ADDENDUM NO. 1

FOR

Request for Qualifications

(RFQ)

ALABAMA A&M UNIVERSITY

“PHASE I PROJECTS”

September 21, 2015

Issue Date: Wednesday, September 16, 2015
Submission Deadline: Monday, September 21, 2015
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OVERVIEW

Main Objective

Alabama A&M University is seeking a contract for architectural and engineering services to develop schematic designs and provide planning services as part of a multi-phase procurement process to start immediately for new construction and renovation work. Contracts for professional services will be a Fixed Fee Contract between Alabama A&M University and the professional firm.

The Request for Qualifications is to receive information from architectural and engineering firms interested in working on this project. Alabama A&M University is interested in expediting the project and is seeking to pre-qualify firms to compete in the selection process.

Organized in 1875, Alabama Agricultural and Mechanical University is a public, historically black, land-grant university located in Normal, Madison County, Alabama. Its support comes from the State of Alabama and federal funds appropriated to assist in carrying on work stipulated by the Morrill Acts of 1862 and 1890. The University is under the control of a board of trustees appointed by the Governor, who serves as ex officio Chairman.

Since the 1998-99 academic year, enrollment steadily increased to a peak in fall 2003 of 6,588, of which 5,326 were undergraduates. The campus is comprised of 70 buildings on over 1,000 acres of land. As of the fall 2015, Alabama A&M University hosted 5,628 students, including 4,505 undergraduate students, and 1,123 graduate students.

Request for Qualifications Submission Timeline

<table>
<thead>
<tr>
<th>Project</th>
<th>Phase I Projects</th>
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<tbody>
<tr>
<td>Deadline for Questions</td>
<td>Monday, September 21st, 2015 at 8 am</td>
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<tr>
<td>Deadline for Qualifications</td>
<td>Tuesday, September 22nd, 2015 at 5 pm</td>
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<td>Submit Sealed Proposal to:</td>
<td>Monday, September 21st, 2015 at 11:59 pm</td>
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<td>Method of Submittal</td>
<td>Wednesday, September 23rd, 2014 at 5 pm</td>
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<tr>
<td>Contact Person</td>
<td>Mr. Jeffrey Robinson - Director of Purchasing</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:jeffrey.robinson1@aamu.edu">jeffrey.robinson1@aamu.edu</a></td>
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<td>Hand Delivered or Overnight Delivery.</td>
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<td>Electronic Submissions are accepted.</td>
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<td>Ms. Whitney Banks - Interim Director of Facilities</td>
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<td><a href="mailto:whitney.banks@aamu.edu">whitney.banks@aamu.edu</a></td>
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**Brief Project Background Description**

The Administration has projected that existing housing is inadequate in size and type and will not meet the needs of incoming students. Deliberations on whether to moderately renovate existing facilities versus build new structures resulted in the unanimous decision to build a new 200-Bed Residence Hall and a new 500-Bed Living Complex. The 200-Bed Residence Hall is needed by August 2016; followed by the 500-Bed Living Complex in August 2017. The new residence halls will not only immediately cover the shortage rendered after having to close a high capacity dormitory, but will tremendously facilitate successful renovations of dormitories to extend their useful life. If a new facility is not successfully constructed and open for occupancy by August 2016, the University runs the risk of liabilities associated with displaced students and possible loss of revenues in that area. Assessments of possible sites for the newly constructed facilities are needed to account for demolition of existing structures.

Following the new construction, as mentioned, renovations to upgrade communal showers and life safety are needed on Thigpen Hall. A complete renovation to the old vocational and print shop building is desired to add classroom and office space. Conditions of existing housing facilities and classroom facilities are typical of building decline due to age, but can be substantially corrected given proper accommodations are made for students, faculty and staff.

Alabama A&M University must provide proper housing and instructional space to bring other components up to code and meet the life and safety needs of its current and projected future population. Therefore, the administration intends to carry out this project at a total cost of $30 million and financed by bonds.

