

New Headquarters for DECATUR YOUTH SERVICES

REQUEST FOR PROPOSALS ARCHITECTURE/ENGINEERING SERVICES

January 7, 2026

The City of Decatur has outgrown its current facilities and is looking to place all of the DYS (Decatur Youth Services) offerings in one main campus. The new facility will serve both its current and long-term needs. The first step in this process is to solicit architectural and engineering services for the design of the new facility.

1. Background

The current facilities are spread across several buildings throughout Decatur. The city is looking at merging all areas of DYS services into one campus.

2. Scope of Work

The design of this potential new facility is currently envisioned as a minimum two-step process as follows:

A. Phase One – Needs Assessment / Master Plan:

This phase will encompass working with the City to identify and develop a comprehensive analysis of all current and future space needs that addresses all departments, functions and goals for a new facility in order to determine the overall size of a new facility.

A preliminary, conceptual cost “order of magnitude” will also be required in this phase in conjunction with our Construction Management firm.

B. Phase Two – Facility Design:

Once Phase One work is approved and the City elects to proceed with this project, the second phase will include complete services to design the building and site in preparation for construction as well as Construction Administration throughout the build. The team chosen for Phase One will be the team chosen for Phase Two.

Program budget \$11.5 million dollars. Construction cost \$8-9 million dollars.

General scope. Architectural, life safety, mechanical, electrical, plumbing, fire alarm/fire suppression, AV/low voltage, access control, landscape, civil, interior design/FFE selection.

Preliminary budgeting by Construction Manager has identified a need to pursue a Pre Engineered Metal Building system as part of the construction to keep costs in line with the program budget.

3. Proposal Submission Requirements

Provide specific responses to the following specific information. Additional marketing information of a general nature should not be provided if not applicable to the items listed below.

A. Company Information:

1. Provide a general company overview.
2. Primary contact information (name, e-mail, phone number)

B. Relevant Experience:

1. Municipal/Library/Indoor Sports/Event Projects: Provide one to three examples of related projects that are within a broad, similar range of size. Explain the services provided for each project, including space programming, needs assessment, design services, etc. List any consultants that provided design services.
2. Other Projects: If desired and applicable, provide one to three examples of projects that are not related that are similar in size and/or scope.

C. References: Provide applicable client reference contact information for the related project examples, as well as any other applicable references.

D. Legal: Is your firm involved in any arbitration/litigation with any municipality in the State of Alabama? If yes, please explain.

E. Approach: Outline your proposed methodology for this specific Needs Assessment, Space Programming specific to the new DYS Headquarters, including how you will solicit information, work with us through the process, and the deliverables that will be provided. Keep in mind that Fite Building Company will be acting as our Program/Construction Manager. It is very important that your approach aligns with a team first mentality on this project and at no point should the relationship be adversarial.

F. PEMB: Explain how your firm will use a Pre Engineered Metal Building to provide a facility that will be cost effective but also something that the City of Decatur can be proud of.

G. Fees: **Proposed fees for these services should not be submitted at this time.** Based on review of the submittals and potential interviews, the city will proceed with soliciting proposed fees with the preferred team. The Alabama Architectural Fee Scale will be used for fee compensation for Building Group 3.

4. Instructions, Proposal Format, Schedule, Inquiries

A. Written Proposal Info Due:

Please submit one electronic copy (.pdf file) of your proposal addressing the above information no later than 5:00pm on February 3, 2026 to:

Michael Garber
Fite Management Services
mgarber@fitebuilding.com Cell 256-684-0138

- B. Inquiries: Please direct any questions you may have to the following:
Michael Garber contact info above
- C. Interviews: Based on the proposal submissions, the City **may** decide to conduct shortlist interviews prior to making a selection. If interviews are conducted, they will occur **within 2 weeks** of the proposal submittal date. Interviewees will be contacted ahead of time to coordinate interview dates, times and preparation needs.

5. Reserved Rights and Opportunity

The City reserves the right to reject any and all proposals submitted in response to this RFP, in whole or in part, and to award a contract pursuant to this RFP or cancel this RFP if it is considered to be in the best interests of the City. The City further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s).

The selected consultant shall be an equal opportunity employer that encourages participation in the project regardless of race, color, national origin or sex. The selected consultant shall also be Beason-Hammon Act Compliant.

We are really excited about this project and the impact it will have for the City of Decatur for decades to come. We thank you in advance for your time and consideration of this effort in an effort to help Decatur Youth Services assess their needs to better define the a future path.

Sincerely,

Mayor Kent Lawrence