REQUEST FOR
ARCHITECTURAL / ENGINEERING SERVICES

January 25, 2017

For
The New Alumni Building
UA Project No. 448-17-1146

Issued by

Construction Administration
The University of Alabama

Note:
This submittal will be deemed a public record and open to public inspection; therefore, this submittal should not include anything that needs to be maintained in confidence. If there is material which the proposer deems confidential, the proposer should indicate which material is deemed confidential, and that the material will be released to UA only upon a promise of confidentiality. This will allow UA to protect it against an open records request.
The New Alumni Building
UA Project No. 448-17-1146

Please address all submittals and clarification questions to:

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PROJECT SCHEDULE

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<tr>
<td>January 25, 2017</td>
<td>Advertisement in Newspaper and Post RFQ</td>
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<tr>
<td>February 9, 2017</td>
<td>Response deadline for A/E Firms</td>
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<tr>
<td>February 13-14, 2017</td>
<td>UA Selection Committee Evaluation 1</td>
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<td>February 15, 2017</td>
<td>Notification to the top ranked A/E firms</td>
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<td>March 1, 2017</td>
<td>UA oral interviews (top ranked A/E firms)</td>
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<td>March 2-3, 2017</td>
<td>A/E rankings and Recommendation to BOT</td>
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PROJECT DESCRIPTION

The New Alumni Building project ("Project") will be a 42,000 gross square foot facility located at 350 Campus Drive East on the southeast corner of the Peter Bryce campus. This Project will serve as the new home for several departments within The University of Alabama’s ("University") Division of Advancement ("Advancement"), including Alumni Affairs, and the Office of Planned Giving. This facility will replace the current Alumni Hall located adjacent to the Bryant Conference Center. In relocating and expanding this new home for Alumni Affairs, the project will provide the opportunity to consolidate offices for the Division of Advancement into one facility with shared meeting space, shared resources, and synergy among fundraising and alumni/donors. The multi-story facility will provide offices and administration space for the staff of Advancement, including multiple meeting rooms, event spaces and event support spaces on the ground level. Most importantly, this facility will create a distinctive and recognizable home for tens of thousands of University Alumni, numerous private foundations and corporate donors to the University.

The building location will provide exterior areas that overlook Peter Bryce Park, which will provide expanded event space. Also, accessible parking exists in the northeast corner lot, which will limit the requirement to construct new parking. This location is also beneficial due to the adjacency of support infrastructure to the proposed building location. Initial programming for this project has been performed. The estimated construction cost is approximately $15,000,000.00.

PROJECT GOALS

All construction bid packages will be competitively bid in compliance with the State of Alabama Public Works Law (Code of Alabama, Title 39).

APPLICATION REQUIREMENTS:
The University is seeking Architectural & Engineering firms/teams with industry leading expertise in office and hospitality facility design. The Architect/Engineer (A/E) firm will be responsible for providing architectural and engineering designs to satisfy the UA design standards and guidelines, the Alabama Building Commission standards and the State Building Code, as well as any other applicable codes for this type of project. Please provide one (1) hard copy and six (6) flash drives of the responses by 5:00 pm local time on Thursday, February 9, 2017. Electronic submittals shall be generated in a presentation format (preferably Adobe PDF) including a cover/title page with your firms name, project name and number and primary contact information. Each flash drive should be labeled with your company name or logo. All submittals can be hand delivered or registered postal. Faxed or late submittals will not be accepted.

SUBMISSION REQUIREMENTS:
Respondents shall carefully read the information contained in the following criteria and respond in their application.

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS (Maximum 6 points)

A. Describe your firm’s experience working with other universities and state agencies.

B. Describe your firm’s experience working with The University of Alabama.
   a. The UA desires to have input in the procurement of consultants once the top ranked firm is selected.

C. The UA encourages the use of certified minority-owned businesses and certified women-owned businesses in its construction program. Describe your firm’s approach in soliciting certified minority-owned or women-owned firms and consultants.

TWO: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Maximum 12 points)

A. Identify and describe the proposed team’s past experience providing A/E services that are identical or similar to this project within the last ten (10) years. List
the projects in order of priority, with the most relevant project listed first.

B. Provide references (for each project listed above, identify the following):

- The Owner’s name and their representative who served as the day-to-day liaison during the design and construction phases of the project, including current contact information.

The Owner may contact these references during this qualification process.

C. Has your firm/organization within the past seven (7) years ever been terminated from a design project? If yes, please give pertinent details.

THREE: LITIGATION AND CLAIMS (Maximum 6 points)

A. Does your firm/organization or any of its officers currently have any judgments, claims, arbitration or mediation proceedings pending or outstanding? If yes, please give pertinent details and outcome(s).

B. Has your firm/organization within the past seven (7) years filed any lawsuits or requested arbitration or mediation proceedings in regard to any of your construction projects? If yes, please give pertinent details and outcome(s).

FOUR: RESPONDENT’S ABILITY TO MEET INSURANCE REQUIREMENTS (Maximum 4 points)

A. Does your firm/organization have the ability to meet all of the UA insurance requirements? (see attached)

B. What is your process for managing any claims of the contractors during the project?

FIVE: PROJECT SPECIFIC CRITERIA (Maximum 12 points)

A. Generally describe and provide examples of your firm’s experience and approach to the design of office/hospitality facilities.

B. Describe and provide examples of your firm’s sensitivity to the massing, architectural design and detailing of a new building within the surrounding context.

C. Give examples where you have created outdoor courtyards, patios, plazas, etc. to inspire gathering and social events.
**SELECTION PROCESS:**

Upon receipt, submittals will be evaluated by the Selection Committee. The Selection Committee will rank the A/E firms accordingly to participate in oral Interviews (usually top three). A project program (if applicable or complete) will be sent to all top ranked A/E’s to assist with their oral interviews. Following oral interview evaluations, the top ranked A/E firms will be recommended to the Board of Trustees for approval. A contract will be negotiated with the top-ranked A/E firm as approved by the Board of Trustees. If a contract can be negotiated, then that firm will be selected. If a contract cannot be negotiated, then negotiations with the next highest ranked A/E firm will commence until an agreement satisfactory to UA is reached. Preference shall be granted to an Alabama-based firm when qualities are comparable.

**Note:**
Upon entering into an Agreement, the selected firm will be required to submit a Vendor Disclosure Statement. Samples of these documents are attached for your review.

**ATTACHMENTS**

A. Insurance Requirements
B. Vendor Disclosure Statement