

**REQUEST FOR PROPOSALS (RFP)
FOR
THE CITY OF FAIRHOPE**

**RFP 004-19
Architecture/Engineering (A/E) Services
for Inspection, Assessment, Evaluation and Reporting
of the Site and Facility Conditions of the
Fairhope K-1 Center**

Fairhope, Alabama

**MAYOR
Karin Wilson
FAIRHOPE CITY COUNCIL
Jack Burrell, Council President**

CITY OF FAIRHOPE, AL

**INVITATION
REQUEST FOR PROPOSALS (RFP) 004-19
Architecture/Engineering (A/E) Services
for Inspection, Assessment, Evaluation and Reporting
of the Site and Facility Conditions of the Fairhope K-1 Center**

Fairhope, Alabama

Proposals will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St. Fairhope, Alabama, **until Monday, July 8, 2019 at 12:00 noon**, and then opened thereafter, for furnishing professional services required by the City of Fairhope and described as follows:

RFP 004-19 for Architecture/Engineering (A/E) Services for Inspection, Assessment, Evaluation and Reporting of the Site and Facility Conditions of the Fairhope K-1 Center

The **Scope of Services** will include all architecture/engineering (A/E) services required to conduct a complete inspection, assessment, evaluation and report on the site and facility condition of the Fairhope K-1 center (See project details & deliverables below). This property is under contract to be purchased by the City of Fairhope and this assessment is part of the required due diligence of the purchase.

Questions or comments pertaining to this proposal must be presented in writing, or sent as e-mail to the attention of the Dee Dee Brandt, Purchasing Manager, 555 South Section St., Fairhope, AL 36532, e-mail: deedee.brandt@fairhopeal.gov, or purchasing@fairhopal.gov Seventy-two (72) hours prior to the proposal opening or may be forever waived.

PROJECT DETAILS:

The City of Fairhope seeks proposals from qualified professionals licensed in the State of Alabama to provide architectural and engineering services for a facility assessment of the K-1 Center located in Fairhope Alabama.

A/E firms submitting proposals shall demonstrate significant prior experience in providing facility assessment and follow up reports

Facility assessment shall include but may not be limited to:

1. Assessment of project site, drainage and parking
2. Hazardous material survey including lead paint and asbestos, termites and vermin.
3. Exterior envelope evaluation including doors, windows, exterior walls, exhaust vents, and roofing,
4. ADA accessibility and obvious building code and life safety issues
5. Interior conditions of finishes, walls, doors, bathrooms, etc.
6. Structural system evaluation (visual inspection of existing conditions)
7. Evaluation of HVAC systems and Fire Protection
8. Plumbing system
9. Electrical systems and fire alarm
10. Telecommunication and data systems
11. Overall site security and required actions to secure site (fencing, gates, window coverings, etc.)

PROJECT DELIVERABLES:

The design profession shall provide a written report of found deficiencies and provide recommendations to correct deficiencies with an estimate of probable cost. Specifically including:

1. GIS Site Plans
2. Basic Floorplans
3. Environmental Reports
4. Photos
5. Other necessary details to provide a complete assessment

In addition to the written report the A/E Firm will make a formal presentation to the Mayor and City Council with visual aids (PowerPoint, Charts, etc.) at a regularly scheduled or special called Work Session. This format will allow for Q&A and community engagement.

RFP SUBMITTAL FORMAT:

RFP should include the following:

1. Cover Letter

The Respondent shall prepare a cover letter, not exceeding two pages in length, which summarizes the key points in the proposal. It should include the full name of the firm. If the Respondent is made up of more than one firm, the legal relationship between those firms must be described. The cover letter must include a statement committing the availability of the key personnel to perform the work. The cover letter must be signed by a person who is also authorized to sign a Contract with the City.

2. Proposed Work Plan/Project Schedule and Lump Sum Price for Project

Provide a detail summary of work plan. A timeline of deliverables, specifically time from execution of contract to initial report. Provide a lump sum price for the all required A/E services listed.

3. Firm Previous Project Experience

Provide a short list of similar projects completed by the firm using current employees. For each qualifying project, include the following information in tabular form:

- Project name
- Location
- Client, address, telephone number
- Date completed
- Brief narrative description of the project

4. Additional Information

The Respondent is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular Scope of Services.

EVALUATION AND SELECTION:

Proposals will be evaluated and ranked based on the following criteria:

1. Qualifications, knowledge and expertise regarding the proposed Scope of Work- 25 points
2. Resources and availability (time required to complete assessment and report) - 25 points
3. Experience of A/E Firm with similar projects - 25 points
4. Price – 25 points

Total possible points to be achieved: 100

Selection Procedure

The selection of the Consultant will be completed by the City of Fairhope City Council at a regular Council meeting. The awarded firm will be selected without regard to race, color, religion, sex, or national origin. The Fairhope City Council reserves the right to interview selected firm(s) prior to making a final decision. The Council will authorize the Mayor to proceed with executing a contract with their selected firm.

General Conditions

The City of Fairhope will not be responsible for costs incurred by anyone in the submittal of proposals or for any cost incurred prior to contract execution. The Request for Qualifications is not to be construed as a City contract or as a City commitment of any kind. All responses shall be held confidential from other parties by the City to the extent allowable by law. However, confidential or sensitive information should not be included if the applicant wants to protect that information. The use of subcontractors as described by the Consultant in the Request for Qualifications and subsequent approved and signed contract with the City of Fairhope is allowed in this project. The selected Consultant is responsible for billing and paying of any subcontractors they employ on the project. The selected Consultant is responsible for insurance requirements.

