

## **REQUEST FOR PROPOSAL**

### **DESIGN BUILD PUBLIC WORKS BUILDING**

March 2017

The City of Alabaster is currently accepting proposals for Design Build Services for the design and construction of a new public works facility to be located at Limestone Park in Alabaster, Alabama.

#### **Contact Information:**

Please direct any questions and all correspondence regarding this RFP to:

City of Alabaster  
Attn: Mark Harris  
900 Maintenance Drive  
Alabaster, AL, 35007  
Email: [mharris@cityofalabaster.com](mailto:mharris@cityofalabaster.com)

#### **Proposal Due Date:**

All sealed proposals must be received at Alabaster City Hall located at 1953 Municipal Way, Alabaster, Alabama by 10:30 AM – March 31, 2017.

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## Section One: Instructions

### Section One: General Expectations

The City is seeking Design-Build services for a new Public Works facility as set out herein. The location chosen by the City is property located behind 2400 Highway 31 South within the Limestone Park complex owned by the City of Alabaster. The location has been staked and site visits are available. Geotech Services have been performed by Contour Engineering, and the report is available for review.

All proposals shall be legibly typed and comply in all regards with the requirements of this RFP.

All proposals must be signed in ink. If a firm, joint venture, or partnership makes the proposal, the name and address of the firm or partnership shall be shown together with the names and addresses of all the members. If a corporation makes the proposal, an authorized official must sign it in the name of said corporation.

Sealed proposals must be submitted, bearing on the outside the name and address of the proposing party, the name of the project for which the proposal is submitted and the time and date of the proposal opening. If the proposal is forwarded by mail, the proposal must be enclosed in a sealed package addressed to:

City of Alabaster Attn: Mark Harris, 1953 Municipal Way, Alabaster, AL, 35007.

The City of Alabaster reserves the right to solicit additional information or proposal clarification from vendors, or any one vendor, should the City deem such information necessary.

The City of Alabaster reserves the right to reject any and all proposals, to waive informalities or irregularities in the proposal submission process, and to negotiate further with any proposing parties. Any disputes, or interpretations, will be resolved by the City of Alabaster and will be final.

Any material supplied by a Proposing Party that may be considered confidential, to the extent it is allowed under Public Records Law, must be so marked with statutory exemption asserted.

Copies of the current General Contractors License, Engineering Licenses, Architectural Licenses, Non-Collusion and Conflicts of Interests Statement **must be provided.**

### Terms of Contract

The successful proposing party will do all design and construction work; furnish all labor, engineering, materials, tools, and equipment for a proposed Public Works Building as set out in **Exhibit A**. Based upon the City's review of the proposals received, the City will select its preferred proposal and proceed to contract negotiations. If negotiations are not successful with the party who submitted the preferred proposal, the City may negotiate with the next party regarding their proposal, or decide to make no selection. **Please submit a proposed contract with your proposal. You must include compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. (See Appendix B)**

The City reserves the right to reject any and all proposals which are in its discretion inconsistent with regards to service, experience and/or compliance to specifications. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

### **Schedule for RFP**

Requests for Proposals opening will be at 10:30 pm on Friday, March 31, 2017. All submitted packets must arrive at Alabaster City Hall prior to this time in order to be considered. Proposals must arrive in a sealed and clearly labeled enclosure.

A committee will review all validly submitted proposals and make a recommendation to the Alabaster City Council as to which proposing party to begin negotiations with.

### **Copies Required**

Each proposal must include one (1) signed original and four (4) copies, for a total of five (5), for submission. Additionally, one (1) copy must be submitted in electronic format.

### **Official Contact**

Each proposal should be sealed and addressed to:

City of Alabaster Attn: Mark Harris, 1953 Municipal Way, Alabaster, AL, 35007

Any questions should be directed to:

City of Alabaster Attn: Mark Harris, 900 Maintenance Drive, Alabaster, AL, 35007

## **Section Two: Selection Process**

### **Selection Committee**

The review and selection of valid and on-time proposals will be done by a committee consisting of a Public Works Director, City Manager and Mayor. The City Attorney may be included if specific questions of legality arise in the selection committee. The committee will make a recommendation indicating their preferred proposal to City Council who will then approve City Staff to commence contract negotiations. Upon verbal approval of the contract from the chosen party's proposal, the contract will be forwarded for City Council approval.

### **General Criteria**

The City seeks a vendor who will maintain our excellent standards of professional service to the community in designing and constructing public buildings. The City seeks a proposal from an individual/corporation or otherwise qualified entity that is staffed with well-trained, experienced and licensed personnel. The

successful proposal will be the one found by the City to be most beneficial to the City of Alabaster and its residents. The proposing party should address all criteria as listed in Section Three (3) of this RFP.

### **Withdrawal**

A proposal already received may be withdrawn from consideration by the City of Alabaster only if the proposing party furnishes the City with a written notice that the proposal is withdrawn prior to the time stated for the opening of the proposals.

