

**ADVERTISEMENT FOR  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL SERVICES**

**Pursuant to §41-16-72 of the Code of Alabama, 1975, as amended, the Alabama Emergency Management Agency (AEMA) requests qualifications from qualified design professionals to provide architectural service(s), on an as needed basis, for various projects at facilities throughout the state of Alabama.**

**Proposed Scope of Work:** The scope of work includes full architectural services. The project may include, but is not limited to, various renovations, repairs, remodeling, and new construction projects at facilities throughout the state of Alabama. The projects will vary in size, complexity and duration.

The estimated construction budget for this open-end agreement is \$500,000. The term of the agreement will be for two (2) years with an option to renew for two (2) additional years.

The design services will be contracted under both fees and hourly rates in accordance with the Manual of Procedures of the State of Alabama Department of Finance, Real Property Management, Division of Construction Management (DCM).

**Qualifications:** The Applicants shall demonstrate experience with similar projects and demonstrate familiarity with DCM's procedures and forms for design and construction projects. The 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 <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm>):

§41-16-72(8) and (9) of the Code of Alabama - Recognizing the composition of Alabama's citizenship, the Awarding Authority/Owner encourages submissions from design professionals that represent Alabama firms with diversity in their staffing and proposed project team, including but not limited to, associated design professionals and consultants.

§41-16-82 of the Code of Alabama requires a disclosure statement to be completed and 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. 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.

§41-16-5 of the Code of Alabama imposes conditions on the award of state contracts. The firm must certify that it is 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.

**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, photographs (before and after), Owner's name and contact information, plus any other relevant information. Form 330 is available at <https://www.gsa.gov/reference/forms>.
3. A completed Alabama Vendor Disclosure Statement. The form is available at <https://www.alabamaag.gov/forms>.

**Qualifications must be received no later than 2:00 pm (Central Time) on May 14, 2021.**

Submit five (5) hard copies of all required qualification information to:

Mr. Brian Hastings, Director AEMA  
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

For questions and additional information, contact Dan Woods, 334-353-5225, or via email at [dan.woods@realproperty.alabama.gov](mailto:dan.woods@realproperty.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.