The City of Fairhope reserves the sole right to:

1. Evaluate the qualifications submitted
2. Waive any irregularities within
3. Select candidates for the submittal of more detailed qualifications and presentation
4. Accept any submittal or portion of a submittal; and/or
5. Reject any or all submittals, solely at its discretion

Your proposal must be received by 12:00 noon on Monday July 8, 2019

Submit RFPs to:

**City of Fairhope
Dee Dee Brandt, Purchasing Manager
555 South Section Street
Fairhope, AL 36532
Phone: 251-928-8003**

OR

Email: deedee.brandt@fairhopeal.gov

CONTRACTOR INFORMATION FORM

Contractor Name: _____
Contact Name: _____
Title: _____
Street Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

I have reviewed all of the general information and specifications in the RFP, have inspected the vessel, have contacted the City regarding any needed clarifications, and submit this proposal with a full understanding of the specifications.

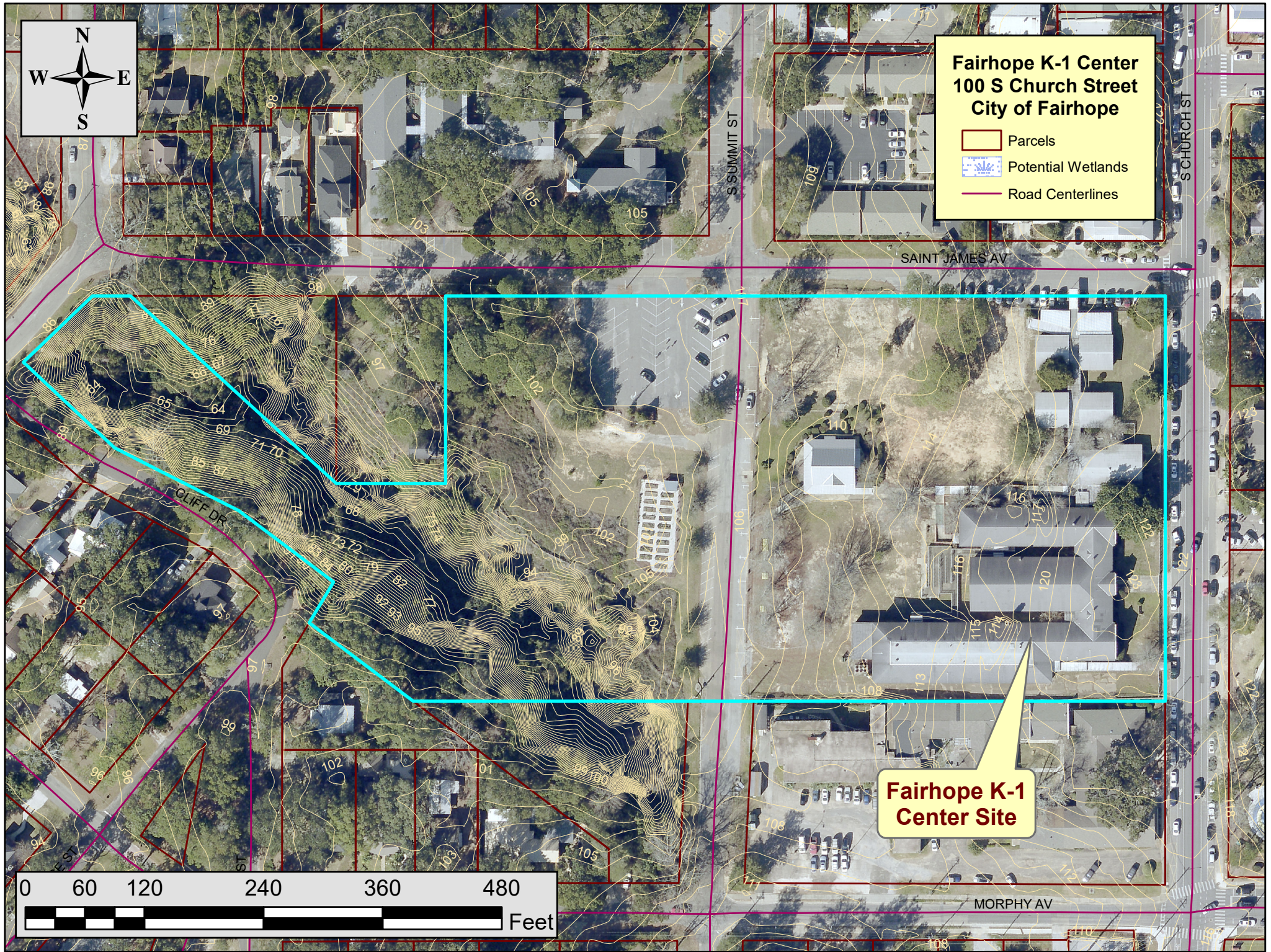
If selected by the City as the Contractor, I agree to abide by the terms and conditions specified in this RFP. I herein affirm that I have not been in any agreement or collusion among bidders in restraint of competition to bid at a fixed price or to refrain from bidding otherwise. By signing this contract, the company represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Company Officer Name: _____
Title: _____
Signature: _____
Date: _____
Phone: _____



Fairhope K-1 Center
100 S Church Street
City of Fairhope

- Parcels
- Potential Wetlands
- Road Centerlines



**Fairhope K-1
Center Site**

