THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
FACILITIES PLANNING, DESIGN & CONSTRUCTION

REQUEST FOR QUALIFICATIONS

UAB MINOR PROJECT DELIVERY
INDEFINITE DELIVERY / INDEFINITE QUANTITY AGREEMENTS FOR
ARCHITECTURE, ENGINEERING AND OTHER PROFESSIONAL SERVICES

SEPTEMBER 4, 2015

BACKGROUND

The University of Alabama at Birmingham has grown to become a diverse and expansive institution occupying approximately 16,000,000 gross square feet of space in approximately 125 separate buildings spread out over 90 city blocks. To ensure that these facilities continue to operate efficiently and serve the user’s needs, UAB Facilities receives and completes over 300 work orders per year.

These work orders typically result in minor renovations, redecorations, repairs or systems upgrades. The cost of these projects is typically less than $50,000 (although several of these projects each year will exceed $50,000) and the work often needs to be completed quickly.

To service this large quantity of work orders more timely and efficiently and to improve our customer service, UAB Facilities Planning, Design and Construction has decided to award numerous Indefinite Quantity / Indefinite Delivery agreements to design professionals and other professional service providers necessary to complete these projects.

We currently anticipate awarding these agreements with a contract term of either one or two calendar years. We also anticipate awarding multiple agreements for each service package type (see Scope of Services section below). The contracts will establish hourly rates for all work that may need to be completed under these agreements and each firm will be required to provide either a not-to-exceed proposal (based on hourly rates) or a negotiated ‘percentage of construction’ proposal for each work order that firm is asked to perform services for.

SCOPE OF SERVICES

This Request for Qualifications is soliciting responses from firms interested in providing professional services for the following Services Packages:

1. Architectural Design Services Package:
   a. Successful firm will be asked to provide architectural and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:

Facilities Division
Planning Design & Construction
240 Facilities Administration Building
801 6th Avenue South
205.934.1219
Fax 205.975.8530

Mailing Address:
FAB 240
1720 2nd AVE S
Birmingham, AL 35294-4554
i. Programming, feasibility studies and schematic design  
ii. Code review services  
iii. Complete architectural design services  
iv. Project budget and estimating support  
v. Engineering services (civil, structural, electrical, mechanical)  
vi. Interior design services  
vii. Bid support  
viii. Contract administration services

2. Civil Engineering Services Package:
   a. Successful firm will be asked to provide civil engineering design and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:
      i. Civil engineering design services  
      ii. Surveying services  
      iii. Project budget and estimating support  
      iv. Code review services  
      v. Bid support  
      vi. Contract administration services

3. Structural Engineering Services Package:
   a. Successful firm will be asked to provide structural engineering design and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:
      i. Structural engineering design services  
      ii. Project budget and estimating support  
      iii. Code review services  
      iv. Bid support  
      v. Contract administration services

4. Electrical Engineering Services Package:
   a. Successful firm will be asked to provide electrical engineering design and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:
      i. Electrical engineering design services  
      ii. Project budget and estimating support  
      iii. Code review services  
      iv. Bid support  
      v. Contract administration services

5. Mechanical Engineering Services Package:
   a. Successful firm will be asked to provide mechanical (plumbing, HVAC, controls, fire protection, etc.) engineering design and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:
      i. Mechanical engineering design services  
      ii. Project budget and estimating support  
      iii. Code review services  
      iv. Bid support  
      v. Contract administration services
6. Landscape Architectural Services Package:
   a. Successful firm will be asked to provide landscape architecture design and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:
      i. Landscape architecture design services
      ii. Project budget and estimating support
      iii. Bid support
      iv. Contract administration services

7. Interior Design Services Package:
   a. Successful firm will be asked to interior design and other professional services for numerous work orders. Services to be provided include, but are not limited to the following:
      i. Interior design services
      ii. Project budget and estimating support
      iii. Code review services
      iv. Bid support
      v. Contract administration services

8. Traffic Consulting and Engineering Services Package:
   a. Successful firm will be required to:
      i. Conduct detailed traffic studies complete with cost estimates, safety implications, regulatory implications and feasibility.
      ii. Coordinate with local, state and other applicable regulatory agencies to support UAB projects and efforts.
      iii. Coordinate with other consultants as required to support UAB projects and efforts.

