

City of Decatur, Alabama

REQUEST FOR QUALIFICATIONS 19-033

Date Issued: June 11, 2019

The City of Decatur ("City") will accept sealed Requests for Qualifications (RFQ) for the following services:

Description: **Architectural Services**

RFQ submissions must be received before: July 2, 2019 at 2:00pm 3rd Floor City Hall Purchasing Department

Include (1) original and (1) copy of your sealed and marked RFQ Submission.

Return sealed and marked RFQ submissions to:

Regular Mail

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

Courier

City of Decatur
Purchasing Department
3rd Floor
402 Lee St., NE
Decatur, AL 35601

All questions or need for clarification shall be sent in writing via email to Charles Booth, City of Decatur, Purchasing Agent, cbooth@decatur-al.gov.

Standard Terms & Conditions

- All RFQ submissions shall consist of **no more than 20 pages**, printed on front and back pages, not including a title page.
- RFQ response envelopes shall be properly identified on the front with the RFQ number, opening date and time.
- The Purchasing Department assumes no responsibility for late RFQ responses that occur due to the U.S. Postal Service or private courier service.
- RFQ responses and signature page must be submitted on this form in ink or typewritten or the RFQ will be rejected. Submit the original and (1) copies of the original in your submission.
- RFQ 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 RFQs.

- Changes or modifications of this RFQ are allowed only by written authority of the Purchasing Agent.
- The City of Decatur reserves the right to modify all or any portion of this RFQ when the best interest of the City is involved.
- All respondents shall maintain such insurance as will protect the respondent 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 RFQ. 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 RFQs when requested.
- Any individual, company, or corporation doing business with the City of Decatur must possess and show proof of 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 RFQ for just and reasonable cause whereby it appears to be in the best interest of the City.
- The successful respondent(s) 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.
- The City reserves the right to award to a single respondent, multiple respondents or reject all submissions.
- An electronic version of this RFQ 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 submit your response in an electronic version if possible, and return it with a hard copy with your RFQ response package.
- The hard copy of the invitation to RFQ 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 RFQ could be considered grounds for rejection of the RFQ response.
- The City shall not be liable for any costs incurred by any firm responding to this request.
- Any information in a submission considered a trade secret or proprietary information will be protected under the Public Records Laws of the State of Alabama.

LETTER OF QUALIFICATION

The undersigned have reviewed our enclosed submittals in response to the Request for Qualifications (RFQ) issued by the City of Decatur, Alabama (City).

We affirm that the contents of our RFQ submittal is accurate, factual, and complete to the best of our knowledge and belief and that RFQ is submitted in good faith upon express understanding that any false statement may result in the disqualification from consideration.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate offices of each company shall sign.)

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Type Name of Firm)*

(Type Name of Firm)*

Dated:

Dated:

*If a joint venture, partnership, or other formal organization is submitting, each participant shall execute this Letter of Qualification.

Scope of Services

The City of Decatur, Alabama is searching for firms that will provide professional contracted services for Architectural Services. Below are some examples of the services that may be requested by the City.

As requested by the City, the firm will oversee project management for the construction of the municipal public works projects. The firm may also be requested to prepare project management plans and budgets, prepare or review construction projects and specifications.

The firm may be asked to perform or review feasibility studies, construction inspections, plat review, utility studies, traffic studies, and capital improvements programs.

The firm may be asked to qualify, bid and recommend award of projects in conjunction with City staff.

The City may also request that the firm act as City liaison or City representative with private developers and other levels of government.

The firm may also be asked to attend internal meetings involving engineering questions or issues.

The firm must be able to effectively perform field inspections, make professional public presentations on a periodic basis to the City Council during a projects life, and provide recommendations to staff and the City Council.

Information Requirements

Each interested firm (a "Respondent") shall submit the following information:

1. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of the Respondent, its ownership and its organizational structure.
2. The names and business addresses of all Principals of the Respondent. For purposes of this RFQ, "Principals" means a person possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who has any operational control over the Respondent, and every stockholder having an ownership interest of 10% or more in the firm.
3. If Respondent is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the Respondent.

4. If Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or organization.
5. Describe prior municipal experience in said field, which should include a statement of the Respondent's knowledge of the City and availability to attend required meetings.
6. The number of years Respondent has been in business under the present name and under the current management.
7. Any judgments within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice or breach of contract. If yes, please explain.
8. Whether Respondent is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
9. List all services offered by your firm in your submission with a brief description of each.
10. List all federal, state, and local licenses held by Respondent necessary to perform the requested services.
11. Describe those portions of the Respondent's services, if any, that Respondent presently anticipates subcontracting out to a subcontractor if awarded.
12. A list of Respondent's municipal government or other public entity clients, during the last 3 years.
13. A list of Respondent's private sector clients during the last 3 years.
14. Resumes of Respondent's key employees, and an indication of which employees are proposed to be directly working with the City.
15. A narrative statement of the Respondent's understanding of the City's needs and goals.
16. A list of all immediate relatives of Principal(s) of Respondent who are City employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.
17. A listing of all other engagements where services of the type proposed were provided in the past five (5) years. This should include other municipal governments and other levels of

government, including the City. Contact information for the recipients of the similar services must be provided. The City may obtain information from any of the parties listed.

18. A listing of all professional organization memberships.
19. At least four (4) references who have knowledge of your services.
20. A fee schedule identifying hourly rates per staff position and flat project rates if applicable. All proposals shall outline the basis for compensation including identification of all rates and reimbursables. The proposal should also address what shall be considered 'billable hours'.
21. A listing of what services are charged for and what, if any, are considered as part of the scope of services, such as providing maps, responding to emails and phone calls, etc.
22. The proposal shall also contain an explanation of how overhead, administration, and related charges are passed onto the client.
23. The proposal shall also include a recent bill to a municipal client for a public works project that illustrates the program and task detail that would be included in the city's invoices.
24. Information on frequency and method for proposed rate changes including any projections for future rates.
25. Any other information that Respondent deems relevant.

Evaluation and Selection

The firm will be selected based on qualifications and criteria established below.

The City reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.

The proposals will be evaluated by a committee made up of City staff, and elected officials. The committee may then narrow the field to three firms who may be requested to participate in an interview process.

Selection of the firms to be shall be based on the following criteria:

1. The firm's approach to and understanding of the Scope of Services.
2. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
3. The firm's experience with and expertise in municipal work as listed in the Scope of Services.

4. The experience and qualifications of the firm's staff that will have primary contact with the City's staff.
5. The firm's commitment to delivering work on time and within budget.
6. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City's infrastructure.
7. The extent to which previous clients have found the firm's services acceptable.
8. The ability of the firm to provide quality municipal services at a reasonable cost.
9. Geographical location in relation to the City.

The City reserves the right to accept any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which in the judgment of the City is most advantageous to the City and to resolicit if desired.

The City will review and evaluate all responses to this RFQ. The City may short list the responses to the three firms it deems best suited to meet its needs. The selected firms will be notified if necessary for an interview / presentation.