

REQUEST FOR QUALIFICATIONS #23-029

Date Issued: September 6, 2023

The City of Decatur ("City") will accept sealed Requests for Qualifications (RFQ) for the following services:

Description: **Construction Management Services**

Sealed and marked RFQ submissions must be received before: September 21, 2023 at 2:00pm 3rd Floor City Hall Purchasing Department

Return sealed and marked RFQ submissions to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
3rd Floor
402 Lee St., NE
Decatur, AL 35601

All questions or need for clarification shall be sent in writing via email to Jeremy Sherrill, City of Decatur, Purchasing Agent, at jsherrill@decatur-al.gov

Standard Terms & Conditions

- RFQ response envelopes shall be properly identified on the front with the RFQ number, opening date and time.
- The Purchasing Department assumes no responsibility for late RFQ responses that occur due to the U.S. Postal Service or private courier service.
- RFQ responses and signature page must be submitted on this form in ink or typewritten or the RFQ will be rejected.
- RFQ responses must be received in the office of the Purchasing Department not later than the date and time specified.
- The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFQs.
- Changes or modifications of this RFQ are allowed only by written authority of the Purchasing Agent.

- The City of Decatur reserves the right to modify all or any portion of this RFQ when the best interest of the City is involved.
- All respondents shall maintain such insurance as will protect the respondent and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFQ. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFQs when requested.
- Any individual, consultant, company, or corporation doing business with the City of Decatur must possess and show proof of all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.
- The City of Decatur reserves the right to terminate any contract resulting from this RFQ for just and reasonable cause whereby it appears to be in the best interest of the City.
- The successful respondent(s) agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.
- The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.
- An electronic version of this RFQ is available on the City's website at <https://www.cityofdecatur.com/> or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please submit your response in an electronic version in PDF format if possible to purchasing@decatur-al.gov, and return it with a hard copy with your RFQ response package.
- The hard copy of the invitation to RFQ on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFQ could be considered grounds for rejection of the RFQ response.
- The City shall not be liable for any costs incurred by any firm responding to this request.
- Any information in a submission considered a trade secret or proprietary information will be protected under the Public Records Laws of the State of Alabama.

LETTER OF QUALIFICATION

The undersigned have reviewed our enclosed submittals in response to the Request for Qualifications (RFQ) issued by the City of Decatur, Alabama (City).

We affirm that the contents of our RFQ submittal is accurate, factual, and complete to the best of our knowledge and belief and that RFQ is submitted in good faith upon express understanding that any false statement may result in the disqualification from consideration.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate offices of each company shall sign.)

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Type Name of Firm)*

(Type Name of Firm)*

Dated:

Dated:

*If a joint venture, partnership, or other formal organization is submitting, each participant shall execute this Letter of Qualification.

Request for Qualifications for Construction Management Services

Project Overview:

The City of Decatur is seeking qualification submissions for construction management services for the Municipal Recreation Center Project. The project involves the construction of a new complex to house the city's current and future recreation needs.

The complex will be built at the southwest corner of Wilson Morgan Park. The address for the facility will be 300 Beltline Road SW, Decatur, AL 35601.

Budget:

The City of Decatur has allocated \$52.5M for the entire program of this project. This includes hard and soft costs.

Scope of Services:

The selected firm will provide construction management services for the Municipal Recreation Center project. These services will include, but not limited to:

- a. Preconstruction Services including cost estimated and cash flow
- b. Scheduling
- c. Value engineering
- d. Constructability review
- e. Construction administration including project management, contractor prequalification, solicitation and coordination, 3rd party vendor coordination, and design team coordination.
- f. Weekly site visits
- g. Cost and controls reporting throughout construction
- h. Post-construction services including closeout and warranty management

Submission Requirements:

Interested firms should submit following information:

- a. **Company Resume:** A brief history of the firm, including years in business, location, and size. Should also include information on the company's expertise in construction management services. If company has multiple offices, specify which office will handle the project.
- b. **Project Experience:** Provide a list of relevant project experience in the City of Decatur, Alabama. This list should include project name, location, scope, and duration. Include any projects within the last 5 years with similar scope and value.

