

REQUEST FOR ARCHITECTURAL/ENGINEERING SERVICES

January 3, 2019

for
**Inspection Services for
Various University of Alabama Projects**

UA Project No. 000-18-0000

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 The University of Alabama only upon a promise of confidentiality. This will allow The University of Alabama to protect it against an open records request.

**Inspection Services for
Various University of Alabama Projects**

UA Project No. 000-18-0000

Please address all submittals and clarification questions to:

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Construction Administration
The University of Alabama
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RFQ SCHEDULE

December 30, 2018	Advertisement in Newspaper
January 2-3, 2019	RFQ posted to UA Website
January 16, 2019	Response deadline for A/E Firms
January 16-18, 2019	UA Selection Committee Evaluation 1
January 18, 2019	Notification to the top ranked A/E firms
February 6, 2019	UA oral interviews (top ranked A/E firms)
February 6-8, 2019	A/E rankings and Recommendation to BOT
February 2019	A/E approval by UA Board of Trustees

INSPECTION SCOPE / DESCRIPTION

The University of Alabama (UA) is soliciting proposals for qualifications for individuals or firms with building inspections expertise to perform various inspections for projects across campus. The respondents need to have building inspection expertise and/or design/renovation expertise with construction administration, building inspections and observations.

Services/tasks:

- Perform all HVAC, electrical and plumbing and building inspections per code and “UA Standards”.
- Coordination of all disciplines required to facilitate each inspections/observations.
- Development of budget for inspections.
- Specification and plan review to define inspection scope.
- Field investigation reports (generation and distribution).

Compensation for work shall be at hourly rates as negotiated with UA. Hourly rates should include all professional fees, miscellaneous documents and code inspections. The estimated construction cost for projects may vary from \$50,000 to several millions.

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 of Alabama (University) is seeking Architectural & Engineering firms/teams with building inspection expertise. The Architect/Engineer (A/E) firm will be responsible for providing architectural and engineering designs to satisfy the University design standards and guidelines, the Alabama Building Commission standards and the State Building Code, as well as any other applicable codes for this type of project. Please provide **one (1) hard copy and six (6) flash drives** of the responses by **5:00 pm local time on Wednesday, January 16, 2019.**

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. Each flash drive should be labeled with your company name or logo. All submittals can be hand delivered or registered postal. Faxed or late submittals will not be accepted.

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 ("University").
- C. The University 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 building inspection services 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 project or institution? 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, and 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 of the University's insurance requirements? (see attached)

FIVE: SPECIFIC CRITERIA (Score 1 – 5)

- A. Briefly describe your approach to building inspections and your method of documentation and follow-up.
- B. Discuss your availability and manpower to perform various inspections for multiple projects.
- C. Provide information or examples of innovative uses of technology to support inspection process.

SELECTION PROCESS:

Upon receipt, submittals will be evaluated by the Selection Committee. The Selection Committee will rank the individual or firms accordingly and may require firms to participate in oral interviews. 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 UA Construction Administration and Contract Administration Department anticipates negotiating and entering into a three-year contract with option to extend for two years multiples after the

second year. 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 individual or firm will commence until an agreement satisfactory to the University is reached. Preference shall be granted to an Alabama-based firm when qualities are comparable. Selected A/E will not be allowed to perform design work while under this agreement/contract.

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. RFQ schedule is subject to change.

ATTACHMENTS

- A. Insurance Requirements
- B. Vendor Disclosure Statement