

Auburn University
Gulf Coast Engineering Research Station – New Building
Architect Selection
AU Project Number: 22-258

Pursuant to Alabama Act No. 2001-956, Auburn University is soliciting statements of qualifications from firms and individuals interested in providing professional engineering and design, permitting, construction inspection, and project administrative services related to the implementation of Spill Impact Component Project – State Expenditure Plan #4: Auburn University Gulf Coast Engineering Research Station (Federal Award GNSSP22AL0042-01-00/State Subaward S1P04-AUGC). The project includes the planning and engineering and design services to construct a new building consisting of laboratory, office, and collaborative spaces dedicated to the research of coastal environments and communities of the Gulf Coast. The building will be located within the City of Orange Beach. This request is in accordance with 2 CFR 200.320 (d) (5), as issued by the Office of Management and Budget. Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Gulf Coast Ecosystem Restoration Council and Alabama Department of Natural Resources (ADCNR) under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act).

Qualifications:

Firms interested in performing the work will be considered based on a written response to a full Request for Qualifications document, which can be obtained by email request to Matthew Wagner, mhw0007@auburn.edu or by calling at 334-750-7574.

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

1. Prior experience with state or federally funded programs – **(10 points)**
2. Professional Qualifications, including design, construction monitoring, and environmental permitting – **(35 points)**
3. Successful experience with design, inspection and administration of projects of similar scope – **(35 points)**
4. Capacity to perform design within a reasonable timeframe and budget – **(20 points)**

This procurement will retain the **Project Team** to provide complete AE Services for the new building. This procurement is based upon the following parameters:

- A total project budget including AE basic service fees and furnishings of \$7,600,000.00.
- The successful firm will be selected based upon documented qualifications of the project team and a demonstrated ability to work cooperatively with Auburn University as determined during an interview.

Services from the **Project Team** include:

- Review of existing site and environmental conditions.
- Project programming to be included as addition to basic services.
- Basic Services design (A through E) as defined in the [AL Dept of Finance, Real Property Management – Division of Construction Management’s Manual of Procedures](#).
- **Property survey to be included as addition to basic services.**
- **Geotechnical Analysis to be included as addition to basic services.**
- Compliance with [Auburn University Design & Construction Standards](#)

Additional Requirements:

E-Verify. Prior to the award of a competitively procured contract to a consultant having one or more employees in the State of Alabama, Alabama law requires proof be provided to Auburn University of enrollment in E-Verify (see www.uscis.gov/everify). All applicants must furnish an affidavit attesting they are enrolled in E-Verify and to execute a

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certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen (Act 2011-535) as amended by Act 2012-491.

Debarment and Suspension Status. Offerors must be registered in www.SAM.gov and provide their Unique Entity ID for the purposes of confirming suspension status. Auburn University will verify that the contractor or its principals, does not appear on the federal government’s Excluded Parties List prior to executing an agreement or contract with that entity. All lower tier transactions must include a term or condition that the award is subject to 31 CFR Part 19.

Minority/Women Businesses. Minority and women’s business enterprises are solicited to submit a statement of qualifications and are encouraged to make inquiries regarding potential subcontracting opportunities. Auburn University takes all necessary affirmative steps, as set forth in 2 C.F.R. 200.321(b) to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. When subcontracting, all potential contractors must make positive efforts to use small and minority owned business and women business enterprises. See 2. C. F. R. §200.321.

Drug Free Workplace. Respondent shall comply with all provisions of the Drug-Free Workplace Act of 1988, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 USC 8102.

Open Records Act. All responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40, (1975), as amended, and may be subject to public disclosure upon request.

Minimum Code of Alabama Requirements (current Code of Alabama available <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.

END OF ADVERTISEMENT

QUESTIONNAIRE ON NEXT SIX PAGES

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Questionnaire for Architect Selection

Auburn University is soliciting statements of qualifications from firms and individuals interested in providing professional engineering and design, permitting, construction inspection, and project administrative services related to the implementation of Spill Impact Component Project – State Expenditure Plan #4: Auburn University Gulf Coast Engineering Research Station (Federal Award GNSSP22AL0042-01-00/State Subaward S1P04-AUGC). The project includes the planning and engineering and design services to construct a new building consisting of laboratory, office, and collaborative spaces dedicated to the research of coastal environments and communities of the Gulf Coast. The building will be located within the City of Orange Beach. This request is in accordance with 2 CFR 200.320 (d) (5), as issued by the Office of Management and Budget.

Any contract awarded under this solicitation may be paid for in whole or in part with grant funding from the Gulf Coast Ecosystem Restoration Council and Alabama Department of Natural Resources (ADCNR) under the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act).

Additionally, any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the Gulf Coast Ecosystem Restoration Council Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Sub-Award Terms and Conditions, the RESTORE Act, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable. The ADCNR, the United States, or any of its departments, agencies or employees is not and will not be a party to this solicitation or any resulting contract.