9. Geotechnical Engineering and Construction Materials Testing Services Package:
   a. Successful firm will provide all geotechnical engineering services required to support the design and construction phases of projects.
   b. Successful firm will provide all required construction materials testing.

10. Building Envelope Assessment Services Package:
    a. Successful firm will be required to:
       i. Evaluate all envelope systems of a building to include:
          1. Exterior skin
          2. Windows and doors
          3. Penetrations
          4. Flashing
          5. Roofing and roofing components
          6. Waterproofing
       ii. Provide thorough and professional written analysis of each inspected building or component complete with illustrations, causes and recommendations.
Each of the above listed Service Packages will be awarded individually and the selected firm(s) will be awarded a consulting agreement directly with UAB. Firms may submit responses for one or more of the above listed packages; however a separate response is required for each package.

All tasks performed are to be coordinated with the appointed UAB owner’s representative.

**FIRM QUALIFICATIONS**

The responding firms should satisfy the following requirements:

1. Firms should have an established record completing numerous similar Services Packages for large Higher Education Academic Facilities or similar entities.
2. Firms must have the capacity to provide services for multiple projects simultaneously.
3. Firms must have adequate licensed staff to complete projects quickly (frequently within one to two weeks of a notice to proceed).
4. Firms must have the capacity to provide all of the services requested in each service package with properly trained and licensed professionals (in-house or via a sub-consultant).
5. Firms should demonstrate a high level of success and owner satisfaction in conducting similar Services Packages in the past.

**LOCAL AND DBE PARTICIPATION**

1. Firms located outside of the State of Alabama should incorporate significant local participation on the project team. Responding firms should identify any and all local firms included in the project team along with the anticipated percentage of work to be completed by the local participant team members.
2. DBE (Diverse Business Enterprise) participation is strongly encouraged. Responding firms should identify any and all DBE firms on the project team along with the work to be performed by the DBE team members.
3. For firms presenting comparable qualifications and experience, preference will be given to firms who have incorporated local participation and DBE participation into their responses.

**FORM OF RESPONSE**

Responding firms should, at a minimum, provide the following information in their responses:

1. Detailed demonstration of Firm Qualifications as listed above.
2. Detailed information regarding Local and DBE Participation as listed above.
3. Detailed resume of proposed primary team / staff.
4. Detailed resume of any consulting firm(s) to be utilized on this Project.
5. Responding firms should NOT include fee proposals with responses. This is a Qualification Based Selection process and firms will be ranked based on their qualifications and not fees.
RESPONDING INSTRUCTIONS

1. Responses are due no later than 5:00 P.M. CST on Friday September 18, 2015.
2. One printed and one electronic copy (USB Drive) of responses are required to be submitted.
   a. Electronic response should be saved as a single PDF file.
   b. PDF file name must clearly state firms name and package title – i.e. ‘Firm ABC – Architectural Design Services Package.pdf’
3. Submit responses to:
   University of Alabama at Birmingham
   Office of Planning, Design & Construction
   240 Facilities Administration Building
   801 6th Avenue South
   Birmingham, AL 35233

   Attention: Lance Higgins
   Director
   Planning, Design & Construction

4. Respondents should be aware that proposals shipped via USPS can take several additional days to be delivered as they will be delivered to a central mail room and distributed from there. Responses received after 5:00 P.M. CST on Friday September 18, 2015 will not be accepted regardless of cause.
5. Firms should not contact any member of UAB’s consultant selection committee regarding this selection process. Contacting member(s) of the consultant selection committee could result in your firm being removed from consideration.
6. All questions should be addressed to Lance Higgins in this office. Mr. Higgins can be reached by phone at (205) 996-2003 or by email at lrhiggin@uab.edu.