



REQUEST FOR QUALIFICATIONS

IDIQ - INDEFINITE DELIVERY / INDEFINITE QUANTITY AGREEMENTS FOR ARCHITECTURE, ENGINEERING AND OTHER PROFESSIONAL SERVICES

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"In all our Campus making efforts at Auburn University, our goal is to serve the mission of the institution while stewarding a unique and remarkable sense of place."

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QUALIFICATIONS

Applicant firm will be selected based on professional qualifications and successful experience with similar service engagements, and must clearly demonstrate considerable similar experience based upon the following criteria:

- Experience completing similar scope of work in a University setting.
- Capacity to provide services for multiple projects simultaneously.
- Ability to provide relevant services requested in each package with properly trained and licensed professionals (in-house or via sub-consultant)
- Record of providing successful services with high-owner satisfaction.
- Ability to contract for Basic Services design (A through E) as defined in the [Alabama Division of Construction Management Manual of Procedures](#) as applicable.
- Ability to comply with [Auburn University Design & Construction Standards](#)

ABOUT OUR PROJECT

IDIQ - INDEFINITE DELIVERY / INDEFINITE QUANTITY AGREEMENTS FOR ARCHITECTURE, ENGINEERING AND OTHER PROFESSIONAL SERVICES

Pursuant to §41-4-133 of the Code of Alabama, 1975, as amended, Auburn University seeks qualifications from qualified professionals to consult with the University on various non-capital, project delivery, repair, and renovation, small public works, large public works, and JOC projects that require enhanced speed of service and typically range between \$50,000 and \$250,000 total project cost. In order to provide efficient and high-quality professional service to our campus clients, AUFM Planning Design & Construction has elected to award numerous Indefinite Quantity / Indefinite Delivery (IDIQ) agreements to qualified design professionals and other professional service providers necessary to complete these projects. The anticipated award to qualified firms will be for one calendar year commencing on the date of the award with the option to renew on a yearly basis for a total of (2) additional one-year terms for a possible total of up to three (3) years per contract. The contracts will establish hourly rates for all work that is not included in the Alabama Division of Construction Management Manual of Procedures. A standard maximum agreement value will be based on the discipline attributed to each IDIQ agreement.

This Request for Qualifications is soliciting responses from firms interested in providing professional services for the following services:

- **Architectural / Interior Design Services:** Programming, feasibility studies, Full Design Services, code review, budget and estimating support, engineering services, interior design services, bid administration, construction administration services, and other related services.
- **Signage / Environmental Graphic Design Services:** Signage and/or environmental graphic design services, budget and estimating support, bid administration, construction administration services, and other related services.
- **Landscape Architectural Services:** Landscape design services, budget and estimating support, code review, bid administration, construction administration services, and other related services.
- **Estimating Services:** Budget and estimating, scheduling, constructability review, and other related services.
- **Civil / Structural Engineering Services:** Civil and/or Structural Engineering design services, traffic studies, safety reviews, regulatory review and coordination, budget and estimating support, code review, bid administration, construction administration services, and other related services.
- **Surveyor Services:** Surveying services, utility location, and other related services.
- **Geotechnical Engineering and Construction Materials Testing Services:** Geotechnical engineering services, materials testing, and other related services.
- **Electrical Engineering Services:** Electrical Engineering design services, budget and estimating support, code review, bid administration, construction administration services, and other related services.
- **Mechanical Engineering Services:** Mechanical and/or plumbing engineering design services, budget and estimating support, code review, bid administration, construction administration services, and other related services.
- **Hazardous Materials Testing Services:** Hazardous materials survey, testing, removal, and other related services.
- **Building Envelope Assessment Services:** Evaluation and recommendations for exterior building skin, windows, doors, penetrations, flashing, roofing and roofing components, waterproofing, and other related areas of concern, issue resolution support, and other related services.
- **Commissioning Services:** Evaluation and recommendations for building systems, design review, issue resolution support, and other related services.

