



**REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION
MANAGEMENT**

AND RELATED SERVICES FOR

HABITAT FOR HUMANITY OF TUSCALOOSA

**WESTGROVE NEIGHBORHOOD INFRASTRUCTURE
PROJECT**

Issued by:

Habitat for Humanity of Tuscaloosa
2222 9th St., Suite 201
Tuscaloosa, Alabama 35401

Date Issued: Tuesday, October 3, 2023

Deadline for Responses: 5:00 p.m., Tuesday, October 17, 2023

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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PART 1 – OVERVIEW

Habitat for Humanity of Tuscaloosa (HFHT) requests qualifications from firms for Construction Management and Engineering Services for the Westgrove Neighborhood Infrastructure Project. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

This is a procurement of professional services, and will be conducted in a manner to provide full and open competition. A Selection Committee will review all responses, and will rank firms based on criteria identified in Part 5. The criteria may include, but is not limited to civil engineering plans and specifications, estimates of construction costs, bid phase and services during construction, construction management and engineering, studies, investigations, and evaluations. Upon selection by the Selection Committee, HFHT will enter into negotiations with the successful Respondent. Pending successful negotiations, the successful Respondent will enter into a contract for professional services with Habitat for Humanity of Tuscaloosa.

PART 2 – THE PROJECT AND SCOPE OF WORK

Habitat for Humanity of Tuscaloosa seeks the services of a professional firm that has the knowledge, experience, and expertise to perform the services as requested.

The firm must be able to perform the following types of services upon request from Habitat for Humanity of Tuscaloosa: civil engineering plans and specifications, estimates of construction costs, procurement in accordance with federal requirements during construction, construction management and engineering, studies, investigations, and evaluations.

The work must meet all local codes for infrastructure required by local and other governmental entities.

The estimated total project cost is \$1.7 million. The professional services cost should not exceed 12% of the total actual project.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to Habitat for Humanity of Tuscaloosa, including, but not limited to, federal uniform administrative statutes found in 2 CFR 200. HFHT reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services, will complete the required tasks in a timely and efficient manner, and will be expected to enter into a contract for services based upon the negotiated fee structure.

PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

In order to facilitate the Selection Committee’s evaluation, each firm responding to this request for qualifications should include the following content in order:

- Licensing and Professional Standing
- Firm Experience
- Conflicts of Interest
- Project Understanding and Approach
- Project Team
- Quality Assurance and Quality Control

Each of these items is discussed in more detail in the following sections

1. Licensing and Professional Standing

Please include a brief statement confirming that the Respondent is legally authorized to do business in Alabama and in the City of Tuscaloosa, and that all staff assigned to perform services for the project are licensed or certified to perform such services in Alabama.

In addition, please include a statement confirming that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency. The Respondent also must provide its Unique Entity Identifier (UEI) number with its response.

Finally, for the five year period preceding submission of the response, please identify (1) all contracts terminated (in whole or in part) by clients for convenience or default, including contract value, description of work, project owner, contract number, and name and telephone number for a representative of the project owner; (2) all claims made against the Respondent arising out of the Respondent’s professional services; and (3) all litigation (including any arbitration or mediation proceedings) to which the Respondent has been a party. If no contracts have been terminated, or if the Respondent has not been a party to any claims or litigation, please include a statement to that effect.

The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The Selection Committee will review any matter disclosed, and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

2. Firm Experience

- a. Please provide brief narrative about the Respondent’s experience, history, ownership and primary clients served by the firm. Include a statement as to whether the firm is a Minority/Disadvantaged/Women Owned Business Enterprise (MBE/DBE/WBE).

a. The response should identify at least three projects which the Respondent has completed within the last five years, which the Respondent believes are similar to the proposed project, or otherwise relevant to the project or services to be performed. For this RFQ, similar projects refers to includes federally funded, infrastructure projects, similar in scope or nature. For each project identified, please provide the following information:

- Project title, owner, and location
- Client contact person, address, and phone number
- Respondent's project manager for the project
- Detailed description of the project and the services provided by the Respondent
- Year services were performed and date(s) of project construction
- Construction costs
- Respondent's fee for the project
- State whether the project was completed on time. If the project was not completed on time, please state how long the project extended beyond the scheduled completion date, and provide an explanation of why the project went beyond the scheduled completion date. If the project description and abbreviated scope of work set out in Part 2 identifies this project as being funded in whole or in part by any federal or state grant program.

3. Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the Respondent from entering into a professional relationship with Habitat for Humanity of Tuscaloosa generally, or for this project specifically. If no such conflicts exist, please include a statement to that effect.

4. Project Understanding and Approach

The response should demonstrate the Respondent's understanding of the project, and describe the Respondent's proposed approach to the project and the activities to be accomplished. Please provide a proposed work plan which identifies project milestones (e.g., project elements, measures, and deliverables), and the Respondent's anticipated timeline for accomplishing each milestone. Discuss the proposed approach to completing the needed services and how your firm will coordinate the development of design solutions, the production of contract documents, and construction administration.

1. Project Team

Identify the project manager and key personnel who will be assigned to the project team. Describe the specific services that will be performed by the project team members, and how each team member's background, education, and experience relates to their assigned role. In addition, please address the project team's ability to perform the required work within the Respondent's proposed timeline, in light of their current and projected workload and assignments. Please provide resumes for all members of the proposed project team, and identify the location from which each of the team members will be working. If the Respondent proposes to use subconsultants to perform any

part of the work or services for the project, please provide the following information: (1) The corporate or company name of each subconsultant, and names of the officer or principals of the subconsultant who will perform work on the project; (2) A description of each subconsultant's role, and the work or services to be performed; (3) A description of previous joint work between the Respondent and the subconsultant; (4) Particular experience of the subconsultant's key personnel, including past projects and resumes; (5) If any proposed subconsultant is a minority-owned or woman-owned business, please include a statement to that effect.

1. Quality Assurance and Quality Control

The response should describe how the responding Respondent will provide quality assurance ("QA") and quality control ("QC") for the project. Identify the individuals that will be involved in QA/QC services. If your firm has a structured QA/QC program, briefly describe the program and how it will be applied to the project.

PART 4 – INSTRUCTIONS FOR RESPONSES

Before submitting a response to this RFQ, the Respondent should carefully review the entire RFQ and be familiar with its contents. The Respondent firm's submission shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in performing the services requested.

1. Format of Responses

Responses shall be 8.5" x 11" in size. General brochure type information is to be kept to a minimum, and the response shall be a maximum of 6 one-sided pages or 3 two-sided pages. Responses should be written in Times New Roman, 12-point or larger.

2. Inquiries

Habitat for Humanity of Tuscaloosa will accept inquiries on the contents and requirements of the RFQ in electronic form only. Inquiries may only be submitted by email. Inquiries should be submitted to:

Ellen W. Potts, Executive Director
Habitat for Humanity of Tuscaloosa
ellen@habitattuscaloosa.org

For this RFQ, the deadline for inquiries is Tuesday, October 17, 2023 at 5:00 p.m. Central Standard Time, after which time no further inquiries will be addressed by Habitat for Humanity of Tuscaloosa.

If Habitat for Humanity of Tuscaloosa chooses to respond to an inquiry, Habitat for Humanity of Tuscaloosa will do so in writing, in the form of an addendum to this RFQ. The addendum will be sent to all recipients of the RFQ, and will be posted to the Habitat for Humanity of Tuscaloosa's Website at www.habitattuscaloosa.org.

Each addendum issued by Habitat for Humanity of Tuscaloosa shall become part of this RFQ and responses shall include any work or requirements described in the addendum. No addendum will be issued or posted less than 72 hours before the deadline for submission of responses to this RFQ.

3. Submissions

Respondent firm submissions must be received by HFHT by 5:00 p.m. Central Standard Time on Tuesday, October 17, 2023. Late responses will not be accepted or reviewed. It is the Respondent's responsibility to ensure that their submission is received within the time required by this RFQ. HFHT is not responsible for delayed or late deliveries due to mailing or delivery service.

Responses should be clearly labeled: **“Habitat Tuscaloosa, RFQ, Westgrove Project.”**

Respondents must submit responses electronically. Electronic submissions should be made in Portable Document Format (PDF) file format, and should be sent to via email to:

Ellen Potts
Executive Director, Habitat for Humanity of Tuscaloosa
bids@habitattuscaloosa.org

The Respondent's email should reference the RFQ listed above. The Respondent is responsible for obtaining confirmation that HFHT received the Respondent's response.

