

CITY OF TUSCALOOSA, ALABAMA



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**REQUEST FOR QUALIFICATIONS  
PROFESSIONAL PROJECT MANAGEMENT SERVICES  
OWNER'S REPRESENTATIVE / PROGRAM MANAGER FOR  
TUSCALOOSA BENJAMIN BARNES YMCA PROJECT**

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Project Name: Tuscaloosa Benjamin Barnes YMCA Project  
OCA A22-0376 /OCE 2022.014.001

Issued by:  
City of Tuscaloosa  
2201 University Boulevard  
Tuscaloosa, Alabama

Date Issued: 04/28/2022  
Deadline for Responses: 05/19/2022

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

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## **PART 1 – OVERVIEW**

The City of Tuscaloosa is requesting qualifications from firms to provide professional Project Management Services and to serve as the City’s Owner’s Representative / Program Manager for Tuscaloosa Benjamin Barnes YMCA Project. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

The selection of a firm for this project is qualifications-based procurement for professional services conducted in a manner to provide full and open competition.

Qualifications of the responding firms will initially be reviewed and evaluated by a selection committee comprised of City Staff. The selection committee will review the responses to criteria identified in Part 5 of this document, conduct reference checks and due diligence, may choose to hold interviews or host presentations, as well as consider other information relevant to this project and the professional services desired by the City.

Upon consideration by the Selection Committee, City staff will recommend a firm to the Tuscaloosa City Council to provide professional Project Management Services and to serve as the City’s Owner’s Representative / Program Manager.

Upon authorization from the Tuscaloosa City Council, the City will enter into negotiations with the selected firm. Pending successful negotiations, the successful firm will enter into a Professional Services Agreement (“PSA”), as authorized by the Tuscaloosa City Council.

## **PART 2 – THE PROJECT AND SCOPE OF WORK**

### **2.1 The Project**

The existing Tuscaloosa Benjamin Barnes YMCA was a vision expressed by the community in 1953 and made reality by construction at its original location in the 1960s. Now, led by a community engagement initiative known as Project Unity, a new Benjamin Barnes YMCA facility is planned for construction at the 3100 block of Martin Luther King Jr. Blvd. The brand new Benjamin Barnes YMCA will be a family, community, youth- oriented facility featuring classrooms for various youth programs and spaces for various community activities. The project intent is to construct a family, community, youth- oriented facility that will deliver programs and services that address needs in the areas of youth development and advancement, healthy living, and social responsibility.

### **2.2 Services and Scope of Work**

As the Owner’s Representative/ Program Manager, the successful Respondent will advise the City on all design and construction-related aspects of the Tuscaloosa Benjamin Barnes YMCA Project and will act as the City’s project representative to all engineering, design, construction professionals engaged for the project as well as community stakeholders.

The Owner's Representative will act on the City's behalf in overseeing the entire project from design, planning, construction, to close-out. This will include acting as an independent advocate and advisor to the City to coordinate all activities of the project team, manage project costs, identify and mitigate risks, accelerate project delivery, and optimize value for the City.

In coordination with the design team and other stakeholders, the Owner's Representative will oversee and guide the program to identify, reduce, and/or eliminate redundancies with nearby facilities to maximize value.

At this time, the City anticipates that the Owner's Representative/ Program Manager will be responsible for the following major responsibilities the project:

1. Prepare and update project management plan, including the construction management plan and risk management plan
2. Assist with the selection of the project team members (as necessary)
3. Assist with detailed materials / supplies/ other requirements
4. Development of, and ongoing updating of, the project budget to City Staff
5. Cost estimating (total project, subj-projects, and proposed change orders)
6. Constructability / technical review of engineering / design documents including bid documents, contract documents and technical specifications.
7. Total cost of ownership analysis, value engineering, and market availability
8. Serve as the Owner's Representative and project manager for the City; including but not limited to leading staff meetings and public meetings with elected officials and/or other stakeholders/other entities as needed.
9. Coordinate and document communications with and among the engineering / design team, construction team, City staff, and other stakeholders/other entities as needed.
10. Project scheduling, including developing and maintaining work breakdown structure, critical paths, and/or related schedules and tools
11. Assist the City with selection of the construction team
12. Manage and document all project meetings
13. Construction quality control monitoring, testing, and inspection
14. Provide a digital photo or video log of the construction team progress at each stage
15. Document and coordinate any construction team request for information (RFI), and the response from the design team and the City
16. Document and coordinate any construction team request for changes to the project, response from the design team and the City, and all approved / denied requests for changes
17. Document and coordinate any City request for changes to the project, response from the engineering / design team, response from the construction team, and all approved /denied requests for changes
18. Document management and control including all construction and construction administration documents, correspondence, and plans, regardless of format
19. Document and coordinate construction team payment requests
20. Perform claim analysis