- c. **Proposed Staffing:** Provide a staffing plan for the project including the proposed number of personnel with roles and responsibilities. Include a company organizational chart.
- d. **Personnel Resumes:** Provide resumes for key personnel who will be working on the project. Resumes should include relevant experience, education, and certifications.
- e. **References:** Provide at least three (3) references from past clients who have received similar construction management services.
- f. **Disputes:** List all instances of project disputes within the last five (5) years that reach any level of mediation, arbitration, or litigation. Describe the parties involved, the nature of the dispute(s), and the cost associated with the dispute(s).
- g. **Compensation Structure:** The city of Decatur is NOT requesting for a fee/estimate at this time. The City of Decatur is requesting the company's RFP to include proposed compensation structure (flat fee, percentage, hourly rates, etc.) for the Construction Management Services. No firm shall supply any rates in this submission.

Selection Criteria

- a. Expertise and qualifications of proposed personnel
- b. Company experience and qualifications
- c. Proposed staffing plan
- d. Experience in the City of Decatur, Alabama
- e. References
- f. The City of Decatur will review RFQ and reduce the list of firms to two (2) finalists who will be interviewed at which time fees will be discussed. Any questions or clarifications should be directed to the City of Decatur Purchasing Department.

Anticipated Timeline

- a. 9/5/2023 Issue RFQ
- b. 9/21/2023 Open Submitted RFQs
- c. 9/22/2023 Internal Review of Submitted RFQs and Short List
- d. 9/25/2023 – 9/29/2023 Interview Short List Firms
- e. 10/2/2023 Select Construction Management Firm

Disclosures

The City shall have no financial interest in the business of and shall not be liable for any debts or obligations incurred by the Consultant nor shall City be deemed or construed to be a partner, joint venture or otherwise interested in the assets of the Consultant, or in the sums earned or derived by Consultant, nor shall the Consultant at any time or times use the name or credit of

City in purchasing or attempting to purchase any car, equipment, supplies or other thing or things whatsoever.

Consultant, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of City but shall be deemed to be an Independent Contractor in every respect and shall take all steps at its own expense, as City may from time-to-time request, to indicate that it is an independent Contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by Consultant are performed; but on the contrary, Consultant shall be wholly responsible therefore.

Consultant shall acknowledge that its identity and peculiar capacity to provide the services described hereinabove shall constitute a material consideration for the City's execution of a contract with Consultant. Therefore, Consultant shall not transfer or assign an awarded contract or any of the rights or privileges granted therein without the prior written consent of City; which such consent shall be granted or denied solely at City's discretion.

If selected, Consultant shall agree to comply strictly with all ordinances of the City of Decatur, Alabama, and the laws of the State of Alabama and of the United States while performing its obligations

Consultant agrees that, if selected, it will comply with Title 6 of the Civil Rights Act of 1964 which provides that no person will be excluded from participation in, or be denied benefits of, or otherwise be subjected to discrimination on the grounds of race, sex, color, national origin or disability.

Reservation of Rights

The City reserves the right to:

- Amend, modify, or withdraw this RFQ
- Revise any requirements under this RFQ
- Accept any proposal deemed to be in the best interests of the City, and to reject any and all proposals.
- Require supplemental or clarifying information from any responding party, without having been deemed to have changed the terms of the RFQ.
- Extend the deadline for submissions of responses.
- Negotiate or hold discussions with any Consultant to supplement responses.

Additionally:

The City may exercise all rights at any time without notice and without liability for expenses incurred in responding to any changes in the RFQ. Responses are prepared at the sole cost and expense of the Consultant.

Nothing stated at any time by any City agent or representative will effect a change or addition to the RFQ, unless confirmed in writing by the City.

All information submitted in response to this RFQ shall become the property of the City, and as such, may be subject to public review as public records.

Consultants acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liability incurred by the Consultant as a result of, or arising out of, responding to this RFQ.

The City shall release all public information concerning this RFQ and selection process, including selection announcements and contract awards. Anyone desiring to release information to the public shall receive prior written approval from an authorized agent of the City.

The City shall take all necessary and affirmative steps to assure that minority firms and women owned business enterprises compete.

Consultants shall not collude in any manner or engage in any practices with any other Consultant which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Consultant's submittal.