Request for Qualifications (RFQ)

ALABAMA A&M UNIVERSITY
“PHASE I PROJECTS”

September 23, 2015

Issue Date: Wednesday, September 23rd, 2015
Submission Deadline: Tuesday, September 29th, 2015
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OVERVIEW

Main Objective

Alabama A&M University is requesting Statements of Qualifications from construction management firms with capability, experience, and qualifications of available staff to provide Construction Management-Agency Services. Contracts for professional services will be a Fixed Fee Contract between Alabama A&M University and the construction management firm. The contract resulting from this request may be extended to include other construction management services for the university.

The Request for Qualifications is to receive information from construction management firms with extensive experience with student housing, renovations, and historic structures. In effort to expedite the project, the selection committee is seeking to simply pre-qualify firms for selection. The selected firm must make every effort to ensure that the demolition, construction, and/or renovations are planned, programmed, designed, managed and constructed with the utmost regard to cost, schedule, and quality by every entity involved.

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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<tr>
<td>Deadline for Questions</td>
<td>Tuesday, September 29th, 2015 at 10 am</td>
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<tr>
<td>Deadline for Qualifications</td>
<td>Tuesday, September 29th, 2015 at 5 pm</td>
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<tr>
<td>Submit Sealed Proposal to:</td>
<td>Mr. Jeffrey Robinson - Director of Purchasing <a href="mailto:jeffrey.robinson1@aamu.edu">jeffrey.robinson1@aamu.edu</a></td>
</tr>
<tr>
<td>Method of Submittal</td>
<td>Hand Delivered or Overnight Delivery. Electronic Submissions are accepted.</td>
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<tr>
<td>Contact Person</td>
<td>Ms. Whitney Banks - Interim Director of Facilities Administration and Capital Projects <a href="mailto:whitney.banks@aamu.edu">whitney.banks@aamu.edu</a></td>
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<tr>
<td>Email Address</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 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 scope requirements for this project have not been formalized. Construction Management- Agent firms will evaluated based on and expected to prove the ability to provide the following, at a minimum, if selected as agent on this project:

- Provide professional services needed in relation to planning, preconstruction, schematic design and design development, construction documents, bidding and award, construction, project close-out and commissioning.
- Provide planning, scheduling, and selection of construction project delivery methods for demolition and new construction work consistent with meeting desired project deadline and procurement requirements.
- Develop preliminary cost estimates that support the goals of the Phase I Project budget and timeline by including all identifiable costs, contingencies, and cost savings.
- Evaluate the Phase I Project budget for project requirements in reference to materials, systems, and equipment and make recommendations by developing regular constructability reviews in effort to meet quality, performance and time goals.
• Provide services and recommendations necessary to continuously promote a fast-tracked schedule throughout the life of the project especially pre-bid through award phases.
• Ensure goals set by Alabama A&M University for MBE/DBE participation are met.
• Develop detailed campus wide and site-specific site utilization plans with clearly communicated regard for the safety of faculty, staff, and students.
• Coordinate and/or assist with all construction-related activities from start-up to close-out; providing monthly progress reports and schedules.
• Assist with providing any advertising and community information (if needed).
• 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.
REQUEST FOR QUALIFICATIONS

Evaluation Criteria

It is in Alabama A&M University’s best interest that the firm must demonstrate skills and knowledge of guidelines related to demolition, modular (pre-fab) construction, modification of layouts within existing buildings, and rehabilitation or renovation of historic structures. Evaluation criteria includes the following:

• Demonstrated ability to successfully deliver past projects to meet or exceed standards of deadline, project vision, scope, and budget.
• Experience of firm and demonstrated history of projects where firm provided services in construction management-agent or design-build capacity.
• Approach to project delivery and understanding of project scope and challenges.
• Certifications and experience of individuals assigned to the project staff.
• Proximity to project site or approach to overcoming distance.
• Project Controls and Safety Measures
• Fee – as a contributing, not deciding factor.

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 Facilities Administration and Capital Projects
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 copies of submissions must be received via hand delivery or email by 5 pm on Tuesday, September 29th, 2015 at the address on page 9 of this document. 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 Tuesday, September 29th, 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 30th, 2015. Final Selection will be made Friday, October 2nd, 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 provided 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
   • Types of Projects/ Markets
   • Organizational Structure

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 by communicating the following:
   • Description of processes that the team will use to facilitate approach.
   • Method of management in coordinating activities throughout the life of the project.
   • Plans for safety management during construction.

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
   • Organization chart for team (if available)
   • Indicate how staff will interact with owner’s representative.

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 5): Provide information of projects the firm has successfully managed, in the last 10 years, which are similar to this one in size, budget, complexity, and any other characteristics. Each project profile shall include:
   • Name and Location
   • Project Description designate rehabilitation, renovation, or new construction
   • Scope of Services provided
   • Project Budget and Contract Amounts
   • Project Designs
   • Design Firms/Professionals involved
   • Photographs

9. Financial Statement – provide a statement of financial stability, and:
   • Bank reference(s).

10. 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.
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@aaamu.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 on Tuesday, September 29th, 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.