21. Perform commissioning services
22. Perform project close out services
23. Provide expert witness services, as needed
24. Provide resource augmentation and professional support services for City staff

With site selection by the design team complete, the successful Respondent will be expected to begin its work for this project in early summer 2022 and maintain a full-time commitment to the project through at least the completion of construction.

**Please Note:** The successful Respondent selected as the Owner’s Representative / Program Manager for the City will be expected to continue in the role of Owner’s Representative through the successful completion of the project. As the Owner’s Representative, the successful Respondent to this RFQ (and all of the Respondent’s affiliates) will **not** be eligible to bid on or to compete for any design contract (such as architecture or engineering contracts) or construction contracts (such as a general contractor or construction manager contract) for this project.

### **PART 3 – CONTENT OF PROPOSALS**

In order to facilitate the Selection Committee’s evaluation, each response should include the following content, in the following order:

- Cover Letter
- Table of Contents
- Executive Summary
- Licensing and Professional Standing
- Conflicts of Interest
- Background Information
- Firm Experience
- Project Understanding and Approach
- Project Team
- Quality Assurance and Quality Control

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

#### **3.1 Cover Letter**

The primary purpose of the cover letter is to identify a representative of the Respondent who is authorized to answer questions about the Respondent’s response, and to negotiate a Professional Services Agreement (“PSA”) with the City. The cover letter should provide the name, title, telephone number, email address, and mailing address for the Respondent’s designated representative.

The cover letter must be signed by the Respondent's designated representative, and shall serve as a certification that all of the statements and information in the Respondent's proposal are true, correct, and accurate.

### **3.2 Table of Contents**

Please include a table of contents for the proposal and any attachments or appendices.

### **3.3 Executive Summary**

The executive summary should be a brief summary of the proposal's key information, emphasizing the Respondent's qualifications, experience, and approach and work plan. There is no minimum or maximum page limitation for the executive summary, however, it generally should be limited to two pages or less.

### **3.4 Licensing and Professional Standing**

Please include a brief statement confirming that the Respondent is legally authorized to do business in Alabama, and that all staff assigned to perform services for the project are appropriately 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.

Finally, for the five year period preceding submission of the proposal, 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.<sup>1</sup> 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.

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<sup>1</sup> 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.

### **3.5 Conflicts of Interest**

Please identify all actual or potential conflicts of interest that would prevent the Respondent from entering into a professional relationship with the City generally, or for this project specifically.<sup>2</sup> If no such conflicts exist, please include a statement to that effect.

### **3.6 Background Information**

The background information should describe in general the Respondent's history and its experience in major construction projects, specifically including relevant experience in acting as an Owner's Representative on major public projects and cultural event centers. It should also describe the Respondent's size, and identify key ownership and management personnel. If the Respondent is a minority-owned or woman-owned business, please include a statement to that effect.

### **3.7 Firm Experience**

The response should identify at least three comparable publicly-funded projects which the Respondent has completed as an Owner's Representative or Program Manager, which the Respondent believes are similar to the proposed project, or otherwise relevant to the project or services to be performed. Particular emphasis should be given to family and community oriented activity, technology driven, learning and recreation centers.

In addition, please identify projects the Respondent has completed which were funded in whole or in part by public funds or describe the Respondent's experience building or managing construction of publicly-funded projects. 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
- 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.

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<sup>2</sup> The disclosure of actual or potential conflicts of interest will not automatically disqualify a Respondent from consideration. The Selection Committee will review any disclosed conflicts, and make an independent determination as to whether the potential conflict should disqualify the Respondent from consideration.

### **3.8 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.

### **3.9 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 availability to perform the required work and services, 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:

- 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
- A description of each subconsultant's role, and the work or services to be performed
- A description of previous joint work between the Respondent and the subconsultant
- Particular experience of the subconsultant's key personnel, including past projects and resumes.
- If any proposed subconsultant is a minority-owned or woman-owned business, please include a statement to that effect.