The contract performance period will be from the date of contract execution to May 31, 2025. If additional time is needed, an amendment may be requested.

Fees will be computed in accordance with Alabama Division of Construction Management Procedures, DCM Form B-2 and B-2A, and Chapter 4 Supplement Determination of Basic Fee or Basic Fee Rate for Design Professional Services. We consider this project to be classified as a Group III project. The adjustment for major renovation factor will not be considered for this project.

SECTION 1: Project Tasks

Geotech/Property Surveys

Coordinate with Auburn University to complete geotechnical and land surveys of proposed building site and property.

Engineering and Design Plans:

Coordinate with Auburn University to develop detailed plans, specifications, and cost estimates at various stages of project development.

Permitting:

Prepare applications for any necessary permits to be submitted to applicable agencies as necessary for permit issuance and project implementation.

Construction Management:

Coordinate with Auburn University to ensure project remains on schedule and on budget.

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SECTION 2: Request for Qualifications, Inquiries, Contact Information, and Timeline

Potential Respondents interested in this RFQ should contact Auburn University and request placement on the Request for Qualifications mailing list to ensure receipt of any amendments or other relevant information. Inquiries should be directed to Matthew Wagner, 334-750-7574, mhw0007@auburn.edu.

Proposed Timeline:

Solicitation Issuance/Advertising Date	September 16, 2022
Statement Receipt Closing Date	September 30, 2022
Short List Notifications	October 3, 2022
Short List Interviews	October 14, 2022
Select Consultant for Contract Negotiations	November 11, 2022

SECTION 3: Statement Contents

The Statement of Qualifications (Statement) should be not more than twenty (20) 8.5” X 11” single-sided pages, Times New Roman 11-point font (inclusive of the cover letter, approach and methodology, experience and background, and project team/level of participation), and should be divided by section, with Table of Contents (cover and tabbed divider pages and table of contents do not count against the 20-page limit). The submittal package should be emailed to Matthew Wagner, mhw0007@auburn.edu, and should be PDF format – hand-delivered submittals will not be accepted. Any Statements received after 5pm CST September 30, 2022 will not be considered.

Statements submitted in response to this RFQ shall include a complete response to the requirements and should be in the order presented below. Statements should provide a straight-forward delineation of the Respondent's capability to satisfy the intent and requirements of this RFQ and should not contain redundancies or conflicting statements. An officer authorized to make a binding commitment for the Respondent making the Statement shall sign the Cover Letter.

Contents of the submitted Statements must include the following to be deemed responsive for evaluation:

A. Cover Letter

The Statement must include a cover letter that acknowledges receipt of all issued amendments to the RFQ, if any. The letter should be addressed to: Matthew Wagner, Project Manager, 1161 W. Samford Ave. Auburn, AL 36832. The letter should include the following:

- The letter should indicate a primary contact for the Respondent and that person's name, title, address, phone number, and email address.
- The letter should introduce the Respondent's project team. The Project Team is defined as the lead plus members who are critical for consideration by the evaluation team and should include relevant professional certifications for each.
- The letter should include a general statement distinguishing why the Respondent is the most suitable choice for this project.
- The letter should indicate that the Project Team is committed to complete the project in a timely manner, and will dedicate resources accordingly.
- The letter shall state whether the firm is in arrears in the payment of any obligation due and owing to the State of Alabama, including tax payments and employee benefits, and that it shall not become so during the term of the agreement if selected; a statement that the proposing Respondent will negotiate in good faith with Auburn University, and a statement that the firm grants to Auburn University a non-exclusive right to use, or cause others to use, the contents of its Statement, or any part thereof, for any purpose.
- The letter shall include the firm's Unique Entity ID (UEI).

B. Approach and Methodology

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Respondents are requested to demonstrate their understanding of this project process by submitting an approach and methodology for completing the project along with a detailed schedule for project implementation. This narrative should articulate the Respondent's methods and approach, including:

- An outline of a project approach that meets the needs outlined in the Project Tasks section of this document.
- A schedule that is reasonable and appears to consider all tasks described in Project Tasks section of this document.
- A Methodology that is proven and acceptable.

C. Experience and Background

Respondents are requested to document success with similar projects and experiences administering federal grant funded construction projects. Provide evidence of capacity to succeed with projects of similar scope and discuss how past projects achieved the following:

- Provide evidence of successful past designs for projects of similar scope and nature.
- Provide documentation of methods that were used in the design of previous similar projects that achieved the goals of the project within a given budget. Discuss if original cost projections and engineer's opinions of cost provided during the feasibility and design phases provided realistic guidance for the construction phase.
- Provide evidence that similar scope design projects were completed in a timely manner with a discussion of the projects' success.
- For each project discussed, provide a list of key staff directly involved in the design process and quantify their contribution to the final design product.
- Provide a minimum of two references that can verify the success of similar projects completed by your firm. Include contact name, phone, address, email and name of project. Reference contact should be the person who worked most directly with your firm.

