

REQUEST FOR
ARCHITECTURAL / ENGINEERING
SERVICES

January 23, 2023

Finance Administrative Services Building Renovation
UA Project No. 338-23-3205

Issued by

Construction Administration
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 UA to protect it against an open records request.

Finance Administrative Services Building Renovation

UA Project No. 338-23-3205

Please address all submittals and clarification questions to:

Mr. Vincent Dooley, Architectural Design Coordinator
Construction Administration
The University of Alabama
413 Cahaba Circle
Tuscaloosa, Alabama 35404
Voice 205-348-8584
Email: vdooley@ua.edu

RFQ PROJECT SCHEDULE

January 30, 2023	Response deadline for A/E Firms
January 30- Feb 2, 2023	UA Selection Committee Evaluation I
February 6, 2023	Notification to the top ranked A/E firms
February 16, 2023	UA oral interviews (top ranked A/E firms)
February 17, 2023	A/E rankings and Recommendation to BOT
April 2023	A/E approval by UA Board of Trustees

PROJECT DESCRIPTION

The Finance Administrative Services Building Renovation will entail a full renovation of the current 9,089 gross square feet building located on Paul W. Bryant Drive East. The building will house the Office of Finance and its departments of Financial Accounting and Reporting, Tax Office, Budget Office, and Finance Information Systems and Data Integrity. The renovation will include office space, meeting space, and support space. All building systems will also be replaced as they are at the end of their useful life.

Alabama Credit Union is currently constructing a new facility located on University Boulevard

and will be relocating when construction is complete.

Programming documents are completed for this project and the estimated construction cost is approximately \$3,900,000.00.

PROJECT GOALS`

All construction bid packages will be competitively bid in compliance with the State of Alabama Public Works Law (Code of Alabama, Title 39).

APPLICATION REQUIREMENTS:

The University is seeking Architectural & Engineering firms/teams with comprehensive renovation and office design expertise. The Architect/Engineer (A/E) firm will be responsible for providing architectural and engineering designs to satisfy the UA design standards and guidelines, the Alabama Division of Construction Management standards, and the State Building Code, as well as any other applicable codes for this type of project. **Please upload/submit one (1) electronic copy using the link below by 5:00 pm local time on Monday, January 30, 2023.**

[Link to upload submissions:](#)

<https://alabama.app.box.com/f/1f726e80b1d14b209d6c6f28e7378308>

File name: *(firm's name)* FASB Renovation-UARFQ.pdf

SUBMISSION REQUIREMENTS:

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

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS (Score 1-5)

- A. Describe your firm's experience working with other universities and state agencies.
- B. Describe your firm's experience working with The University of Alabama.
 - a. The UA desires to have input in the procurement of consultants once the top ranked firm is selected.
- C. The UA encourages the use of certified minority-owned businesses and certified women-owned businesses in its construction program. Describe your firm's

approach in soliciting certified minority-owned or women-owned firms and consultants.

TWO: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Score 1-5)

- A. Identify and describe the proposed team's past experience providing A/E services that are **identical or similar** to this project within the last ten (10) 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 their representative who served as the day-to-day liaison during the design and construction phases of the project, including current contact information.

The Owner may contact these references during this qualification process.

- C. Has your firm/organization within the past seven (7) years ever been terminated from a design project? If yes, please give pertinent details.

THREE: LITIGATION AND CLAIMS (Score 1-5)

- A. Does your firm/organization or any of its officers currently have any judgments, claims, arbitration, or mediation proceedings pending or outstanding? If yes, please give pertinent details and outcome(s).
- B. Has your firm/organization within the past seven (7) years filed any lawsuits or requested arbitration or mediation proceedings in regard to any of your construction projects? If yes, please give pertinent details and outcome(s).

FOUR: RESPONDENT'S ABILITY TO MEET INSURANCE REQUIREMENTS (Score 1-5)

- A. Does your firm/organization have the ability to meet all the UA insurance requirements? (See attached)
- B. What is your process for managing any claims of the contractors during the project?

FIVE: PROJECT SPECIFIC CRITERIA (Score 1-5)

- A. Describe and provide examples of office, collaboration, and conference room trends (if any) regarding maximizing flexibility and production.
- B. What is your design approach or methodology and standard of care with renovation projects?
- C. Describe your firm's experience with the coordination of major building systems

for comprehensive renovations. (i.e., mechanical, and electrical).

SELECTION PROCESS:

Upon receipt, submittals will be evaluated by the Selection Committee. The Selection Committee will rank the A/E firms accordingly to participate in oral Interviews (usually top three). A project program (if applicable or complete) will be sent to all top ranked A/E's to assist with their oral interviews. Following oral interview evaluations, the top ranked A/E firms will be recommended to the Board of Trustees for approval. A contract will be negotiated with the top-ranked A/E firm as approved by the Board of Trustees. If a contract can be negotiated, then that firm will be selected. If a contract cannot be negotiated, then negotiations with the next highest ranked A/E firm will commence until an agreement satisfactory to UA is reached. Preference shall be granted to an Alabama-based firm when qualities are comparable. This project is subject to approval by the Board of Trustees of the University of Alabama.

Note:

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.

ATTACHMENTS

- A. Insurance Requirements
- B. Vendor Disclosure Statement