

**REQUEST FOR QUALIFICATIONS (RFQ'S)**  
**for Professional Architectural Services for the Baldwin County Commission**

1.0 PROJECT ANNOUNCEMENT

Through this Request for Qualifications (RFQ), Baldwin County Commission is seeking qualifications from qualified professional architectural firms to demonstrate qualifications, experience, and proposed approach for architectural design through construction administration services for a thirty-six (36) month period for all construction projects for the Baldwin County Commission.

The Commission will select qualified architects which will be placed on an "On-Call" List for Architect Services. The selected architects shall provide preliminary designs and cost estimates, final design services, and construction administration services for all construction projects including but limited to, new buildings, remodeling and alternations over the next thirty-six (36) months.

All Contractors will be required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov)

**Application Deadline: xxxxxx, xxxxx, x, 2019 at 2:00 P. M. Central Standard Time**

Respondents shall submit **ONE ORIGINAL** qualification package and **THREE COPIES** to:

Wanda Gautney, Purchasing Director  
312 Courthouse Square, Suite 15 (mailing address)  
257 Hand Avenue (physical address)  
Bay Minette, AL 36507  
(251) 580-2520

The Baldwin County Commission (BCC) reserves the right to waive any informalities, to reject any and all submittals, and to negotiate with any respondent to the RFQ.

2.0 OWNERS REPRESENTATIVE

2.1 Wanda Gautney  
Purchasing Director  
Baldwin County Commission

257 Hand Avenue  
Bay Minette, Alabama 36507

### 3.0 INSTRUCTIONS TO RESPONDENTS

3.1 RFQ must be submitted in sealed envelopes marked with the name of The Respondent and the words **“RFQ FOR ARCHITECTURAL SERVICES”** marked on the outside of the envelope. Submittals will not be accepted or considered after the deadline for receipt of the requested submittal. **EMAILED ORIGINALS WILL NOT BE ACCEPTED.**

3.2 Respondents shall be licensed and eligible to practice Architecture Services in the State of Alabama. Evidence of authority to do business in the State must be included in the submittal. All Architectural firms will be required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission’s Purchasing website under E-Verify at [www.baldwincountyal.gov](http://www.baldwincountyal.gov)

3.2.1 Minimum requirements for this RFQ include evidence of completed projects. The minimum specific requirements are:

#### 3.2.1.1 PROVIDE GENERAL COMPANY INFORMATION, WHICH INCLUDES:

- 3.2.1.1.1 History of company
- 3.2.1.1.2 Description of divisions or area offices
- 3.2.1.1.3 Types of services provided by your firm
- 3.2.1.1.4 Number of employees
- 3.2.1.1.5 Current and projected workloads
- 3.2.1.1.6 A current Statement from a certified Public Accountant or a letter from a bank or similar institute as to whether or not the firm is operating on a sound financial basis

#### 3.2.1.2 PROVIDE RELEVANT PROJECT EXPERIENCE, WHICH INCLUDES:

- 3.2.1.2.1 Project name and description
- 3.2.1.2.2 Owner
- 3.2.1.2.3 Gross square feet
- 3.2.1.2.4 Cost per square foot
- 3.2.1.2.5 Building structural type

#### 3.2.1.3 PROVIDE PROJECT TEAM INFORMATION, WHICH INCLUDES:

- 3.2.1.3.1 An organizational chart identifying the Architect/Architects and all other key personnel, project engineers and all other personnel who may be assigned to projects
    - 3.2.1.3.2 Description of each team member's role on the project
    - 3.2.1.3.3 Resumes of each team member
- 3.3 Baldwin County Commission reserves the right to reject any or all submittals, to re-advertise and negotiate with any qualified sources, or to alter the scope of services.
- 3.4 Baldwin County Commission reserves the right to revise or amend the requirements of the RFQ prior to the receipt deadline by written addenda.
- 3.5 Packages lacking any of the submittals that are required in this RFQ may be considered as incomplete and non-responsive.
- 3.6 RFQ shall be evaluated on a BEST VALUE basis. An **"On-Call" list of Architects** will be selected based on whose qualifications appear to be of the highest quality service, direct previous experience with the county and in the best interests of the Baldwin County Commission.
  - 3.6.1 Joint Venture Proposals will be allowed.
- 3.7 The apparent silence of the RFQ as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the Best Practices are to prevail.
- 4.0 FEE PROPOSAL
  - 4.1 For each new project, the Commission will select a qualified Architect from the established list of "On-Call" contract Architects. The firm/firms may be asked to provide a list of similar projects they have completed and/or a fee proposal based on the scope of work for the new project. The Commission may select one (1) of the approved firms from the "On Call" list and/or take fee proposals from one/or all of the firms for the project.
- 5.0 EVALUTION CRITERIA
  - 5.1 All requirements identified in this RFQ must be satisfied in order for the proposal to qualify for consideration. The County desires to receive response from architects who can demonstrate operational and technical qualifications and capabilities.

5.2 All proposals will be evaluated by representatives of Baldwin County Commission to identify the proposal that best meets the needs of Baldwin County Commission as set forth in the RFQ. The evaluation categories and a brief description of each component includes:

5.2.1 Qualifications and Experience: This category deals with architect's performance on prior projects, and the experience level of key personnel proposed for this project. Experience relates to the overall assessment of the architect's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP and on the evaluation team's assessment of the various factors.

5.2.2 Scope of Work: Technical Approach. This category represents an evaluation of the work plan submitted and the approach to be used to meet the County's needs.

5.2.3 Maintenance of Design Schedule: This category deals with the methodology for tracking, managing and projecting progress of the work and the ability to prepare documentation that will satisfy all approvals without delay.

5.2.4 Cost Consciousness: This component pertains to a demonstrated ability to bring in projects on budget and to the overall sensitivity to minimizing total projects costs including construction, maintenance, and energy usage.

5.2.5 Responsiveness to Proposal: Responsive to the overall proposal will be evaluated for logic, order, level of appeal, design, responsiveness, innovation, solutions, accuracy, timelines of submission and inclusion of required documents.

## 6.0 INDEMNIFICATION

The Architect shall indemnify, defend and hold County and its affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder resulting from any negligent act or omission by the Architect. The Architect shall provide the COUNTY with proof of general liability

coverage including the COUNTY as an additional insured. This indemnification shall survive the expiration of this agreement.

## 7.0 INSURANCE

The Architect agrees to carrier at their own cost and expense for the length of the contract and with insurers satisfactory to the Baldwin County Commission, maintain in effect the following insurance coverage from an insurance company or companies authorized to do business in Alabama.

- 7.1 A Comprehensive General Liability Policy
- 7.2 Comprehensive Liability Insurance covering all owned and non-owned Automobiles
- 7.3 Worker's Compensation Insurance as required by law
- 7.4 Architect's Professional E & O Liability Insurance not less than \$500,000 per occurrence

## 8.0 TERMINATION OF SERVICES

The COUNTY may terminate this Contract, with or without cause or reason by giving written notice of such to the other party. Upon receipt of such notices, PROVIDER shall discontinue its work to the extent specified in the notice.

In the event of termination, the COUNTY shall pay PROVIDER for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

## 9.0 CONTRACT PERIOD

This Contract shall be effective for a period of **thirty-six (36) months**, commencing immediately upon the same date as it's full execution with each firm.