NOTICE

June 5, 2023

THE CITY OF MONTGOMERY, ALABAMA

REQUEST FOR QUALIFICATIONS (RFQ)

FOR ARCHITECTURAL SERVICES

for

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FUNDED PROJECTS

The City of Montgomery will receive sealed Qualifications for the provision of Architectural Services on HUD funded activities for the Department of Community Development, Community Development Division.

The City’s primary goals in pertaining to these services are to:

1. To meet the national objectives set forth by HUD regulations for the CDBG, HOME, and ESG programs.
2. To be programmatic compliant with all regulations set forth by the HUD regulations for the CDBG, HOME, and ESG programs.

The purpose and scope of the activities shall be in conformance with the national objectives of the U.S. Department of Housing and Urban Development (HUD).

Sealed qualifications will be received until 4:00 p.m., Central Standard Time, Monday, July 6, 2023.

All submissions shall be addressed to the attention of:

Dr. Gary C. Sharp, CDBG Program Manager

Department of Community Development

City of Montgomery

25 Washington Avenue, 4th Floor

Montgomery, AL 36104

All envelopes/shipping boxes must be plainly marked “ARCHITECTURAL QUALIFICATIONS FOR HUD FUNDED PROJECTS” and must bear the name of the proposer.

Copies of the RFQ may be obtained from the Department of Community Development by calling 334-625-3730, or by visiting the City’s website at:

<https://www.montgomeryal.gov/government/city-government/city-departments/community-development/community-development-division>

All inquiries should be in writing and directed to:

Dr. Gary C. Sharp @ gsharp@montgomeryal.gov

REQUEST FOR QUALIFICATIONS (RFQ)

ARCHITECTURAL SERVICES

for
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FUNDED PROJECTS

City of Montgomery
COMMUNITY DEVELOPMENT DEPARTMENT

Date: June 5, 2023

Interested firms should submit their responses no later than 4:00 p.m., Central Standard Time on Monday, July 6**,** 2023. The RFQ response packages should be marked “ARCHITECTURAL QUALIFICATIONS FOR HUD FUNDED PROJECTS”. Submit three (3) hard copies and two (3) electronic copies on USB drives to:

Dr. Gary C. Sharp, CDBG Program Manager

Department of Community Development

City of Montgomery

25 Washington Avenue, 4th Floor

Montgomery, AL 36104

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Background

The City of Montgomery, Alabama is seeking to engage qualified architectural firms to provide full architectural services to design and provide construction administration for a variety of construction and rehabilitation projects located in Montgomery, Alabama. Funding for the initiatives will be provided by the United States Department of Housing and Urban Development (HUD).

Qualifications

The responses will be evaluated based on the firm’s prior experience and qualifications on comparable work and the ability to meet project schedules. DBE status and/or participation will also be taken into consideration. There is no page limit for responses.

The responses should include the following:

1. The name of the parent company, which shall be the primary point of contact, and statement of the locations where the actual work would be performed.

2. The names of principals to contact, including names, titles, telephone numbers, mailing addresses and e-mail addresses.

3. Indicate whether the firm operates as a sole proprietor, partnership or corporation; and, if incorporated, include the state in which the firm is incorporated. The statement should include information on the corporate status of the firm to operate in the State of Alabama, if any, or state of incorporation.

5. Resumes of all personnel, including their Alabama professional registration numbers, if applicable, proposed to perform the work, both in-house and those to be acquired from outside sources, should be included.

6. A list of client references for previous work performed similar to this project that the City may use to contact the firm's performance. The information should include a brief description of the project; a contact name, address, current telephone number; and a description of firm's or individual's contributions to the project.

7. Statement of professional and financial status or solvency, including any pending legal disputes, should be documented. If none exists, a statement to that effect should be included. A copy of the latest published certified financial statement should also be included in the Proposal. A statement as to whether or not the firm is operating on a sound financial basis (supported by the most recent audit).

Schedule

Describe how your team will adequately staff, in both number and experience of personnel, to support and deliver a project and identify the process for management controls your firm will utilize to execute design and construction administration requirements, and develop project timelines.

In-person Interview

Upon receiving the RFQ responses the Community Development Division will evaluate and qualify firms. Potential qualifiers may be asked to participate in interviews and/or to provide additional information, which will include but not be limited to: clarifications of qualifications and technical, financial, and managerial capacity. A list of qualified individuals and organizations will be compiled, from which the Community Development Division will select providers of professional services on a rotating basis. The list will remain active for a term of 2 years.

