

# REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL / ENGINEERING SERVICES FOR HVAC SYSTEMS CONTROLS INVESTIGATION AND REPAIRS

Pursuant to §41-16-72, of the Code of Alabama, 1975, as amended, Alabama Department of Rehabilitation Services (ADRS) is soliciting qualifications from design professionals licensed in the State of Alabama to provide basic services for a Heating, Ventilation and Air Conditioning Controls project for the existing buildings located at 560 and 602 S. Lawrence Street, located in Montgomery, Alabama. The contract will be awarded to one Architectural/Engineering firm and the services will be compensated utilizing the Alabama Division of Construction Management fee schedule for professional services.

**Project General Description and Scope:** The scope of the project is to investigate the existing systems conditions, make recommendations, and implement recommendations to make repairs or install new equipment as determined by the investigation. The project will be a single project with special emphasis on successful experience in delivering evaluation services and production of construction documents to resolve recommendations for the facility in a functional, economical and effective manner with documented success in construction cost management, thorough, accurate and timely services.

The estimated construction budget cost of the work for this project is \$300,000.00.

**Form of Agreement and Scope of Services:** The form of agreement will be Division of Construction Management standard forms B-2 and B-2A and the scope of services will include Services A, B, C, D, and E as described therein. The proposal and executed agreement will include signed Disclosure Statement and required E-VERIFY certification forms.

**Qualifications:** Applicants should have significant design experience with HVAC controls projects of similar program requirements. ADRS will select the most qualified design professional as outlined in the Manual of Procedures, 2020 edition, provided by the Division of Construction Management. Recognizing the composition of Alabama's citizenship, ADRS encourages proposals from design professionals that represent Alabama firms with diversity in their staffing, proposed project team, and associated design professionals and consultants.

All applicable State of Alabama Division of Construction Management documents and procedures, as well as any other applicable requirements from funding sources, shall be utilized on this project. §41-16-82, of the Code of Alabama requires a disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000.00. The form is available online at <https://examiners.alabama.gov/PDF/publications/Vendor-Disclosure-Statement.pdf>.

§31-13-1, of the Code of Alabama, (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Architects and engineers should review and adhere to these guidelines as appropriate to their project type. For additional information on this subject, please refer to the Division of Construction Management bulletins.

**Proposal Evaluation Criteria:** Selection by ADRS shall be based on factors which may include, among others, the following:

- a. Demonstrated experience and competence of the proposed project team with related projects within the past five years.
- b. Record of past performance and related experience on projects of similar size and scope in regards to quality of work, timely performance, ability to meet budgets, and other related items.
- c. Location of proposed team's office relative to project site.
- d. Previous experience working on State of Alabama projects.
- e. Familiarity of proposed team with conditions, codes, and other ordinances where such knowledge is essential to the proper performance of the contract in regards to security, owner's work schedule requirements, and other institutional regulations for work at this facility.

This request for qualifications is not an offer to contract but seeks the submission of qualifications from qualified, professional respondents that may form the basis for the negotiation of a contract agreement. At least three A/E firms will be selected from those submitting qualifications for further and more detailed evaluation and review by a committee. ADRS reserves the right to award a contract to one selected firm, reject any or all proposals and to solicit additional qualifications, through the RFQ process, if that is determined to be in the best interest of the State of Alabama.

**Response:** Interested professionals should submit 1.) A letter of interest, 2.) Statements of Qualification utilizing GSA Standard Form 330 for the architectural firm and structural, mechanical, and electrical consultants, 3.) Disclosure Statement, 4.) Plus any other relevant information.

**Proposals must be delivered no later than 4:00 p.m. (Central Daylight Time) on October 7, 2020.**

Submit five (5) copies of the required proposal information to:

Ms. Jane Elizabeth Burdeshaw, Commissioner ADRS  
C/O Dan Woods, Project Architect  
Department of Finance  
Division of Construction Management

Physical Address:  
RSA Plaza Building  
770 Washington Avenue, Suite 444  
Montgomery, AL 36104

Mailing Address:  
Post Office Box 301150  
Montgomery, Alabama 36130-1150

Questions and or information related to delivery of qualifications shall be directed to Dan Woods via email at [dan.woods@realproperty.alabama.gov](mailto:dan.woods@realproperty.alabama.gov)