

## REQUEST FOR QUALIFICATIONS

**TO:** Qualified Consultants

**FROM:** The City of Decatur, Alabama

**RE:** Statement of Qualifications for Architect/Engineers to provide services to produce a Historic Structures Report for the Princess Theatre in Decatur, Alabama

**DATE:** Submittals to be received on or before 3:00 p.m. CST on November 24<sup>th</sup>, 2021

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### **Section 1. Introduction.**

The City of Decatur has been awarded a Certified Local Government (CLG) federal subgrant by Alabama Historical Commission to complete a historic structures report (HSR) for the Princess Theatre. The Princess Theatre is an Art Deco movie theatre that is a contributing structure in the Albany Commercial National Register District. The building has its original neon marquee and is under a façade easement with the Alabama Historical Commission. The building has unique challenges, in part because the 1941 Art Deco Façade is the end result of a massive remodel of the original structure, an 1887 livery stable, which was repurposed in 1919 into a silent film and vaudeville playhouse.

The city recognizes the significant history and unique character of this building, and its iconic presence in our historic downtown. We want to ensure the building will be enjoyed by future generations. Towards this end, the city desires a Historic Structures Report to include a current condition assessment, an action plan for future rehabilitation and restoration efforts, and a maintenance schedule to assist in properly maintaining the structure. The building was purchased by the City of Decatur in 1978 and continues to operate as a performing arts center, with seating for over 600 people. A \$6 million renovation in 2000-2001 restored the façade and marquee, rebuilt the stage house, and expanded operating into an adjacent building. In 2009 the annex building was renovated to include restrooms, a catering pantry, and a secondary lobby. Substantial ADA upgrades are currently scheduled for the building. The city has a set of .dwg files for the building produced by the architectural firm working on the ADA upgrades. These drawings will be made available to the consultant upon signing a data release form with the architectural firm that produced them.

This City is Requesting Qualifications from qualified firms and individuals interested in providing professional services related to creating a Historic Structures Report for the building.

## **Section 2. Scope of Services.**

Historic Structures Report (referred to as HSR from here on): The HSR is expected to contain the elements below:

Introductory information, historic overview, setting/environmental/function context, architectural overview, conditions assessment report, room descriptions, summary description and evaluation of the structures' building systems, summary building code issues evaluation, recommendations for preservation, rehabilitation, restoration or reconstruction treatments for materials and finishes, site plans, as built floor plans, elevations, photographs, historic maps and photographs.

## **Section 3. Schedule:**

The consultant's work is scheduled to begin on or about January 1<sup>st</sup> 2021, and to be completed by August 1, 2022.

## **Section 4. Submittal Format:**

All responses to this RFQ shall, at a minimum, include the following:

Scope of services and approach and methodology for accomplishing the scope of services

Firm's expertise, including samples of recent HSRs completed by the firm

Names and resumes of key personnel to be involved in the project. Project team members need to meet 36 CFR Part 61 "Professional Qualifications Standards" of the Secretary of the Interior Standards. Submittals for each team member should include a resume, description of experience, references, samples of work, and project approach.

References from three recent clients who have employed the firm for similar projects

**The city will evaluate the proposals based on the criteria listed below:**

**Relevant professional and educational qualifications of the project staff (25)**

**Prior experience with Historic Structures Reports, a copy of at least one HSR for another project (digital format is fine) should be submitted for review. (30)**

**Prior experience with CLG grants/AHC grants and/or Federal Rehabilitation Tax Credit projects (30)**

**References (15)**

Please include a statement as to potential general conflicts of interest that would prevent the City from entering into an agreement with you pursuant to this RFQ. If none exists, such a statement should be made.

The City reserves the right to reject any proposal and to interview a consultant or multiple consultants as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason in the discretion of the City. Should interviews be required, the selected consultant or consultants will be notified of their interview time, and the interview may be conducted at the Decatur City Hall or over the phone, as determined by the City. All submittals will be evaluated by the city's Historic Preservation Commission, and the award will formally be made by city council.

Any questions by the consultant related to this RFQ should be directed to Caroline Swope M.S.H.P., Ph.D., Historic Preservation Specialist, by calling 256-476-7520 or emailing [cswope@decatur-al.gov](mailto:cswope@decatur-al.gov)

Submittals may be mailed to:

Caroline Swope, M.S.H.P., Ph.D  
City of Decatur  
Community Development  
P.O. Box 488  
Decatur, AL 35602-0488

Or emailed to

[cswope@decatur-al.gov](mailto:cswope@decatur-al.gov)

### **Contracting Requirements**

The selected consultant must meet all contracting requirements for the execution of contracts with a public entity in the State of Alabama utilizing funds from local, state, and federal governmental sources. These include, but may not be limited, to the following:

- a. Debarment/Suspension: Consultant may not be debarred or suspended from conducting business with local, state or federal government. Individual and/or firm debarment and suspension status will be verified prior to contract.
- b. Beason-Hammon Contracting Clause and Certification: Executed contracts must contain the following language: "By signing this contract, grant, or other agreement, the contracting

parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.” Consultant will be required to complete and submit a Beason-Hammon Certificate of Compliance prior to selection.

C. Termination for Cause/Convenience: the following language shall be part of any contract:

- a. In the event that any of the provisions of this Contract are violated by the Consultant, or by any of his Subconsultants, the Owner may serve written notice upon the Consultant and Surety of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Consultant, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety and the Consultant and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Consultant and the Consultant and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances and plant as may be on the site of the work and necessary therefore.
- b. The Owner may terminate this contract at any time by giving at least ten (10) days notice in writing to the Consultant. If the contract is terminated by the Owner as provided herein, the Consultant will be paid for the time provided and expenses incurred up to the termination date.

d. Federal regulations:

Grant awards from AHC are made with federal funds received from the Department of the Interior. Because the grant dollars are federal in origin, grant recipients and consultants must comply with applicable federal regulations regarding the use and administration of federal funds.

- Code of Federal Regulations. The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>;)

a) Administrative Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;*

b) Determination of Allowable Costs:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit*

*Requirements for Federal Awards, Subpart E; and*

c) Audit Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.*

d) Code of Federal Regulations/Regulatory Requirements:

*2 CFR Part 182 & 1401, “Government-wide Requirements for a Drug-Free Workplace”;*

*2 CFR 180 & 1400, “Non-Procurement Debarment and Suspension”, previously located at 43 CFR Part 42, “Governmentwide Debarment and Suspension (NonProcurement)”;*

*43 CFR 18, “New Restrictions on Lobbying”;*

*2 CFR Part 175, “Trafficking Victims Protection Act of 2000”;*

*FAR Clause 52.203–12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;*

*2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and*

*2 CFR Part 170, “Reporting Subawards and Executive Compensation”.*

- Grantees and consultants must comply with all applicable federal laws including but not limited to Section 106 of the Historic Preservation Act, Secretary of Interior Standards, the Native American Graves Protection and Repatriation Act, the National Environmental Policy Act, Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and the Americans with Disabilities Act. More information can be found at <http://www.achp.gov/106summary.html>, <http://www.nps.gov/nagpra/>, [http://www.cr.nps.gov/local-law/fhpl ntlenvirnpolcy.pdf](http://www.cr.nps.gov/local-law/fhpl_ntlenvirnpolcy.pdf), and <http://www.ada.gov/>
- Grantees and consultants must allow inspection of program records and project by AHC, City of Decatur, and authorized federal agencies during the project and for up to three years following project completion.