Negotiation and Evaluation

This Request for Qualifications does not commit the City of Montgomery, Alabama to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFQ, or to procure or contract for any supplies, goods or services. The City reserves the right to reject any and all submittals or cancel the solicitation if it is in the best interest of the City to do so. Any negotiations will be in conformance with applicable federal, state, and City of Montgomery laws, regulations and procedures. The selected firm must be able to comply with all City, State and Federal laws, regulations and guidelines.

Evaluation

1. Firms prior experience and qualifications on comparable work 30%

2. Project team experience and qualification on comparable work 25%

3. Participation of DBE firms 25%

4. Ability to meet projects’ schedules 20%

Certification of Non-discrimination Policy

Firms shall not discriminate on the grounds of race, religion, color, sex, disability or national origin in the selection of employees and sub-consultants. This shall, at a minimum, include employment, promotion, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training. The City of Montgomery strongly encourages the use of Disadvantaged Business Enterprises (DBEs) for projects financed with City or federal funds. In this regard, the City of Montgomery has an overall DBE goal for this project of a minimum of thirty percent (30%) on any City or federal funds expended on this project. Firms that submit proposals will be evaluated on the ability to meet this goal. Should the goal not be able to be met, evidence of a good faith effort will be required to be provided in writing. See the attached Resolution 63-2021 and associated Exhibit A.

Firms shall comply with all applicable Federal laws, regulations, and requirements and all provisions of this Agreement, which include compliance with the provisions of the Housing and Community Development Act (HCD) of 1974 and all rules, regulations, guidelines, and circulars promulgated by the various Federal departments, agencies, administrations, and commissions relating to the CDBG Program. The applicable laws and regulations include, but are not limited to:

* 24 CFR Part 570;
* 2 CFR Part 200 “Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards”;
* The Davis-Bacon Fair Labor Standards Act;
* The Contract Work Hours and Safety Standards Act of 1962;
* Copeland “Anti-Kickback” Act of 1934;
* Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA);
* Title VI of the Civil Rights Act of 1964; (Public Law 88-352 implemented in 24 CFR Part 1)
* Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (Public Law 90-234 and Executive Order 11063 as amended by Executive Order 12259 (implemented in 24 CFR Part 107);
* Sections 104(b) and 109 of the Housing and Community Development Act of 1974;
* Section 3 of the Housing and Urban Development Act of 1968;
* Equal employment opportunity and minority business enterprise regulations established in 24 CFR part 570.904;
* Non-discrimination in employment, established by Executive Order 11246 (as amended by Executive Orders 11375 and 12086);
* Section 504 of the Rehabilitation Act of 1973 Uniform Federal Accessibility Standards;
* The Architectural Barriers Act of 1968;
* The Americans With Disabilities Act (ADA) of 1990;
* The Age Discrimination Act of 1975, as amended;
* National Environmental Policy of 1969 (42 USC 4321 et seq.), as amended;
* Lead Based paint regulations established in 24 CFR Parts 35, 570.608, and 24 CFR 982.401;
* Asbestos guidelines established in CPD Notice 90-44;
* HUD Environmental Criteria and Standards (24 CFR Part 51);
* The Energy Policy and Conservation Act (Public Law 94-163) and 24 CFR Part 39;
* Historic Preservation Act of 1966, as amended, and related laws and Executive Orders;
* Federal restrictions on the use of power of eminent domain;
* Byrd Anti-Lobbying Amendment (and related acts and requirements);
* Executive Order 11988, Floodplain Management, 1977 (42 FR 26951 et seq.); and,
* Flood Disaster Protection Act of 1973.
* Hatch Act of 1939 (Chapter 15 15 Title V of the U.S.C.)
* Beason-Hammon Act of Alabama (Section 13-1, et seq., Code of Alabama 1975) The Beason-Hammon Alabama Taxpayer Citizenship and Protection Act, codified at Section 31-13-1, et seq., Code of Alabama (1975), as amended, requires that business entities and employers with whom the City contracts provide proof of enrollment and participation in E-Verify, an internet based system operated by the U.S. Department of Homeland Security, which may be used to determine the eligibility of new hires to work in the United States.

As proof of enrollment and participation in E-Verify, the City requires the following:

1. The City of Montgomery’s Affidavit for Business Entity, fully completed and signed; and,
2. The 13-page E-Verify Memorandum of Understanding with the U.S. Department of Homeland Security or Alabama Department of Homeland Security (contractors having fewer than 25 employees).

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BUSINESS ENTITY INFORMATION

CITY OF MONTGOMERY

It is the intent of the City of Montgomery that Firms possess certain qualifications. Therefore, the following information is to be furnished by the Firm and must be sworn to by an officer (authorized representative) of the Firm who has the responsibility and authority to bind the company statements made.