D. Project Team/Level of Participation

List the names of key personnel who will be working on the project and include the following information:

- Overall qualifications of the personnel who will be working on the project: Does the team have the combination of individuals that can successfully meet the objectives?
- Education, certifications, professional license numbers, training, and experience on related projects for individual team members, where applicable.
- Organizational chart documenting percentage of time of most qualified team members to be devoted to project, and document available depth of team.
- Address individual team members' roles and responsibilities commensurate with the individual's experience, training and education.
- Indicate team members who have worked together before on successful projects relevant to this request.
- Provide a written statement attesting that your firm maintains an errors and omissions liability insurance.
- A copy of the Certificate of Authorization as required by the Alabama Board of Engineers and Land Surveyors shall be submitted for each applicable firm on the team.

SECTION 4: Consultant Selection and Evaluation Criteria

A. Project Selection Criteria

All Statements accepted by Auburn University will be reviewed to determine whether they are responsive to the requisites of this RFQ. Statements that are determined by Auburn University to be non-responsive will not be further considered. Auburn University will evaluate Statements based on the project selection criteria below:

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1. Prior experience with state or federally funded programs – **(10 points)**
2. Professional Qualifications, including design, construction monitoring, and environmental permitting – **(35 points)**
3. Successful experience with design, inspection, and administration of projects of similar scope – **(35 points)**
4. Capacity to perform design within a reasonable timeframe – **(20 points)**

B. Short List Considerations

Auburn University reserves the right to accept, reject, and/or interview any or all qualified Respondents and may select a limited number of Respondents for interviews. Respondents short-listed for interviews will include those who submit Statements initially judged by an Evaluation Committee to be the highest ranked per the evaluation criteria above. Short-listed Respondents selected for interviews will be notified of the time, date, and location for the interview. Upon completion of the interview process, Auburn University reserves the right to immediately enter into negotiations with a selected Respondent with the goal of executing a contract for services.

C. Basis for Contract Award

An award notice will be sent to the respondent whose Statement and interview is determined to be the most advantageous to the project and Auburn University, taking into consideration the factors or criteria which are set forth in this RFQ, as well as 2 CFR 200.320. Contract award will be subject to the timely completion of contract negotiations between Auburn University and the selected Respondent.

Auburn University reserves the right to reject all Statements, negotiate further with any entity submitting Statements, seek additional Statements, or waive any irregularities or informalities in the RFQ process. Selection is estimated to occur on or before November 11, 2022.

These Statements are being requested in accordance with 2 CFR 200.320 (d) (5), as issued by the Office of Management and Budget. The firm that is selected will be notified and a contract negotiated. The contract will be for a period coinciding with the completion and closeout of the project for which services are being requested. The contract will include provisions required by 2 CFR 200, Appendix II.

E-Verify. Prior to the award of a competitively procured contract to a consultant having one or more employees in the State of Alabama, Alabama law requires proof be provided to Auburn University of enrollment in E-Verify (see www.uscis.gov/everify). All applicants must furnish an affidavit attesting they are enrolled in E-Verify and to execute a certificate of compliance with the Beason-Hammon Alabama Taxpayer and Citizen (Act 2011-535) as amended by Act 2012-491.

Debarment and Suspension Status. Offerors must be registered in www.SAM.gov for the purposes of confirming suspension status. Auburn University will verify that the contractor or its principals, does not appear on the federal government's Excluded Parties List prior to executing an agreement or contract with that entity. All lower tier transactions must include a term or condition that the award is subject to 31 CFR Part 19.

Non-Discrimination. Auburn University does not discriminate on the basis of race, color, religion, age, gender, pregnancy, national origin, genetic information, veteran status, or disability in its hiring or employment practices nor in admission to, access to, or operations of its programs, services, or activities.

Minority/Women Businesses. Minority and/or Women Businesses are encouraged to respond to this request. Auburn University takes all necessary affirmative steps, as set forth in 2 C.F.R. 200.321(b) to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. **When subcontracting, the successful firm will be required to document compliance with 2 CFR 200.321, which states:** Firms "must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business

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enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;(3)Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4)Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5)Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.”

Equal Employment Opportunity. Auburn University is an equal opportunity employer.

Open Trade. By submitting a Statement, the Respondent represents that he/she and the business entity he/she represents is not currently engaged in the boycott of a person or entity based in or doing business with a jurisdiction with whom the State of Alabama can enjoy open trade, as defined in Act 2016-312.

