

REQUEST FOR QUALIFICATIONS

Alabama Department of Labor

Open-End Agreement

Pursuant to §41-4-133 of the Code of Alabama, 1975, as amended, the Alabama Department of Labor (ADOL) requests qualifications from licensed Architects, Professional firms, or joint ventures thereof to provide professional Architectural services under an Open-End Agreement, on an as needed basis, for various projects in Montgomery, Alabama. The Open-End Agreement shall be awarded to one firm, and the services will be contracted under both fees and hourly rates per the Manual of Procedures of the Alabama Division of Construction Management.

Proposed Scope of Work: The Scope of Work shall include but not be limited to the following: Consulting with ADOL to analyze the building, provide design solutions as well as full Construction Projects/Documents for updating building, maintenance issues and emergency conditions. The maximum estimated construction budget for the total Open-End Agreement is \$7,500,000. The term of the agreement will be for two (2) years with an option to renew for two (2) additional years. Services under this Agreement will be provided as needed and requested by the Owner.

Qualifications: The Architectural team shall have the following qualifications and experience:

- Previous project experience (in the last 5 years) and performance as the principal architect on projects of similar size, type, and complexity as well as familiarity with conditions, codes, and other ordinances where such knowledge is essential to the proper performance of the Agreement.
- Applicants will be selected based on experience and competence of the firm and its principals; past performance record on other similar type projects as regards to quality of work, timely performance, diligence, ability to meet budgets, and other related items.
- Previous experience working on State of Alabama Projects and familiarity with the Division of Construction Management's procedures.
- The design team's location and availability to visit and monitor the general site.
- Have a licensed Professional Architect who is currently registered to practice in the State of Alabama on staff. It will be necessary to also have an Environmental specialist on the team.

Recognizing the composition of Alabama's citizenship, ADOL encourages submissions from architectural professionals that represent Alabama firms with diversity in their staffing and proposed project team, including but not limited to, associated design and architectural professionals and consultants.

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.

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.alabamaaq.gov/forms>.

Qualifications must be received no later than 11:00 AM (Central Time) on Wednesday **July 3, 2024. Interviewees will be notified no later than Tuesday July 9, 2024 with a virtual interview time on Wednesday July 10, 2024. The A/E Agreement will be activated via DocuSign from a link on DCM's website and will also go through Legislative Oversight Committee (LOC). Deadline for submissions to LOC is July 18, 2024.**

Submit Two (2) Hard Copies and 2 thumb drives of all required proposal information to:

Fitzgerald Washington, Secretary of Labor
C/O Katie Williams, Project Architect
Department of Finance
Division of Construction Management

Physical Address:
RSA Plaza Building
770 Washington Avenue, Suite 470
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 Katie Williams via email at Katie.Williams@rpm.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.