for that item. Reference to literature submitted with a previous RFP, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the City is involved.

The City of Decatur reserves the right to award to a single vendor, multiple vendors an award all or part of this RFP to single or multiple vendors.

The City of Decatur reserves the right to seek clarification from vendors submitting responses to this RFP.

The City of Decatur is exempt from all Federal, State and local sales and use taxes.

All respondents shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFPs when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this RFP is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy of the original and (1) copy of the original with your RFP response package.

Exclusion of the electronic files in a RFP response is not a basis for rejection.

The hard copy of the invitation to RFP on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

A RFP RESPONSE MAY BE REJECTED IF:

- RFPs improperly submitted or identified
- RFPs not signed or not original signature
- Requested information, or documentation not submitted with RFP
- Failure to acknowledge receipt of addendum with RFP
- Material alteration of the master document
- Invitation to RFP number not on face of envelope
- Received late
- RFP response not on the original form
- RFP not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

By signing this contract, _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Scope of Work

The City of Decatur is requesting Proposals from Design Professionals to perform a preliminary survey of certain City of Decatur Buildings and facilities as a continuation of revising and updating its transition plan. This is to review for compliance with current Accessibility Guidelines for Building and Facilities. This Proposal should include any ADA compliance issue along with a preliminary cost estimates to bring into compliance with existing ADA regulations. These compliance issue should be broken down by each particular City facility. This RFP is only to assess City facilities not to do any design work. Attached is a list of City facilities that will need to be assessed.

Proposal Contents

1. State the qualifications and experience of the firm/individual(s). Please emphasize the specific qualifications and experience with engagements of similar scope and complexity. Please include examples of similar work for governmental agencies and/or working on ADA plan updates.
2. List key staff members, including identification of the Principal-in-Charge and Project Manager/primary point-of-contact. Include each team member's availability, including all existing committed hours, and the ability of being able to complete the project in time and on budget. Please provide a contact phone number for the designated project manager.
3. Provide an approach to completing this project, showing the flow of various tasks of the work and demonstrating the clear understanding of the requested work.
4. Provide a proposed project schedule.
5. Present proposed project budget, to include a compensation rate schedule for services. Please provide a detail by task with estimated staff hours and employee rates for all those who may be involved in completing this project.
6. Provide at least three references (names and current phone numbers) from recent work (previous five years) similar to the services outlined in this request. Please include a brief description of the work performed and the role your firm performed.

The City reserves the right to make the selection based on its sole discretion. A subcommittee selected by City Staff will evaluate proposals provided in response to this RFP. Informal interviews may be conducted by City staff, and may include more than one firm that has submitted a Proposal.

Name of Facility	Address
1 City Hall Building	402 Lee Street
2 Carnegie Building	207 Church Street
3 Incubator	1629 4th Avenue, SE
4 Princess Building	122 2nd Avenue, NE
5 Landfill Main Office	500 Landfill Drive, Trinity, AL
6 Decatur Recycling	625 Landfill Drive, Trinity, AL
7 Senior Citizens Building	221 memorial Drive SW
8 Library	504 Cherry Street, NE
9 Old State Bank	925 Bank Street NW
10 Farmer's Market Building	333 1st Avenue NE
11 Flint Training Center	4119 Old Highway 31 South

12 Fire Station #2	841 Wilson Street NW
13 Fire Station #3	1602 16th Avenue, SE
14 Fire Station #5	2355 Danville Road SW
15 Fire Station #6	1402 Pt. Mallard Parkway SE
16 Flint Station	114 Oxmore Flint Road SW
17 Fire Station #7	3810 Spring Avenue SW
18 Fire Station #8	3701 Indian Hills Road
19 Fire Station #1	702 6th Avenue SW
20 Fire Station #4	131 Nelms Road
21 PW 1 - Administration Office	1802 Central Parkway, SW
22 PW 2 - Main Garage (2 story)	1802 Central Parkway, SW
23 PW 3 - Warehouse & Supervisors Offices	1802 Central Parkway, SW
24 PW 4 - Engineering	1802 Central Parkway, SW
25 Aquadome Rec Center Pool & Youth Services	1202 5th Avenue SW
26 Fort Decatur Recreation Center	610 4th Avenue SE
27 Carrie Matthews Recreation Center	902 6th Street NW
28 Carrie Matthews Pool	902-B 6th Street NW
29 TC Almon Recreation Center	2900-C Point Mallard Circle SE
30 Rhodes Ferry Park Restroom Bldg.	100 Market Street NE
31 A.C. Banks Park Restroom Bldg.	705 McCartney Street NW
32 Jessie Lewis Smith Park Restroom Bldg.	102 Somerville Rd. SW
33 Delano Park Restroom Bldg.	600 6th Avenue SE
34 Wilson Morgan Park Softball Clubhouse	300 Beltline Road SW
35 Cashin Wheeler Park Restroom/Concess	1501 5th Street NW
36 Walter Jackson Park Restroom/Concession	1820 Park Street SE
37 Cedar Ridge Park Restroom/Concession	2715 Danville Road SW
38 Gale Montgomery Park Clubhouse Bldg.	4119 Old Highway 31 South
39 Hospitality Park	3955 US Highway 31 North
40 Pines Park Restroom Bldg. (TVA Land)	1612 5th Street NW
41 Concession/Restroom Building	2900-B Point Mallard Circle SE
42 Point Mallard Aquatic Slide	2901-A Point Mallard Circle SE
43 Pt Mallard Aquatic Center Bldg.	2901-B Point Mallard Circle SE
44 Point Mallard Campground Store/Clubhouse	2600-C Point Mallard Circle SE
45 Campground Shelter A Restroom Bldg.	2600-C Point Mallard Circle SE
46 Campground Shelter B Restroom Bldg.	2600-C Point Mallard Circle SE
47 Campground Shelter C Restroom Bldg.	2600-C Point Mallard Circle SE
48 Point Mallard Golf Course Clubhouse	2600-A Point Mallard Circle SE
49 2 Restroom Building (located on Golf Course)	2600-A Point Mallard Circle SE
50 Point Mallard Ice Complex Building	2901-D Point Mallard Circle SE
51 Children's Amphitheater	2901-D Point Mallard Circle SE