

**ADVERTISEMENT FOR REQUEST FOR QUALIFICATIONS (RFQ) for
THE ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES,
STATE PARKS DIVISION (PARKS) for
*MASTER LIST OF QUALIFIED DESIGN PROFESSIONALS FOR PARKS PROJECTS***

- I. **Authority:** Pursuant to §41-16-72 of the Code of Alabama, as amended, the Alabama Department of Conservation and Natural Resources (ADCNR) – State Parks Division – (PARKS) requests submittals from qualified design professionals licensed in the State of Alabama to provide the technical services outlined herein as requested by ADCNR. The Agreement(s) may be awarded to more than one firm.

- II. **Overview:** ADCNR is seeking to establish for its PARKS projects a standing list of Qualified Design Professionals, including architects, landscape architects, and engineering firms/individuals of multiple disciplines, licensed in the State of Alabama, to be used on an as-needed basis. The term of any resultant Agreement is anticipated to be for up to (2) two years, or the amount required for completion of work, whichever is less, with option(s) to renew as allowed by law at ADCNR’s discretion. ADCNR shall make a good faith effort to negotiate a contract(s) for professional services from the selected professional(s) after first discussing and refining the scope of services with such professional(s).

- III. **Summary of Scope of Work:** TIME IS OF THE ESSENCE IN THE COMMENCEMENT AND COMPLETION OF THE WORK. If selected for a PARKS project, the qualified firm(s) and/or individual(s) will design, seek permitting, oversee project management, and perform related professional services pertaining to various PARKS projects statewide through various funding streams, including those funded by bond initiatives and grants through the Alabama Department of Economic & Community Affairs (ADECA). The selected firm(s) will work on PARKS projects such as, but not limited to, campground renovation, lodge renovations, additional cabin construction, day-use improvements, playground construction, bath house renovations, and park planning. Among other duties, it shall be the professional’s responsibility to recommend approving/disapproving all contractor cost estimates, and to prepare, review, and justify change orders, all in close coordination with PARKS. The Qualified Design Professional will report frequently to PARKS, at all times keeping our staff current on issues of accuracy, timeliness, quality, cost controls, workmanship, adherence to schedule and budget, as well as other factors. Individual(s)/firm(s) must have experience and ability to work with project management software, preferably PROCORE Construction Management Software.

- IV. **Submission Guidelines:** Sealed proposals containing 3 Paper Copies and 1 Digital Copy (.pdf) on a thumb drive must be received by ADCNR **no later than 12:00 p.m. (NOON CENTRAL TIME) on August 15, 2022.** Proposals timely received will be opened and read at **12:00 p.m. (NOON CENTRAL TIME) on August 15, 2022.**

Alabama Department of Conservation and Natural Resources
Attn: Heidi Bowers - *Master List of Qualified Design Professionals*
64 North Union Street, Room 474
Montgomery, Alabama 36104

Questions and/or information related to the submission/delivery of qualifications shall be directed to:
heidi.bowers@dcnr.alabama.gov.

- V. **Evaluation:** Applicants must hold current professional licenses and be registered with the Secretary of State to conduct business in the State of Alabama. Criteria for evaluating proposals of design professionals are identified in the PARKS Manual of Procedures for construction projects, Exhibit C (ADCNR website). Qualifying design firms will be added to the PARKS *Master List of Qualified Design Professionals* at ADCNR's discretion. It is anticipated that firms placed on the PARKS Master List will remain on the list for up to three years.
- VI. **Firm/Individual Information:** Responding entities must include in their proposal (1) an introductory cover letter of interest; (2) firm qualifications; (3) history of past performance and experience identifying particular projects undertaken, with a preference given to successful execution of projects related to *Parks & Recreation* in the State of Alabama and federal requirements, experience delivering projects per the Alabama Public Works Law (i.e., Title 39), experience working with current State Building Codes, and experience working with various Authorities Having Jurisdiction (AHJs) within the State of Alabama; (4) Completed *GSA Standard Form 330* to include key personnel qualifications; (5) Alabama Disclosure Statement; (6) an E-Verify Memorandum; (7) Certificate of Insurance; (8) Certification of Procurement of Professional Services; and (9) Additional supporting documentation.

NOTE: PARKS may ask for additional documents, qualifications, and/or information at its discretion.