**SCOPE OF SERVICES**

All requirements for this project have not been formalized. The selected firm will need to consider the following, at a minimum, in pursuit of the expedited pre-planning and Request for Proposal:

- An assessment, via field analysis and correspondence with the Owner, of the potential sites for the proposed newly constructed facilities is needed to realize deadline constraints.
- It is anticipated that demolition is required before new construction.
- The results of Phase I Environmental Analysis must be considered in cost.
- It is not anticipated that the scope of the rehabilitation and renovation portions require extensively significant alterations to the spatial layout of the overall existing structure. Changes that may occur as result of new equipment or other needs are not identified at this time.
- It is anticipated that design, engineering and subsequent modifications to existing mechanical, electrical, and plumbing systems will be necessary to meet code. The firm will need the ability to identify these items in an assessment outlined in the Submission of Project Requirements.
• The firm will need to evaluate the Owner’s Budget for project requirements and make recommendations.
• Firm will be required to Submission of Project Requirements, Schematic Design, Design Development, Construction Document Preparation, Support in Bidding and Awarding, Construction Administration, Post-Construction, and additional services as needed in relation to successful project delivery.

REQUEST FOR QUALIFICATIONS

EvaluationCriteria
It is in Alabama A&M University’s best interest that the firm must demonstrate skills and knowledge of guidelines related to modular (pre-fab) construction, modification of communal showers, and rehabilitation or renovation of historic structures.

• Demonstrated ability to deliver the past projects by the deadline, project vision, scope, and budget.
• Modular construction should be considered as an option for project delivery or a statement giving just cause why it should not be used must be included.
• Experience with projects similar to those proposed.
• Certifications and experience of individuals assigned to the project staff.
• Proximity to project site or approach to overcoming distance.

Inquiries
All inquiries related to this RFQ should be directed, in writing, to the contact person at the mail or email address below:

Whitney Banks, Interim Director of Administration and Planning
whitney.banks@aamu.edu

Information obtained from any source other the individual listed above is not official and should not be relied upon.

Closing Date
Complete hard copies of submissions must be received via hand delivery or email by 5 p.m., on Monday, September 21st, 2015 by 5 pm, on Wednesday, September 23rd, 2015 at the physical address on page 7 of this document. Complete electronic copies of submissions must be received by 11:59 pm, on Monday, September 21st, 2015. Responses submitted electronically must be accompanied with some form of confirmation of receipt to show adherence to the deadline.

Review and Selection
Qualifications submission packages will be reviewed by the Selection Committee to develop a shortlist of firms by Wednesday, September 23rd, 2015. Emphasis will be placed on those firms that demonstrate qualifications for this project and submit evidence of cooperative relationships with past clients. Prior to final selection, the firms may be required to interview and/or submit further documentation to the Selection Committee. Requests for interview and/or documentation will be sent out with announcements on Wednesday, September 23rd, 2015. Final Selection will be made Friday, September 25th, 2015.
RFQ SUBMISSION REQUIREMENTS

Submission of Qualifications Format

In order to review each submission in a timely manner, Alabama A&M University is requesting that your Statement of Qualifications be organized according to the following format:

1. Title Page: Each submission must include the following about your firm on the title page:
   • Name of Firm
   • Address of Firm
   • Telephone & Fax Numbers
   • Primary Telephone and Correspondence information for a designated individual in regards to this submission.

2. Table of Contents: Each submission must include a table of contents with page numbers for each format requirement listed here and information provide in their subsets.

3. Letter of Introduction: Each submission must include an introduction communicating the following:
   • A brief history of the firm and its mission or mandate
   • Size of Firm
   • Years in Business
   • Proximity to the University

4. Firm’s Understanding of Project Requirements and Approach: Each submission should include a plan of approach to meeting deadline on New Construction and Rehabilitating and Renovation of Historic buildings and Dormitories. Express understanding of the complexities and nature of this project.

5. Statement of Interest: Firm should provide a statement expressing what they believe makes the best able to provide the services needed for this project.