## **Section Three: Request for Proposals**

### **Non-Collusion / Conflict of Interest Statement**

#### **Proposal Response (See Appendix A)**

The Successful Contractor, through the formal submittal of this proposal response, declares that they have examined all related proposal documents, reviewed the construction site, and read the instruction and conditions, and submitted their proposal in conformity therewith. The Proposing party, by their signature below, hereby represents as follows:

- (a) That no Councilmember, official, officer, agency or employee of the City of Alabaster is financially interested directly or indirectly in this proposal or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the City, its Council, officers, agents, or employees had induced them to enter into this proposal and the papers made a part hereof by its terms;
- (b) That this proposal is made without connection with any person, firm or corporation submitting a proposal for the same service, and is in all respects, fair and without collusion or fraud.

Please include all of the following regarding your organization and proposal. Please be as specific as possible.

#### **1. Credentials:**

- a. In one page or less, describe and explain your organization.
- b. Please list three (3) references and their contact information, that you have similar contracts with or have served and include dates of service. Additionally, please ensure that of those, two (2) references are from government, public or nonprofit organizations. The City of Alabaster reserves the right to contact any and all references listed as well as any other entities that your organization does business with.
- c. Please list outstanding obligations you or any affiliated company have with the City of Alabaster.
- d. Please attached the professional licenses of each person and or corporation to be involved in the (a) the design of the building, and (b) the construction of the building.

2. **Pricing:** Please state the total cost of all Design Build Services, and a proposed schedule of values and anticipated timing for payment.
3. **Design:** Please provide four sided elevations of the proposed building, together with dimensions of the building.
4. **Expectations the Proposing Party would have for the City of Alabaster:** Please outline any and all expectations, being as specific as possible, your organization would have for the City of Alabaster should your proposal be chosen.
5. **Timing:** Please provided a time schedule for design and construction of the proposed building.
6. **Insurance:** The Successful Contractor shall provide proof of general liability insurance naming the City of Alabaster as an additional insured in the amount of not less than \$1,000,000.00 coverage, and proof of worker's compensation insurance.
7. **Compliance:** The Successful Contractor must comply with all local, state and federal laws and maintain health department approvals including Act 2011-535, Beason-Hammon Alabama Taxpayer and Citizen Protection Act. See Appendix B.
8. **Proposed Contract.** The Successful Contractor shall submit a proposed contract containing all of the essential terms of the proposal for Design-Build Services for review by the City.

#### **Section Four: Scoring Criteria**

|  |           |
|--|-----------|
| Compliant Professional Licenses          | 20 Points |
| Design Appearance                        | 20 Points |
| Price                                    | 40 Points |
| Overall Proposal and Compliance with RFP | 10 Points |
| References                               | 10 Points |

#### **Section Five: RFP Advertisement**

##### *Direct Mailed to:*

Hulon Construction

Lawler Building Systems

##### *Newspaper Advertisements*

Huntsville Times (1x)

Birmingham Times (1x)

Montgomery Advertiser (1x)

Shelby County Reporter (3x)

City of Alabaster is Seeking RFP's for Design Build Services.

The City of Alabaster is currently accepting proposals for Design/Build Services for a Public Works Building to be located at Limestone Park in Alabaster, Alabama.

All bids submitted on time and meeting all criteria set forth in the RFP instructions will be considered. The City reserves the right to reject any and all proposals that are inconsistent with regards to service, experience and compliance to specifications. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

Bids are due March 31, 2017, received no later than 10:30 AM at Alabaster City Hall. Interested parties can attain information from Public Works by calling 205-212-8556 or emailing [mharris@cityofalabaster.com](mailto:mharris@cityofalabaster.com)

## **EXHIBIT A**

### **BUILDING REQUIREMENTS**

The City of Alabaster will be accepting design to build proposals for a new 19,200 square foot Public Works Facility to be located in Alabaster at Limestone Park. The facility will be used by the Public Works Department for the Street Division, Sanitation Division and future Fleet Maintenance Division. All building requirements shall adhere to ALL City Codes and meet ISO 2009 Building/2011 Electrical Standards. The general scope of work will be the following:

- A. 7,500 Square Feet of the Structure dedicated to office space and indoor work areas. 6,000 square foot enclosed shop area and Office space; additional wash stations of approximately 1,500 square feet.

Main shop- 6,000 Square Feet with 4 bays approximately 30 feet wide. 1 Bay will be inside office space approximately 2000 Square Feet. 2 Bays will have a total of 4-12ft x 14ft metal one sided roll up steel doors and end bay will have a drive thru with 2- 12ft X 14ft roll up doors. The drive thru area will include an oil change pit. Note: ALL doors will be motor driven electric. The main shop will have an approximately 20 feet ridge height with 12/1 roof pitch roof. Outer eave shall be approximately 18 feet.

