

## **ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS (RFQ)**

**Pursuant to §41-4-133, Ala. Code 1975**, as amended, the State of Alabama Department of Insurance (ADOI) requests qualification-based submittals from architectural and engineering professionals to provide detailed flood plain, mudslide, and erosion management assessments compliant with 44 C.F.R. §§ 60.3, 60.4, and 60.5 for state-owned properties containing structures, as defined in 44 C.F.R. § 59.1, and located within a flood-prone area. A list of 806 state-owned properties containing buildings and structures and their locations within the state will be provided to firms responding to the RFQ. Additional state-owned properties containing structures or developments, as that term is defined in 44 C.F.R. § 59.1, may be identified as being in a flood plain and added to the inspection and assessment list during the course and scope of the work, as detailed in Phase I below. The assessments will be conducted as a service provided to State Agencies by the ADOI. This agreement will be managed by the ADOI and work will be performed at the identified properties belonging to various State Agencies.

The term of the agreement will be two years with the option, at the ADOI's discretion, to extend an additional three (3) years. The engineering services will be negotiated in accordance with the Manual of Procedures of the State of Alabama Department of Finance, Real Property Management, Division of Construction Management (DCM). The Department of insurance may retain multiple firms to perform this tasking. All work should be completed by October 1, 2025.

**Background:** On October 13, 2023, Governor Kay Ivey issued Executive Order No. 737 requiring all existing state-owned properties be assessed to ensure compliance with the National Flood Insurance Program flood plain management criteria for flood-prone areas, for mudslide-prone areas, and for flood-related erosion-prone areas, *see* 44 C.F.R. §§ 60.3, 60.4, and 60.5.

**Statement of Work (SOW):** All assessment work shall be in accordance with the versions of the International Building Code, the International Residential Code, International Existing Building Code, and the ASCE 24-14 Flood Resistant Design and Construction in effect at the time of construction or the most recent substantial improvement, as that term is defined in 44 C.F.R. § 59.1. The work will be performed in a two-phase effort:

Phase I: All work performed will be done utilizing flood plain maps as provided by FEMA or local authorities having jurisdiction. All state properties will be assessed from available mapping to determine its flood hazard area status. Any state-owned property located in or within close proximity to flood hazard areas or special flood hazard areas shall require a site visit and further investigation as described in Phase II. Flood hazard areas will be as defined per ASCE 24-14 Flood Resistant Design and Construction, Chapter 1, Section 1.3 Identification of Flood Hazard Areas.

Phase II: Site Visits will be required for all state-owned properties that lie in or within close proximity to established flood hazard areas or special flood hazard areas. All structures and developments located on the property shall be assessed regarding the damaging effects the base flood would impose on the structures or developments. Conduct a facility condition assessment of the primary facility components for items such as mechanical, electrical, plumbing, structural components, utilities, envelope, and other key aspects related to potential flood damage. Provide detailed reports, both written and electronic,

which include mitigation cost for bringing the facility into compliance with flood plain mitigation standards. Reports should include items such as:

- a. Three-dimensional data (latitude, longitude, & elevation) collected for the sites and provided to the ADOI in an industry standard GIS format.
- b. All structures on site shall be classified per ASCE 24-14 Table 1-1 Flood Design Class of Buildings and Structures.
- c. Utilities located on site shall be assessed for flood resistance potential.
- d. Building materials and construction type should be assessed for flood proofing and or resistance potential.
- e. Foundation types shall be recorded and assessed per resistance to flooding / storm damage.
- f. Photographs of the structure or development to convey pertinent information.
- g. Mitigation cost estimation: Develop an itemized cost estimate for bringing the buildings, structures, or development into compliance.
- h. Provide other pertinent data as determined by site investigation.
- i. All data shall be compiled into a facility condition assessment (FCA) in compliance with ASTM E-2018.

**Qualifications:** Applicants shall demonstrate experience with similar projects and demonstrate familiarity with DCM's procedures and forms. The assessment team shall have the following qualifications and experience:

- Previous project experience and performance as the principal architect or engineer on projects of similar size, type, and complexity.
- Each project team member must demonstrate knowledge, experience, and competence of primary facility systems and structural components as well as extensive field experience in assessing existing structures and developments in the last 5 years.
- Previous experience working on a State of Alabama Project and familiarity with the Division of Construction Management's procedures.
- The assessment team's location and availability to visit and monitor multiple project sites.
- Applicants and any consultants shall hold current professional licenses and be registered in the State of Alabama.

**Minimum Code of Alabama Requirements** (current Code of Alabama available at <https://alison.legislature.state.al.us/code-of-alabama>):

§41-16-82, Ala. Code 1975, requires a completed disclosure statement be filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000.00.

§31-13-1, et seq., Ala. Code 1975, (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.

§41-16-5, Ala. Code 1975, imposes conditions on the award of state contracts. Firms must certify that they are not currently engaged in and will not engage in the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

§ 41-16-161, Ala. Code 1975, requires that any firm awarded a contract must provide a written verification stating “the company, without violating controlling law or regulation, does not and will not, during the term of the contract engage in economic boycotts” as the term “economic boycott” is defined in § 41-16-160, Ala. Code 1975.

**Response:** Interested professionals shall submit:

1. A letter of interest.
2. A statement of qualification utilizing GSA Standard Form 330 for the primary firm and all proposed consultants, information for similar relevant projects including the project description, project budget, scope of work, Owner’s name and contact information, plus any other relevant information. Form 330 is available at <https://www.gsa.gov/reference/forms>.
3. The Alabama Vendor Disclosure Statement form is available at [https://alison-file.legislature.state.al.us/pdfdocs/joint/contract\\_review/AL\\_Vendor\\_Disclosure\\_Statement.pdf](https://alison-file.legislature.state.al.us/pdfdocs/joint/contract_review/AL_Vendor_Disclosure_Statement.pdf).
4. Provide a sample assessment demonstrating experience with the SOW.

**Qualifications must be received no later than 4:30 PM CDT on April 10, 2024.**

Submit three (3) hardcopies and one (1) electronic/jump drive copy of all required qualification information to:

Lee Desmond, Director  
Division of Construction Management  
P.O. Box 301150  
Montgomery, AL 36130-1150,  
[Lee.Desmond@rpm.alabama.gov](mailto:Lee.Desmond@rpm.alabama.gov)

For questions and additional information, email Lee Desmond at [Lee.Desmond@rpm.alabama.gov](mailto:Lee.Desmond@rpm.alabama.gov) and [Travis.Taylor@insurance.alabama.gov](mailto:Travis.Taylor@insurance.alabama.gov).

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 an agreement. The Awarding Authority/Owner reserves the right to reject any or all qualifications and to solicit additional qualifications, through the RFQ process, if that is determined to be in the best interests of the State of Alabama.