

# **REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES TOWN OF MIDWAY**

## **Introduction**

The Town of Midway is accepting Requests for Qualifications from qualified architectural firms to provide professional architectural services for the Town of Midway PY 2017 Community Development Block Grant (CDBG) project.

## **Scope of Services**

The architect shall be required to provide professional and technical architectural assistance to the Town of Midway to include, but not limited to, the following:

1. Preliminary Cost Estimate, Assessment Report and Drawings as required for application;
2. Design and development of construction plans and specifications;
2. Preparation of bid documents, bid advertisement and bid openings;
3. Attendance at Pre-Bid and Pre-Construction Conference;
4. Preparation of legal descriptions for easements/property acquisitions, if necessary;
5. Progress and final inspections to encourage satisfactory and timely completion of project; and
6. Submission of all necessary documentation to ADECA for concurrence and/or review.

## **Issuing Office and Inquiries**

This RFQ is issued by the Town of Midway. The program administrator and point of contact for the purposes of contract administration and technical assistance is Ashton Estes, Program Manager for Community and Economic Development, South Central Alabama Development Commission, 5900 Carmichael Place, Montgomery, Alabama 36117, 334-244-6903. Questions that arise as a result of this RFQ which require a written response must be submitted in writing to the Issuing Office. All questions must be submitted to SCADC's contact person on or before July 21, 2017. No proposal conference will be held for this RFQ.

## **Type of Contract**

A fixed price contract will be used for the services covered under this proposal request. No percentage or cost plus percentage proposals will be allowed. The architect fee must be in line with the Approved Median Fees for Architectural Services. The Town of Midway and the issuing agency are not liable for any cost incurred by the proposing firms prior to the issuance of a contract.

## **Acceptance of Proposal Content**

The contents of the proposal of the successful firm, as mutually modified, amended or supplemented shall become contractual obligations if a contract ensues. Failure of the successful firm to accept these obligations may result in cancellation of the award.

## Thresholds

Offers of architectural services **must meet all** of the following threshold requirements in order to be considered further:

1. The offerer must be owned and controlled principally by registered architect(s).
2. The successful offerer must not be on the federal debarred list.

## Content of Proposal

Proposals should include at a minimum the following:

1. Technical architectural experience
2. Experience with similar projects
3. Experience of personnel to be assigned to project
4. Proximity and availability of firm to the Town
5. Work references

## Selection Criteria

The Town of Midway will evaluate all proposals that meet threshold criteria above, according to the following rating factors:

	Points
1. Minority/Female controlled firm	5
2. Work references	0 to 20
3. Technical expertise	0 to 25
4. Experience profile	0 to 25
5. Sensitivity to client needs	<u>0 to 25</u>
<b>TOTAL</b>	<b>100</b>

The proposals will be reviewed and rated by the Town of Midway and/or its representatives. No on-site interviews will be conducted. In order to be considered, proposals must be submitted to South Central Alabama Development Commission **prior to 3:00 P.M. on Wednesday, July 26, 2017**, and may be mailed or hand delivered to the following address:

South Central Alabama Development Commission  
**ATTN: Ashton Estes**  
5900 Carmichael Place  
Montgomery, Alabama 36117

All proposals should be sealed and clearly marked "Proposal for Architectural Services for the Town of Midway". Each proposer should submit two copies. The Town reserves the right to reject any and all proposals. Questions concerning this solicitation may be directed to Ashton Estes of South Central Alabama Development Commission at (334) 244-6903 Ext. 145. The Town of Midway is an Equal Opportunity Employer and encourages the participation of women and minority owned businesses and Section 3 qualified contracts in all contract procurements.