VII. **Minimum Code of Alabama Requirements:**

Minimum Code of Alabama Requirements (current Code of Alabama available at <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm>):

1. §41-16-72(8) and (9) of the Code of Alabama - Recognizing the composition of Alabama's citizenship, the Awarding Authority/Owner encourages submissions from design professionals that represent Alabama firms with diversity in their staffing and proposed project team, including but not limited to, associated design professionals and consultants.
 2. §41-16-82 of the Code of Alabama requires a disclosure statement to be completed and filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000.00.
 3. §31-13-1, et seq. of the Code of Alabama (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Architects and engineers should review and adhere to these guidelines as appropriate to their project type.
 4. §41-16-5 of the Code of Alabama imposes conditions on the award of state contracts. The firm must certify that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
- VIII. **Contract Content:** Firms must meet all contractual requirements, which may also include Special Award Conditions and the regulations at Title 2 of the Code of Federal Regulations, Part 200 (2 CFR Part 200) that apply to all grants, subgrants, and cooperative agreements and the Special Provisions which include but are not limited to: 1) Termination for cause/breach of contract; 2) Termination for convenience; 3) Audits and inspection, access to records, and three-year retention clause; 4) Title VI, Civil Rights Act of 1964; 5)

Conflict of interest; 6) Section 504 Rehabilitation Act of 1973; 7) Age Discrimination Act of 1975; 8) Executive Order 11246 and E.O. clause (for contractors with more than 50 employees and contracts over \$10,000); 9) The Beason-Hammon Clause will be in the contract; 10) Firm will have to comply with the E-Verify MOU; 11) No-Boycott Assurance will be in the contract; and 12) Merit System Exclusion.

IX. **Proposal Content Table:**

Content – Submit 3 Paper Copies and 1 Digital Copy (.pdf) on thumb drive
1. Introductory Letter of Interest
2. Firm Qualifications
3. History of Past Performance and Experience, including projects and photographs, and other relevant information
4. GSA Standard Form 330 https://www.bing.com/newtabredir?url=https%3A%2F%2Fwww.gsa.gov%2FForms%2FTrackForm%2F32994
5. Alabama Disclosure Statement: Disclosure Statement (alabama.gov)
6. E-Verify Memorandum
7. Insurance Coverage
8. Certification of Procurement of Professional Services
9. Additional Supporting Documentation, including: a) Immigration Status Form b) Certificate of Compliance c) W-9

X. **Disclaimer:** This RFQ does not constitute or guarantee a subsequent offer to contract. Rather, this RFQ seeks the receipt of submissions from qualified and licensed professional respondents with which PARKS may use to form the basis for the negotiation of a contract at its sole discretion. ADCNR reserves the right to reject any or all qualifications, to award no contract or to award a contract to one or more selected entities, and to solicit additional qualifications through the RFQ process, if that is determined to be in the best interests of ADCNR and the State of Alabama.

XI. **Contract Form:** An offer to contract made by PARKS, if applicable, will be engaged using the PARKS (*ASPD Form 1-A*).

XII. **Express Reservation of Rights:**

Upon a determination such actions would be in its best interest, the ADCNR, in its sole discretion, reserves the right to:

- a. AWARD TO MULTIPLE VENDORS; TO AWARD BY ITEM or GROUPS OF ITEMS; and/or TO DIVIDE THE AWARD;
- b. Cancel or terminate this RFQ;
- c. Reject any or all of the proposals submitted in response to this RFQ;
- d. Change its decision with respect to the selection and to select another proposal;
- e. Waive any minor irregularity in an otherwise valid proposal that would not jeopardize the overall

- program and to award a Contract on the basis of such a waiver (minor irregularities are those which will not have a significant adverse effect on overall project cost or performance);
- f. Negotiate with any VENDOR whose proposal is within the competitive range with respect to technical plan and cost;
 - g. Adopt to its use all, or any part, of a VENDOR'S proposal and to use any idea or all ideas presented in a proposal;
 - h. Amend the RFQ (amendments to the RFQ will be made by written addendum issued by ADCNR and will be posted on ADCNR's website);
 - i. Not award any contract.

Contact Information: General questions and/or information must be directed in writing to: Dennis Grooms, Construction Manager – Dennis.Grooms@DCNR.Alabama.gov. Questions and answers will be made available on the ADCNR website.

ADCNR is an Equal Opportunity Employer. All Minority/Woman-Owned business enterprises (MBE) and disadvantaged business enterprises are encouraged to submit a proposal.