

Advertisement for Request for Proposals (RFP RE23-012)

GENERAL: The Retirement Systems of Alabama (“RSA”) is seeking proposals from qualified Architectural and Engineering Firms to provide professional design, architectural, engineering, and related services for RSA from time to time and for various locations within the State of Alabama during the period of June 2023 through May 2028. Projects may include, but are not limited to, tenant improvements, existing structure renovations, and/or new construction. Proposals will be received until close of business June 22, 2023 at which time the submission period will be terminated. RSA reserves the right to award multiple contracts under this RFP in the event RSA determines that RSA’s anticipated needs over the five-year term of the services requires the additional capacity of multiple firms.

For more information relating to RSA’s real estate investments and current properties, please visit: <https://www.rsa-al.gov/index.php/real-estate>.

DESCRIPTION: Furnish the following general services in association with the tenant improvements, renovations, and/or new construction for the Retirement Systems of Alabama:

- Space Planning
- Architectural Design/Code Compliance
- Mechanical Engineering
- Plumbing Design
- Electrical Engineering
- Fire Protection Performance Specification
- Interior Design
- Bidding and Construction Administration Services
- Structural Engineering Services, if required by the scope of the tenant improvements
- BOMA documents and records per floor

RSA expects most of the work will be for properties located in Montgomery, Alabama, and Mobile, Alabama; however, RSA reserves the right to request work in any location within the State of Alabama.

QUALIFICATION: Interested firms must submit qualifications in triplicate on GSA standard form 330 with any other relevant information. The Architectural and Engineering professional teams shall hold a professional license and be registered in the state of Alabama. Joint ventures or other joint bidding or subcontracting is allowed but must be fully disclosed, and proposals should include a responsibility matrix for services.

In addition, at a minimum, proposals must include the following:

- Proposed fee structure & rates

- Proposed project team with detailed resumes
- Proposed consultants with detailed resumes
- Proposed special or limiting contract language
- Disclosure of ongoing litigation and claims history
- State of Alabama Disclosure form
- Certification of compliance with Hammon-Beason
- Examples and experience with adaptive reuse of historical structures
- Examples of specialty exterior lighting
- Experience with retail and commercial office space (new construction and renovation)
- Experience with hospitality and performance arts facilities
- Evidence of licensure and registration to practice in the State of Alabama

PROPOSAL FORMAT: Proposals must be submitted in triplicate in a sealed envelope clearly marked “RFP 23-011” on the outside to the following address.

Proposals sent via FedEx or UPS:

Proposals sent via U.S. Mail:

The Retirement Systems of Alabama
Real Estate Division
201 South Union Street
Montgomery, Alabama 36104
Attn: Brant Hill

The Retirement Systems of Alabama
Real Estate Division
P.O. Box 302150
Montgomery, Alabama 36130-2150
Attn: Brant Hill

Proposals may also be hand delivered to Brant Hill at the Retirement Systems of Alabama building located at 201 South Union Street, Montgomery, Alabama.

Proposals will be accepted until 5:00pm on June 22, 2023. Proposals received after that time will not be accepted.

Brochures are discouraged and will not be considered as part of the submittal.

EVALUATION CRITERIA AND INTERVIEWS: RSA expects to use the following criteria in its evaluation of proposals: hourly rates, experience of the proposing firm, experience of the people assigned to the projects, size of the firm, and the firm’s volume of work. RSA reserves the right to add factors during the evaluation process in the event RSA deems additional factors to be in RSA’s best interest.

Prior to the award of any contract(s) under this RFP, the RSA reserves the right, but shall have no obligation, to conduct in-person interviews with any proposers who submit proposals determined to be reasonably susceptible of being selected for award.

GENERAL TERMS AND CONDITIONS FOR RFP RE23-011: All proposals are subject to the following terms and conditions:

1. Prohibited Contacts; Inquiries Regarding RFP. From the Release Date of this RFP until a contract is awarded, parties or persons that intend to submit, or have submitted, a Proposal are prohibited from communicating with any RSA employees to discuss the RFP or the Proposal. There are two exceptions to this prohibition: (A) parties or proposers interested in submitting a Proposal may submit questions to the designated RSA contact by telephone or e-mail if the questions involve *only* the RFP and proposal process; and (B) parties or proposers interested in submitting a Proposal may submit in writing and via e-mail questions on other subjects related to the RFP or Proposal, seeking additional information and clarification, sufficiently in advance of the deadline for delivery of the Proposals to provide time for RSA to develop and publish an answer. A question received less than two full business days prior to the deadline for Proposals may not be acknowledged. Questions and answers will be published on the RSA website.

