

REQUEST FOR
ELEVATOR CONSULTANT SERVICES

November 10, 2023

For
The University of Alabama

Issued by

Division of Finance and Operations
The University of Alabama

Note:

This submittal will be deemed a public record and open to public inspection; therefore, this submittal should not include anything that needs to be maintained in confidence. If there is material which the proposer deems confidential, the proposer should indicate which material is deemed confidential, and that the material will be released to UA only upon a promise of confidentiality. This will allow The University to protect it against an open records request.

**Elevator Consultant Services
for
The University of Alabama**

Please address all submittals and clarification questions to:

**Mr. Vincent Dooley, Senior Architectural Design/ADA Coordinator
Construction Administration
The University of Alabama
413 Cahaba Circle Tuscaloosa, AL 35404
Phone 205-348-8584 | Mobile 205-792-4711
Email: vddooley@ua.edu**

PROPOSED RFQ SCHEDULE

November 10, 2023	RFQ Posted for Consultants
December 1, 2023	Response deadline for Consultants
December 11, 2023	UA Oral interviews and Evaluation

RFQ OVERVIEW

The University of Alabama (UA) is seeking an Elevator Consultant (EC) to provide assistance with the design, specification, delivery/installation oversight, and final acceptance for all new/replacement elevators on the campus. Additionally, the EC will provide a comprehensive overview of the UA elevator lifecycle. This document is a Request for Qualifications (RFQ) for services rendered as outlined below. The UA anticipates entering into an agreement with the selected EC for a three (3) year period from date of the contract award with an option to extend the contract if mutually agreeable by both parties. Additionally, upon mutual agreement between the selected EC and UA, this contract may be negotiated when necessary to meet certain unpredictable expenses. Such cases must be thoroughly supported and documented. There will be no adjustment merely for-profit enhancements. Please carefully review this RFQ; it provides general information necessary to aid participating firms in formulating thorough responses.

GOAL

The University of Alabama (UA) desires to provide consistent and safe elevator service to the campus in an economical and sustainable manner, per standards and codes. The EC shall assist/support UA in providing elevator service that supports UA's mission and community throughout the elevator lifecycle.

APPLICATION REQUIREMENTS

The UA is soliciting applications for a campus wide Elevator Consultant that has a strong knowledge of the industry and will be able to implement the UA standards and requirements accordingly. The EC needs to have had experience in a diverse range of project types. The EC be responsible for the following but not limited to:

- A. Generating UA elevator standard and guidelines for projects, to include continuous review and appropriate incorporation of elevator technology.
- B. Generating elevator documents in coordination and under contract with the Architect of Record and in compliance with UA standards, guidelines and project requirements.

- C. Verification that elevator design is in compliance with Alabama Department of Labor's Elevator Safety Rules, Alabama Division of Construction Management, and the State Fire Marshall.
- D. Attending pre-elevator installation meeting.
- E. Performing elevator inspection services during elevator installation, at the completion of work, and at the year-end.
- F. Reviewing shop drawings for compliance with specifications
- G. Providing traffic analysis and identification of vertical transportation options for multi-story or complex use buildings.
- H. Assisting with generating capital renewal needs for elevators and compiling /generating cost estimates for elevator maintenance projects.
- I. Assisting in the solicitation and selection of elevator contractors.
- J. Performing elevator inspections at intervals as required by the Alabama Department of Labor in accordance with best industry practices and in such a manner as to minimize impact on campus community.
- K. Developing the plan of appropriate levels of preventative maintenance, repairs, and replacement.
- L. Please upload/submit one (1) electronic copy using the link below by 5:00 pm local time on Friday, December 1, 2023.
 - [Link to upload submissions:](https://alabama.app.box.com/f/87b09570dda84727ae5fdd69cca8e59f)
<https://alabama.app.box.com/f/87b09570dda84727ae5fdd69cca8e59f>
File name: (*firm's name*) Elevator-UARFQ.pdf
- M. Electronic submittals shall be generated in a presentation format (preferably Adobe PDF) including a cover/title page with your firm's name, project name and number and primary contact information.

SUBMISSION REQUIREMENTS FOR EC SERVICES

Respondents shall carefully read the information contained in the following criteria and respond in their application.

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO UNDERTAKE SERVICES

- A. Describe the corporate structure of the firm(s) submitting the response to the proposal.
- B. Provide a statement of interest for the Project, including a narrative describing the respondent's unique qualifications.
- C. Provide a statement on the availability and commitment of the respondent, its principal(s) and assigned professionals to undertake services.
- D. Provide any details of all past or pending litigations or claims filed against you or your firm that may affect your performance.
- E. Complete the attached Disclosure Statement.

TWO: RESPONDENT'S ABILITY TO PROVIDE EC SERVICES

- A. Provide examples of successfully completed projects that you provided elevator consultant services and outline any unique abilities demonstrated on these completed projects that could benefit the UA on future projects.
- B. Explain the range of elevator projects that you have been involved with (levels of complexity).

THREE: QUALIFICATIONS OF EC

- A. Describe your philosophy to elevator consulting.
- B. List all your certifications and explain your knowledge of all elevator codes.
- C. Describe your consulting team (if any), who will work on the projects and their experience in the elevator industry.

FOUR: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS

- A. Identify and describe the proposed teams past experience for providing EC Services within the last five (5) years. List the projects in order of priority, with the most relevant project listed first.

B. Provide references (for each project listed above, identify the following):

- The Owner's name and/or representative including telephone number or emails.

The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the process.

FIVE: RESPONDENT'S ABILITY TO ESTABLISH BUDGETS AND CONTROL COSTS ON PAST PROJECTS

- A. Describe your methodology for aiding in the establishment of elevator project budgets.

SIX: RESPONDENT'S ABILITY TO IDENTIFY AND RESOLVE PROBLEMS ON PAST PROJECTS

- A. Describe your approach as a consultant in handling problems concerning elevator installation or maintenance.

SEVEN: FEE PROPOSAL

- A. Provide proposed fee structure for EC services.

EIGHT: INSURANCE

- A. Please see attached for insurance requirements.

SELECTION PROCESS:

A selection committee comprised of UA faculty, staff and administrators will evaluate all responses based on criteria set forth in this request. Upon receipt, submittals will be evaluated by the Selection Committee. The Selection Committee will rank the EC based on thorough responses and ability to provide requested services. The committee will select minimum of (3) proposals from the initial offerors. Those selected will be invited to an oral interview. A second ranking will be done upon completion of oral interviews. The top ranked EC will be interviewed, and a contract will be negotiated with the top-ranked EC. If a contract can be negotiated, then that consultant will be selected. If a contract cannot be negotiated, then the Selection Committee will begin negotiations with the next highest ranked EC until an agreement satisfactory to the Selection Committee is reached. Final approval for any recommendation is

always subject to The University of Alabama Board of Trustees.

Notes:

1. Upon entering into an Agreement, the selected firm will be required to submit a Vendor Disclosure Statement. Samples of these documents are attached for your review.
2. Project schedule is subject to change.

ATTACHMENTS

- A. Insurance Requirements
- B. Vendor Disclosure Statement