NOTICE OF CONTRACT AND INSURANCE REQUIREMENTS

Commercial General Liability Insurance

Commercial General Liability Insurance written on an ISO Occurrence Form (current edition as of the date of this Agreement) and shall provide at a minimum the following limits:

1. Each Occurrence	\$1,000,000.00
2. General Aggregate	\$1,000,000.00
3. Products-Completed Operation Aggregate	\$1,000,000.00
4. Contractual Liability	\$1,000,000.00
5. Personal & Advertising Injury	\$1,000,000.00
6. Damage to Rented Premises	\$300,000.00

The Commercial Liability Insurance policy shall name Auburn University, its Board of Trustees, Trustees collectively and individually, Administrators, Faculty, Architect of Record, Department of Finance, Division of Construction Management, Staff, Employees, and their Agents are named as additional insureds for ongoing and completed operations in respect to General and Umbrella Liability and shall state that this coverage shall be primary insurance for the additional insureds.

Commercial Business Automobile Liability Insurance

Which shall include coverage for bodily injury and property damage arising from ownership, maintenance or use any and all owned, non-owned, leased, hired, and employee non-owned automobiles. The Commercial Business Automobile Liability Insurance Policy shall provide not less than \$1,000,000 Combined Single Limits for each occurrence and shall name Auburn University, its Board of Trustees, Trustees collectively and individually, Administrators, Faculty, Architect of Record, Department of Finance, Division of Construction Management, Staff, Employees and its and their Agents as additional insureds.

Professional Liability (Errors & Omissions) Insurance

The policy must include coverage for Professional Liability if the contractor is performing a Professional Service for Auburn University. Professionals are bound by law to 1) perform the service for which they were hired, and 2) perform those services in accordance with the appropriate standards of conduct. Professional Liability Insurance will be required of, but not limited to, (a) physicians, (b) pharmacists, (c) accountants, (d) architects, (e) engineers, (f) counselors, (g) attorneys, (h) veterinarians, (i) environmental remediation, (j) consultants, (k) auditors, (l) real estate agents. The policy shall provide at a minimum the following limits:

1. Per claim	\$1,000,000.00
2. General Aggregate	\$3,000,000.00

Claims made policies must include a three-year reporting period or coverage must be provided for up to three (3) years after the completion of a project.

Additional Conditions

All Insurance coverage shall be issued by an insurer licensed by the Insurance Commissioner to conduct business in the State of Alabama and have a minimum current A.M. Best rating of A.

Each policy shall be endorsed to be Primary and Non-Contributory to any insurance held by Auburn University with the exception of the worker's compensation/employer's liability.

Each policy shall be endorsed to include a Waiver of Subrogation in favor of Auburn University.

Insurance policies meeting the requirements stated above shall be maintained for the duration of the project. Should any of the above-described policies be canceled, non-renewed, changed, or allowed to lapse for any reason before the expiration date thereof, notice shall be delivered to Auburn University in accordance with the policy provisions. Renewal certificates shall be sent to Auburn University ten (10) days prior to any expiration date of coverage. The architect/Engineer will notify Auburn University within ten (10) days if the insurance policies' limits are reduced or exhausted.

Auburn University shall be entitled, upon request and without the expense, to receive copies of policies and endorsements thereto and may make any reasonable requests for deletion or revision, or modification of particular policy terms, conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties or to underwriting on such policies.

Due to the nature of some activities, Auburn University reserves the right to require additional limits of liability coverage.

Notice Of Incident

The Architect/Engineer shall inform Auburn University Risk Management and Safety of all incidents and/or accidents that occur on Auburn University premises or that might otherwise give rise to a claim against Auburn University and shall be responsible for providing appropriate written notification. Such notification shall be provided as soon as reasonably possible but will not exceed twenty-four (24) hours after Architect/Engineer is aware of the incident/accident.