Non-Commitment of Funds. Any contract related to this proposed project is subject to the availability of funds and/or the needs of Auburn University and therefore Auburn University, at its discretion, may or may not issue a final contract as a result of this RFQ. Further, even in the event an initial selection is made by Auburn University no selection is final until full execution of a written agreement detailing an agreed upon scope of work. If Auburn University deems, at its sole discretion, that a satisfactory agreement cannot be reached in accordance with an initial selection, Auburn University reserves the right to proceed with efforts to make another selection based upon Statements submitted pursuant to this RFQ.

Open Records Act. All responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40, (1975), as amended, and may be subject to public disclosure upon request.

Drug Free Workplace. Respondent shall comply with all provisions of the Drug-Free Workplace Act of 1988, as amended by Public Law 105-85, Div. A, Title VIII, Sec. 809, as codified at 41 USC 8102.

Property Rights and Standards. The provisions of Section 200.310-200.316, OMB Uniform Guidance (2 CFR 200) apply to Federal property rights and the acquisition of real property, equipment, supplies and intangible property to the extent authorized by any subsequent contract resulting from this Statement request.

Other Compliance. By submitting a Statement, the Respondent represents that he/she and the business entity he/she represents will comply with all applicable federal, state, and local laws, regulations, and policies including, but not limited to all requirements set forth below and more fully described within the Federal Award and the Gulf Coast Ecosystem Restoration Council Financial Assistance Terms and Conditions below and at <https://restorethegulf.gov/sites/default/files/RESTORE%20Council%20STCs%20Final%208-18-2015.pdf> :

- a) Foreign Travel: Respondent agrees that no travel outside the United States shall be permitted in association with any subsequent contract resulting from this Statement request.
- b) Seat Belts: Pursuant to EO 13043, Respondent agrees to encourage employees and any contractors to enforce on-the-job seat belt policies and programs when operating any vehicles in connection with performance of activities associated with any subsequent contract resulting from this Statement request.
- c) Research Involving Human Species: Respondent agrees that no research involving human species will be conducted in association with any subsequent contract resulting from this Statement request.
- d) Federal Employee Expenses: Respondent agrees that no funding pursuant to any subsequent contract resulting from this Statement request shall be used to pay transportation, travel or other expenses for any employee of the federal government without prior written approval from ADCNR.

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- e) **Minority Serving Institutions:** Respondent acknowledges the goal of meaningful participation of minority serving institutions (“MSIs”) in its financial assistance programs and agrees to include such meaningful participation of MSIs as to Project activities when possible.
- f) **Research Misconduct:** Respondent agrees, to the extent at any time applicable, to abide by all provisions of the Federal Policy on Research Misconduct issued by the Executive Office of the President’s Office of Science and Technology Policy on December 6, 2000 (65 FR 76260).
- g) **Care and use of Live Vertebrate Animals:** Respondent agrees that no research involving vertebrate animals shall be permitted pursuant to any subsequent contract resulting from this Statement request.
- h) **Homeland Security Presidential Directive 12:** Respondent acknowledges and agrees that its performance under any subsequent contract resulting from this Statement request does not require or involve routine physical access to a federally-controlled facility or routine access to a federally-controlled information system.
- i) **Export-Controlled Items:** Respondent acknowledges and agrees that its performance under any subsequent contract resulting from this Statement request does not require or involve access to export-controlled items.
- j) **Trafficking of Victims Protection Act of 2000:** Respondent agrees the award term set forth in 2 CFR 175.15(b) implementing provisions of the Trafficking Victims Protection Act of 2000 (22 USC 7104(g)), to extent applicable, is shall be incorporated into any subsequent contract resulting from this Statement request.
- k) **Federal Funding Accountability and Transparency Act of 2006 (FFATA):** Respondent shall comply with all applicable requirements of FFATA, as amended (Pub. L. No 109-282, USC 6101)
- l) To the extent equipment and products are authorized to be purchased pursuant to any subsequent contract resulting from this Statement request, the Respondent is encouraged, to the greatest extent practicable, to purchase American-made equipment and products with funding provided pursuant to any subsequent contract resulting from this Statement request.

Additionally, the following will be incorporated into the contract documents:

- a. Procurement of Recovered Materials - Section 6002 of the Solid Waste Disposal Act.
- b. Appendix II to Part 200 - Contract Provisions for non-Federal Entity Contracts Under Federal Awards.
- c. 2 CFR 200.322 – Domestic Preferences for Procurement.
- d. The Gulf Coast Ecosystem Restoration Council Financial Assistance Terms and Conditions.
- e. Any applicable Special Award Conditions that may be outlined in the Notice of Award.
- f. Terms and Conditions of the Sub-Award Agreement with ADCNR.
- g. 2 CFR 200.216 Prohibition on Contracting for Covered Telecommunications Equipment or Services.

END OF ADVERTISEMENT