6. Key Personnel: A list of personnel designated to project staff, and
   • A brief resume for each team member
   • Brief description of the services each team member will provide for the project
   • Consultant Information
   • License and Certification information

7. References (at least 5) and Project Profiles to demonstrate firm’s design capabilities: Each submission must include complete information to contact references, if selected for shortlist. Please include the following, at minimum:
   • Contact Name, Position
   • Organization
   • Telephone
   • Email
   • Description of the professional relationship with reference and its duration.

8. Project Profiles - Rehabilitation and Renovation (at least 3): Provide information of projects the firm has successfully performed as the lead design professional that are similar to this one in size, budget, and complexity. Each project profile shall include:
   • Name and Location
   • Project Description
     • Rehabilitations
     • Renovations
   • Scope of Services provided
   • Project Budget and Contract Amounts
• Total Square Footage
• Cost per Square Foot - Exclude Site Costs and Architectural Fees
• Photographs
9. Project Profiles - New Construction (at least 3): Provide information to demonstrate cost effective
design of new construction project in last 3 years.
• Include Cost per Square Foot - Exclude Site Costs and all Professional Fees
• Cost Estimate
• Bid Amounts
• Differences - state changes in scope, if necessary
10. Financial Statement
11. Additional/Other Information

Please limit “Additional/Other Information”, unless deemed appropriate to fulfilling this request and
include it at the very end of the submission package.

The Statement of Qualifications document should not include any information regarding the firm’s
fee structure

Submitting Qualifications

Submissions may be hand delivered or made by mail. Submissions must be in a sealed package clearly
marked with “WRITTEN REQUEST FOR QUALIFICATIONS: PHASE I PROJECTS” and addressed to:

Jeffrey Robinson
jeffrey.robinson1@aamu.edu
Alabama A&M University
305 Patton Building
4900 Meridian Street
Normal, AL 35762

Please submit ten (10) copies of your presentation to Alabama A&M University, attention Jeffrey
Robinson no later than 5 PM (hard copies) and 11:59 5 PM (electronic copy) on Monday, September
21st, 2015. Wednesday, September 23rd, 2015. It will be the responsibility of the firm to deliver their
qualifications to the persons and agencies indicated above. Submissions received after the date and time
indicated above will not be considered. Respondents are fully responsible for timely delivery of
Submission. Any submission received after the stated closing time will be returned unopened. If
Submissions are sent by mail to the Purchasing Department, the Respondent shall be responsible for
actual delivery of package to the Purchasing Department before the advertised date and hour for the
opening. Submissions, which are delayed, will not be considered and will be returned unopened.
Reservations

Alabama A&M University and the Selection Committee reserve the right to reject any and all qualifications and to waive informality, technical defect, or clerical error in any qualification, as the interest of this project may require. They reserve the right to select a group of firms by developing a shortlist. All costs incurred in the preparation of the statement of qualifications will be borne entirely by the submitter. Anything submitted to Alabama A&M University becomes the property of Alabama A&M University and becomes a public record.

CONFLICT OF INTEREST

By submitting a Response to this Request for Qualifications, respondent certifies that
• no Principal in the organization is or has been employed at the University within two (2) years of the date of submission,
• no Principal in the organization is a member of the University Board of Trustees, or a family member of a trustee, and
• No employee, agent, administrator or trustee of the University has received or will receive anything of value in anticipation of, or in exchange for, the awarding of the contract contemplated hereunder.

LIMITATIONS

Please be aware that there are Constitutional and statutory limitations on the authority of the University (a State agency) to enter into certain terms and conditions of the agreement, including but not limited to,
1. terms and conditions relating to liens on University’s property;
2. disclaimer and limitations of liability for damages;
3. waivers, disclaimers and limitations of legal rights, remedies, requirements and processes;
4. limitations of periods to bring legal action;
5. granting control of litigation or settlement to another party;
6. liability for acts or omissions of third parties;
8. alternative forms of dispute resolution;
9. indemnities; and
10. Confidentiality.

Terms and conditions related to the limitations will be negotiated and binding on University only to the extent authorized by the laws and Constitution of the State of Alabama.