2. Nonresponsive Proposals. Any Proposal that does not satisfy requirements of the RFP may be deemed non-responsive and may be disregarded without evaluation. Clarification or supplemental information may be required from any Proposer.

3. Changes to the RFP; Changes to the Schedule. RSA reserves the right to change or interpret the RFP prior to the Proposal Due Date. Changes will be communicated via posting the changes on the RSA website; it is imperative that Proposers continue to check the RSA website for updates. Changes to the deadline for Proposals, or to the RFP timeline, or to other scheduled events may be made by RSA as RSA deems to be in its best interest.

4. Proposed Expenses. Unless otherwise specified, disclosed, or agreed upon by RSA, any reimbursable expenses to be incurred by the service provider in the providing the solicited services must be disclosed in a Proposal and shall be charged at actual cost without mark-up, profit or administrative fee or charge. Only customary, necessary expenses in reasonable amounts will be reimbursable. Expenses not disclosed in the Proposal may not become part of any contract resulting from this RFP.

5. Rejection of Proposals. RSA reserves the right to reject any and all proposals and cancel this RFP if, in the exercise of its sole discretion, it deems such action to be in its best interest.

6. Expenses of Proposal. RSA will not compensate a Proposer for any expenses incurred in the preparation of a Proposal.

7. Disclosure Statement. Proposals must include one original Disclosure Statement as required by Code Section 41-16-82, et seq., Code of Alabama 1975. Copies of the Disclosure Statement, and related information, may be downloaded from the State of Alabama Attorney General's web site at

<http://ago.alabama.gov/Page-Vendor-Disclosure-Statement-Information-and-Instructions>.

8. Final Terms of Engagement. Issuance of this RFP in no way constitutes a commitment by the Soliciting Party to award a contract. The final terms of engagement for the service provider will be set out in a contract which will be effective upon its acceptance by RSA as evidenced by the signature thereon of its authorized representative. Provisions of this RFP and the accepted Proposal may be incorporated into the terms of the engagement should RSA so dictate. Notice is hereby given that there are certain terms standard to commercial contracts in the private sector use which RSA is prevented by law or policy from accepting, including indemnification and holding harmless a party to a contract or third parties, consent to choice of law other than the State of Alabama, methods of dispute resolution other than negotiation and mediation, waivers of subrogation and other rights against third parties, agreement to pay attorney's fees and expenses of litigation, and some provisions limiting damages payable by a vendor, including those limiting damages to the cost of goods or services.

9. Beason-Hammon Act Compliance. A contract resulting from this RFP will include provisions for compliance with certain requirements of the Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535, as amended by Act 2012-491 and codified as Sections 31-13-1 through 35, Code of Alabama, 1975, as amended), as follows:

E-VERIFY ENROLLMENT DOCUMENTATION AND PARTICIPATION. As required by Section 31-13-9(b), Code of Alabama, 1975, as amended, Contractor that is a "business entity" or "employer" as defined in Code Section 31-13-3, will enroll in the E-Verify Program administered by the United States Department of Homeland Security, will provide a copy of its Memorandum of Agreement with the United States Department of Homeland Security that program and will use that program for the duration of this contract.

CONTRACT PROVISION MANDATED BY SECTION 31-13-9(k). By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

10. Boycott Prohibition Compliance. A contract resulting from this RFP will include the following clause:

In compliance with Act 2016-312, Broker hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

QUESTIONS: Questions regarding this RFP, the services, or proposal preparations should be directed to Brant Hill at the following address:

The Retirement Systems of Alabama
201 South Union Street
Montgomery, Alabama 36104
Attn: Brant Hill
Brant.hill@rsa-al.gov
P 334.517.7200
F 334.517.7001