### **3.10 Quality Assurance and Quality Control**

The response should describe how the 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 PROPOSALS**

Before submitting a response, the Respondent should carefully review the entire RFQ and be familiar with its contents. Submission of a response shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in performing any services.



#### **4.1 Submissions**

Respondents must submit responses electronically. The Respondent's email should reference "RFQ Response for Tuscaloosa Benjamin Barnes YMCA Project." The Respondent is responsible for obtaining confirmation that the City received the Respondent's response.

Electronic submissions should be made in Portable Document Format (PDF) file format, and should be sent via email to:

**Bryan Gurney PE, CFM**  
**Associate City Engineer**  
**Infrastructure and Public Services**  
**City of Tuscaloosa**  
[bgurney@tuscaloosa.com](mailto:bgurney@tuscaloosa.com)

**Respondent firm submissions must be received by the City by May 19, 2022 12:00 midnight Central Daylight Time.** 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.

#### **4.2 Inquiries**

The City 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:

**Bryan Gurney PE, CFM**  
**Associate City Engineer**  
**Infrastructure and Public Services**  
**City of Tuscaloosa**  
[bgurney@tuscaloosa.com](mailto:bgurney@tuscaloosa.com)

Inquiries can be submitted regarding this RFQ until May 12, 2022 12:00 midnight Central Daylight Time, after which time no further inquiries will be addressed by the City.

If the City chooses to respond to an inquiry, the City 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 City's website at [www.tuscaloosa.com/bids](http://www.tuscaloosa.com/bids).

Each addendum issued by the City 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.

### **4.3 Additional Items Related to submissions by Respondent Firms**

#### **a. Submission rejection/costs**

By issuing this RFQ, the City does not commit to entering into a contract, to paying any costs incurred in the preparation of a submission, response, or to procuring or contracting for services. The City 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 the City's interests in its sole discretion, and to waive irregularities or informalities in any submissions/responses or in the submission procedures. The City 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 the City.

#### **b. Contract and Insurance Requirements**

The City 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 the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City 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**

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

### **4.4 Public Records**

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

Unless otherwise compelled by a court order, the City will not disclose any response while the City conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the City either awards an agreement to a successful Consultant, or the City rejects all responses, the City shall consider each response 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 the City, identify the legal basis for exception from

disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the qualifications submittal.

**PART 5 – SELECTION PROCEDURE**

The City will use a Selection Committee of qualified City employees for the evaluation of responses. This is a qualifications-based procurement for professional services, in which the qualifications of the responding Consultants 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 responses submitted in response to this RFQ, and rate the responses based on the following grading system, which includes both numerical and pass/fail criteria:

<b><u>Numerically-Scored Criteria</u></b>	<b>Max. Points</b>
• Firm Experience	25
• Project Understanding and Approach	25
• Project Team	25
• Quality Assurance and Quality Control	10
• Minority- or Woman-Owned Business	15
<b><u>Pass/Fail Criteria</u></b>	
• 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 response which receives a “Fail” grade on any one or more of the pass/fail criteria for evaluation.

After review and evaluation of the responses, 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 City Council’s Public Projects Committee, and request authority to begin negotiating a PSA, including final scope of work and fees for services, with the successful Respondent.

Upon approval by the Projects Committee, City 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 the City, then City staff will terminate negotiations the firm, and will request authority from the Projects Committee to begin

negotiations with another Respondent. Any compensation discussed with one Respondent will not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the successful Respondent will enter into a PSA with the City. The PSA shall not be in force until it is approved by the Tuscaloosa City Council, and it is signed by the Mayor. The City cannot pay for any work or services performed prior to the approval of the PSA by the City Council, and the issuance of a notice to proceed by the City.

The City's anticipated schedule for the RFP and selection process is as follows:

<b><u>Event/Milestone</u></b>	<b><u>Anticipated Date*</u></b>
RFQ Issued	4/28/2022
Deadline for Inquiries	05/12/2022
Deadline for Responses	05/19/2022
Consultant Interviews (if necessary)	05/30—6/09/2022
Consultant Selection / Begin Negotiation of PSA	06/14/2022
Approval and Execution of PSA	06/21/2022

**\*Note:** The anticipated dates are for informational purposes only, and the timeline is subject to change without notice at the City's sole discretion.

However, this RFQ does not guarantee that the City will make any contract award. The City 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. The City also reserves the right to reject all responses, in its sole discretion.

**END OF RFQ DOCUMENT.**