Wash Station- 1,500 Square Feet will be identical in design as Main Shop area but will include an open truck wash station along with ground floor storage complete with 1- 10ft X 10ft manual steel roll up door on side of building.

Office Area- interior within Main Shop and shall be constructed with load bearing walls to support roof top storage. The area will be approximately 2000ft consisting of a break room with small kitchen area, 2 offices, conference room, small kitchen area and 4 total rest rooms. Total area will be heated and cooled. Interior walls will be sheet rock and painted. The flooring will either be carpet or tile. Office area will be side entrance and will have brick/wood outer finish along with front windows and office windows.

- B. 11,700 Square Feet of roof only structure for vehicle and equipment storage.

Structure Design will be identical to Main Shop. The back eave height will be approximately 16 feet. Note: All storage area under roof will have aggregate ground covering. Office and Enclosed Shop Area will be concrete.

- C. General Conditions:

Electrical- as required prefer LED lighting in all areas



Plumbing- will be stubbed out of building only. City of Alabaster will handle water and sewer installation to facility. Main Shop area will have compressed air outlets throughout.

Foundation- as required and Geotech Service will be provided by the City. Total concrete pad 7500 Square Feet. Finish foundation height will be 8 to 10 inches above an established elevation from grade.

ALL drive and parking areas will be completed by the City of Alabaster

**Delivery: Project completion by December 1, 2018**

## Appendix A:

**Complete the following and Submit with your Proposal:**

Proposer Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

The names of the principal officers of the organization submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

(If Sole Proprietor or Partnership)

The undersigned, through the formal submittal of this proposal response, declares that they have examined all related proposal documents and read the instruction and conditions, and hereby proposes to supply materials and services for Beverage/Concessions as specified, in accordance with the proposal documents herein.

The Proposing party, by their signature below, hereby represents as follows:

**(a) That no Councilmember, official, officer, agency or employee of the City of Alabaster is financially interested directly or indirectly in this proposal or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the City, its Council, officers, agents, or employees had induced them to enter into this proposal and the papers made a part hereof by its terms;**

**(b) That this proposal is made without connection with any person, firm or corporation submitting a proposal for the same service, and is in all respects, fair and without collusion or fraud.**

In witness hereto, the undersigned has set his (its) hand this \_\_\_\_ day of\_\_\_\_\_, 20\_\_.

Name of Firm \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Proposing Party

(If Corporation) In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers this \_\_ day of \_\_\_\_\_, 20\_\_.

Name of Corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

VERIFICATION

STATE OF ALABAMA            )

SHELBY COUNTY            )

Before me, the Undersigned Notary Public, appeared \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of \_\_\_\_\_ and doth depose and say that the representations made herein are true and correct to the best of their knowledge and belief.

\_\_\_\_\_

Notary

MCE: \_\_\_\_\_

## Appendix B

### ALABAMA IMMIGRATION LAW COMPLIANCE GUIDELINES FOR CONTRACTORS AND VENDORS DOING BUSINESS WITH THE CITY OF ALABASTER:

Section 9 of Alabama Act No. 2011-535 entitled the “Beason-Hammon Alabama Taxpayer and Citizen Protection Act” (<http://ago.alabama.gov/File-Immigration-AL-Law-2011-535>) requires that, **as a condition for the award of a contract to a business entity or employer that employs one or more employees working in Alabama, the business entity or employer provide an affidavit and documentation of enrollment in the Federal E-Verify program.** During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

The attached Affidavit for Business Entity/Employer/Contractor and the entity’s E-Verify Memorandum of Understanding must be included with the bid or contract. If you do not believe these requirements are applicable to your entity, include an explanation justifying such exemption. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site [www.uscis.gov/everify](http://www.uscis.gov/everify) or at the Alabama Department of Homeland Security web site <http://immigration.alabama.gov>. The Alabama Department of Homeland Security has established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program.

## **AFFIDAVIT OF ALABAMA IMMIGRATION COMPLIANCE BY A BUSINESS ENTITY OR EMPLOYER**

In compliance with Sections 9 (a) and (b) of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act (Code of Alabama, 1975, §31-13-9 (a) and (b)), this Affidavit of Alabama Immigration Compliance is to be completed and signed by an authorized representative of a business entity or employer and notarized, as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees.

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me, a notary public, personally appeared \_\_\_\_\_ (Affiant's name) who, being duly sworn, says as follows:

As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (Affiant's position) for \_\_\_\_\_ (name of business entity, employer, or contractor) that said business entity, employer, or contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

I further attest that said business entity, employer, or contractor is enrolled in the E-Verify program as evidenced by the attached Memorandum of Understanding.

I further attest that all sub-contractors in my employment are duly enrolled in the E-Verify program and upon request can produce the appropriate forms verifying such action.

\_\_\_\_\_  
Signature of Affiant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. I certify that \_\_\_\_\_ the affiant is known (or made known) to me to be the identical party he or she claims to be.

\_\_\_\_\_  
Signature and Seal of Notary Public