Each Firm shall show all requested information pertaining to their organization or to themselves personally, and submit the same.

The undersigned Firm agrees to furnish, upon request from the City of Montgomery, any additional information needed to substantiate or clarify the Firm’s qualifications.

THE UNDERSIGNED FIRM DECLARES THAT THE FOLLOWING DATA AND INFORMATION ARE TRUE STATEMENTS CONCERNING THEIR PERFORMANCE ABILITY TO COMPLY WITH THE REQUIREMENTS OF THE SERVICES TO BE SUPPLIED.

Name of the Firm (exactly as it should appear on the service contract):

Principal Office Address:

Telephone Number:

Form of Business Entity (Check one):

( ) Corporation

( ) Partnership

( ) Individual

( ) Joint Venture

CORPORATION STATEMENT

If a corporation, answer the following:

When incorporated? Where incorporated?

Is the corporation authorized to do business in Alabama? Yes ( ) No ( )

 If so, as of what date?

The corporation is held: Publicly ( ) Privately ( )

If publicly held, how and where is the stock traded?

Furnish the name, title, and address of each officer, director, and principal shareholder owning 10% or more of the corporation’s issued stock.

 PRINCIPAL BUSINESS

DIRECTORS’ NAMES ADDRESS OTHER THAN APPLICANTS

3.

4.

5.

OFFICERS NAME POSITION

PRINCIPAL SHAREHOLDERS

PARTNERSHIP AGREEMENT

If a partnership, answer the following:

 Date of Organization:

 General Partnership ( ) Limited Partnership ( )

 Partnership Agreement recorded? Yes ( ) No ( )

DATE BOOK PAGE COUNTY

 Has the partnership done business in Alabama? Yes ( ) No ( ) When?

 Name, address, and partnership share of each general partner:

NAME ADDRESS SHARE

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Attach a complete copy of the fully executed Partnership Agreement.

Name of a full-time managing officer or managing employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOINT VENTURE STATEMENT

If a joint venture, answer the following:

 Date of Organization:

 Joint Venture Agreement recorded? Yes ( ) No ( )

DATE BOOK PAGE COUNTY

 Have the Joint Ventures’ conducted business in Alabama? Yes ( ) No ( )

 Name, address, and percent of ownership of each joint venture:

NAME ADDRESS SHARE

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Attach a complete copy of the fully executed Joint Venture Agreement.

Name of a full-time managing officer or managing employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INDIVIDUAL STATEMENT

If an individual, answer the following:

 Date business started:

 Is there a Successor Agreement recorded? Yes ( ) No ( )

DATE BOOK PAGE COUNTY

 Has the individual done business in Alabama? Yes ( ) No ( ) When?

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

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

Attach resume(s) or owner(s).

Name of full-time managing officer or managing employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CERTIFICATION REGARDING DEBARMENT & SUSPENSION

1. The underwriting consultant or firm certifies to the best of his/her knowledge and belief that the he/she and/or any of its principles are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and/or any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The underwriting consultant or firm shall provide immediate written notice to the City of Montgomery/Montgomery City-County Public Library, if, at any time prior to the award of any contract, the underwriting consultant or firm learns that this certification was in error when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the underwriting consultant or firm knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from the Statement of Qualifications for default.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Firm Representative and/or Managing Officer of Firm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

**RFP/PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED**

*This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed 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 within the State of Alabama.*

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

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

“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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(state position) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.”

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program.

(ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b) and (c) as amended.

AGENCY EXCLUSION RECORD FOR SYSTEM FOR AWARD MANAGEMENT

See [www.beta.SAM.gov](http://www.beta.SAM.gov)

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site.

*This page with the Sam.gov attachment is to be returned with the response to any RFQ or other form of procurement as a condition for the award of any contract, grant, or incentive by the United States Department of Housing and Urban Development (HUD), any subdivision thereof, or any HUD-funded entity.*

Vendor Ownership Questionnaire

Please check all categories that apply to your company.

VENDOR NAME:

ADDRESS:

PHONE #:

EMAIL ADDRESS:

IS THE COMPANY MINORITY OWNED: YES NO

IS THE COMPANY OWNED BY: FEMALE MALE BOTH

IS THE COMPANY INCORPORATED YES NO

ETHNICITY OF OWNERSHIP:

 ASIAN AMERICAN

 AMERICAN INDIAN

 BLACK

 DISABLED

 HISPANIC

 OTHER (PLEASE SPECIFY):

SIGNATURE:

PRINT NAME:

TITLE:

DATE: