

THE ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

Request for Qualifications (RFQ) for

PROGRAM MANAGEMENT SERVICES

(Contract Administration, Peer Review, Plan Review, Code Compliance, and Related Technical Services)

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. Summary of Scope of Work:

The scope of work anticipated under this RFQ originates from varied funding streams to address the facility needs of PARKS as defined by ADCNR. TIME IS OF THE ESSENCE IN THE COMMENCEMENT AND COMPLETION OF THE WORK. The selected firm(s) will implement and manage an effective, efficient, and auditable large-scale program in compliance with all programmatic and project-specific funding requirements. The selected firm(s) will work directly with and report to ADCNR, and will support PARKS staff in providing services on an as-needed basis to implement program activities. The selected firm(s) will further support the Parks staff in the management and oversight of all aspects of the program and individual projects, such as planning, budgeting, contracting, procurement, reporting, project management, environmental and all applicable permitting, construction management, accounting, billing, records retention, data management, and auditing services, consistent with all aspects of compliance (including that of subcontractor(s) as applicable) pursuant to all applicable federal and state programmatic and funding requirements. The selected firm(s) will further assist ADCNR with coordinating communications with stakeholders, organizations, and government agencies regarding compliance, permitting, program development, program submission, project implementation, monitoring, and management. ADCNR considers Program Management Services to generally include phases for planning, execution, oversight, and support/auditing. The anticipated work must be initiated promptly and includes, but is not limited to:

1. Organization and Planning:

- a. Assist ADCNR in documenting recommendations for facility improvements on an as-needed basis.
- b. Prepare cash flow projections and financial documents on an as-needed basis.
- c. Provide data and analyses for bond requirements as requested by ADCNR.
- d. Work with ADCNR to establish accounting, reporting, and auditing processes.
- e. Establish and support robust internal controls for projects, guarding against any conflicts of interest considerations.

2. Pre-Construction Review:

- a. Provide evaluation of each project and budget requirements in conjunction with selected A/E firm(s).
- b. Oversee progress and execution of the A/E activities.
- c. Review and approve the A/E submission documents and schedule meetings to facilitate ADCNR's review of proposed plans.
- d. Review estimates, budgets, and timelines prepared and submitted by A/E.
- e. Produce a report to ADCNR documenting variances from the budget and making recommendations.

3. Contract Procurement:
 - a. Advise and coordinate processes for contractor selection in strict adherence with applicable laws.
 - b. Review and assist in preparing and receiving bid documents.
 - c. Review bid proposals and recommend awards for ADCNR's consideration.
 - d. Review draft contracts utilizing ADCNR forms and submit to ADCNR legal counsel for review.

4. Construction Management and Oversight:
 - a. Assist the A/E in administering contracts for construction and overseeing contract execution.
 - b. Assist the A/E with obtaining necessary permits.
 - c. Provide management and oversight of the work of the A/E and contractor, so that projects are completed projects in accordance with ADCNR objectives for costs, schedule, and quality.
 - d. Oversee compliance with Code of Alabama provisions, as well as federal laws and programmatic requirements.
 - e. Perform construction observation activities and prepare reports for ADCNR.
 - f. Monitor, update, and enforce construction schedules.
 - g. Review and make recommendations to ADCNR on all requests for proposed changes in construction and all change orders.
 - h. Assist in verifying that all work conforms to contract documents and report to ADCNR any identified variances, and ensure that prevailing-wage laws are followed and certified.
 - i. Receive, verify, maintain, and track all copies of contract documents, certificates of insurance, addenda, change orders, etc.
 - j. Receive and review invoices, recommend for payment if accurate or report errors and require revisions.
 - k. Utilize electronic document controls program accessible to PARKS and ADCNR, preferably PROCORE Construction Management.

5. Post-Construction and Post-Occupancy Services:
 - a. Oversee the testing of systems in place and facilitate closeout phase.
 - b. Coordinate demonstrations and trainings regarding facility, equipment, and services.
 - c. Schedule and facilitate substantial completion inspections, providing to ADCNR all required guarantees, affidavits, releases, bonds, keys, manuals, drawings, and maintenance stocks.
 - d. Review closeout documents and coordinate with Contractor(s) and A/E firm(s) for receipt of any missing items.
 - e. Represent ADCNR in final inspections and walk-throughs.
 - f. Document and establish tracking of warranty items, including future maintenance documents for facilities, future inspection schedules, and life expectancy on key components.

NOTE: Any entity or entities selected pursuant to this RFQ will be disqualified from consideration as to any future solicitations associated with the performance of project-specific work overseen through this RFQ.

III. Anticipated Contract:

The term of this 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).

IV. Qualifications, Evaluation, and Selection:

The Applicants shall demonstrate experience with similar projects and demonstrate familiarity with applicable procedures and forms. The Applicants and any consultants must hold current professional licenses and be registered with the Secretary of State to conduct business in the State of Alabama.

Consistent with Alabama Code Section 41-16-72, as amended, ADCNR's selection of a Qualified Design Professional shall be based on factors that may include, among others, the following:

1. Completeness of submission, to include requested documentation.
2. Demonstrated specialized expertise, capabilities, and technical competence.
3. Clear approach and methodology to meet project requirements and deliver a successful project.
4. Proposed project management techniques.
5. Ability and proven history in handling related special-project contracts.
6. Documented capacity and resources available to timely perform the work.
7. Documented record of past performance (minimum of three projects), quality of work, ability to meet schedules, cost control, and contract administration.
8. Ability in terms of capacity and availability of qualified personnel, equipment, and facilities, etc., to provide the required services efficiently and effectively, as to both performance and cost, in a manner consistent with all applicable compliance requirements.
9. Availability to deploy to, and familiarity with, the project locale(s).
10. Any other relevant factors that ADCNR deems appropriate in relation to its review of qualifying proposals.

V. Deadline and Submission of Proposals:

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 – Program Management Services
64 North Union Street, Room 474
Montgomery, Alabama 36104

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

VI. 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.

VII. 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

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

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. 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 ADCNR 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. The judgment of ADCNR on all matters involving this RFQ shall be final.

X. Express Reservation of Rights:

Upon a determination such actions would be in its best interest, 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.

- XI. Contact Information:** 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 ADCNR's website.

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