Indemnity Provisions

To the fullest extent permitted by law, the Architect/Engineer shall indemnify and hold harmless Auburn University, its Board of Trustees, Trustees collectively and individually, Administrators, Faculty, Architect of Record, Department of Finance, Division of Construction Management, Staff, Employees and its and their Agents from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of, related to, or resulting from performance of services under this agreement, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and is caused in whole or in part by negligent acts or omissions of the Architect/Engineer, a consultant, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether such claim, damage, loss or expense is caused in part, or is alleged but not legally established to have been caused in whole or in part by the negligence or other fault of a party indemnified hereunder.

In addition to the above, Insurance requirements include Standard Articles of the Agreement between the Owner and Architect (DCM Form B-2A, July 2022).

CONTACT US

Interested firms may return the completed questionnaire to:

- **Updated 06/26/23:** Ms. Contina McCall, Asst. Director, Design Management cpm0018@auburn.edu
- CC: Mrs. Vanessa Kleypas, Coordinator, Design Management vhk0003@auburn.edu

Questionnaires shall be returned to the addresses above via e-mail only and **received no later than 12:00 PM Central Time, on or before June 28th.**

Shortlisted firms will be notified via email by **June 30th.**

Interviews will be held July 10 - 21, 2023 via ZOOM. A separate package describing the interview process/agenda will be forwarded to the short-listed teams.

No other information such as firm marketing documents is requested.

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.

Minimum Code of Alabama Requirements (current Code of Alabama available at <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm>):

§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.

END OF ADVERTISEMENT



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QUESTIONNAIRE FOR CONSULTANT SELECTION

Thank you for your interest in Auburn University Indefinite Delivery / Indefinite Quantity program. Please provide a Cover Letter and completed Questionnaire Submittal via email by the deadline provided below. Submittals should be a single PDF file of no more than 25 pages and 20 MB maximum. Submittals should be 8.5x11 or 11x17 format. File should be named as follows: "IDIQ_Service Package # Discipline_Firm Name.pdf".

Fees will be computed in accordance with Alabama Division of Construction Management Manual of Procedures, DCM Form B-2 and B-2A, and Chapter 4 Supplement Determination of Basic Fee or Basic Fee Rate for Design Professional Services and/or Additional Services as applies to individual services requests.

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SECTION 1

PRIMARY CONSULTANT QUALIFICATIONS

Provide the following information as applies:

1. Which discipline are you submitting to?
2. Firm Name
3. Address
4. Phone
5. E-mail
6. Primary Person to contact
7. Secondary Person to contact
8. Name and Alabama Registration Number of Architect whose seal will appear on the documents
9. Year Present Firm was Founded
10. List successor firms and years of operation
11. Is the location of the applicant a home office or branch office
12. How many total employees at the applicant location
13. How many registered professionals at this location
14. Form of Business



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SECTION 2

RELEVANT EXPERIENCE

1. Project Name
2. Location
3. Client name and contact information
4. Registered Professional Design Team Members & Roles on Project
5. Construction Firm
6. Date of Completion
7. Description of Project Scope
8. Total Square Footage
9. Total Construction Cost and Cost/SF
10. Project Drawings/Images, as appropriate to illustrate the project

SECTION 3

PROPOSED PROJECT TEAM

1. Provide an Organizational Chart explaining your proposed team members and their roles on this project. Include all proposed consultants relevant to this project.
2. Provide one-page resumes for the primary proposed consultant team members, highlighting relevant project experience.

SECTION 4

CONSULTANT TEAM PROCESS

1. Describe your firms' communication strategy and process in managing your professional services.
2. Which, if any, of the Scope of Services listed in your services package would you typically team with an additional specialty consultant, and why?
3. What additional services does your firm provide, if any, in addition to the Scope of Services listed in your services package?
4. What is your team's strategy for providing quality and efficient professional services to ensure client satisfaction?



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