4. Additional Items Related to Responses

a. Submission rejection / costs

By issuing this RFQ, HFHT does not commit to enter into a contract, to pay any costs incurred in the preparation of a submission, response, or to procure or contract for services. HFHT reserves the right to cancel this RFQ in whole or in part, to reject any and/or all submissions and responses, to accept the submission and response it considers the most favorable to HFHT's interests in its sole discretion, and to waive irregularities or informalities in any submissions/responses or in the submission procedures. HFHT reserves the right to reject all submissions or responses and issue a new RFQ, at its sole discretion. All submissions and responses and other materials submitted in response to this RFQ will become property of HFHT.

b. Contract and Insurance Requirements

HFHT has standard contract and insurance requirements for professional services contracts, and is unable to make substantial changes to the requirements for the contract to be used for this project. The laws of the State of Alabama shall govern the contract executed between the successful Consultant and HFHT, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be Habitat for Humanity of Tuscaloosa, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in the Tuscaloosa County, Alabama.

c. Requests for Additional Information

HFHT reserves the right to request additional information from Respondents to clarify the submissions.

5. Public Records

Each Respondent is hereby informed that, upon submission of its response to HFHT in response to this RFQ, the response becomes the property of HFHT.

Unless otherwise compelled by a court order, HFHT will not disclose any submissions while HFHT conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after HFHT either awards an agreement to a firm, or after HFHT rejects all submissions, HFHT shall consider each submission from Respondents subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) and Tuscaloosa City Code § 2-4, unless there is a legal exception to public disclosure.

If a Respondent believes that any portion of its response is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its response “Confidential”; (2) upon request from HFHT, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless HFHT regarding any claim by any third party for the public disclosure of the “Confidential” portion of the qualifications submittal.

**PART 5 – SELECTION
PROCEDURE**

HFHT will use a Selection Committee of qualified employees and volunteers for the evaluation of submissions. This is a qualifications-based procurement for professional services, in which the qualifications of the responding firms will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

The Selection Committee will review the submissions submitted in response to this RFQ, and rate the submissions based on the following grading system, which includes both numerical and pass/fail criteria:

<u>Numerically-Scored Criteria</u>	M a x · P o i n t
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● Firm Experience	1 0
● Project Understanding and Approach	2 0
● Project Team	5
● Quality Assurance and Quality Control	1 0
● Minority- or Woman-Owned Business	5
<u>Pass/Fail Criteria</u>	
● Compliance with RFQ Instructions	P / F
● Licensing and Professional Standing	P / F
● Conflicts of Interest	P / F

The Selection Committee will eliminate from consideration any firm submission which receives a “Fail” grade on any one or more of the pass/fail criteria for evaluation.

After review and evaluation of the submissions, the Selection Committee may select one or more Respondents for interviews. However, the Selection Committee is not required to conduct interviews. The Selection Committee may determine that interviews are not necessary for the selection process, and such decision is within the sole discretion of the Selection Committee.

When the Selection Committee concludes its work, it will make a recommendation to the HFHT Board of Directors, and request authority to begin negotiating an agreement, including final scope of work and fees for services, with the successful Respondent firm.

Upon approval by the HFHT Board of Directors, HFHT staff will begin contract negotiations with

the successful Respondent. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time, as determined by HFHT, HFHT staff will terminate negotiations with the firm, and will request authority from the HFHT Board of Directors to begin negotiations with another Respondent firm. Any compensation discussed with one Respondent will not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the successful Respondent firm will enter into an agreement with HFHT. The agreement shall not be in force until it is signed by the HFHT Executive Director. HFHT cannot pay for any work or services performed prior to the issuance of a notice to proceed by HFHT.

Please note, this RFQ does not guarantee that HFHT will make any contract award. HFHT reserves the right to modify, amend, or withdraw this RFQ, in whole or in part, at any time and for any reason, in its sole discretion. HFHT also reserves the right to reject all submissions, in its sole discretion.

END OF RFQ DOCUMENT