



A Grand City on a CHARMING SCALE

REQUEST FOR QUALIFICATIONS #25-007 Project & Construction Management Professional Services

The City of Decatur is requesting qualifications from firms interested in providing project management and construction management services for future projects. The City is developing a list of qualified firms to potentially assist with these services on an as needed, per project basis. There is no deadline to provide this information; the list will be maintained and updated as needed.

Interested respondents must answer the qualifications questions in the Request for Qualifications. Upon receipt of a complete response to the RFQ, a short interview will be scheduled with our management team. A completed RFQ and interview are required to be considered for future projects. Answers in response to the RFQ may be submitted to Jeremy Sherrill, Purchasing Agent, via email at jsherrill@decatur-al.gov.

This request for qualifications is not an offer to contract, but seeks the submission of qualifications from qualified, professional respondent Project Management Professionals that may form the basis for the negotiation of an agreement. The City of Decatur reserves the right to reject any or all qualifications and to solicit additional qualifications, through the RFQ process, if that is determined to be in the best interests of the City of Decatur.

The City of Decatur reserves the right to contract with any entity responding to this RFQ. The City of Decatur makes no representation that participation in the RFQ process or selection for inclusion in the pool of qualified service providers will lead to an award of contract or any other consideration whatsoever.

The City of Decatur hereby notifies all Proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, gender, religion, age, disability, marital status, or national origin in consideration for an award.

The attention of Proposers is called to the provisions of Section 31-13-9, Code of Alabama 1975 relating to Immigration Law compliance and documentation thereof (i.e. participation in the Federal E-Verify program). The successful Proposer will be required to sign a contract that includes the following provision related to Immigration: "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."

RFQ #25-007 Request for Qualifications Project & Construction Management Professional Services City of Decatur, AL

Background

The City of Decatur is developing a list of qualified firms to potentially assist with project management and construction management on an as-needed, per project basis. The City recognizes the value that professional project management can bring to a project, and that different firms specialize in different areas and have unique strengths. As such, the City would like to understand the services your firm offers and what types of projects your firm is best suited for, along with other qualifying factors.

The City's current capital improvement plan, consisting of multiple building and infrastructure projects will range over \$100M over the next 5 year period. While the City manages many projects in-house, we often rely on architects, construction managers, and other vendors to help manage construction projects. We do not always have the necessary staff resources to be the "boots-on-the-ground" project managers that some projects could benefit from. Additionally, when Federal or State funding is utilized, there can be specific procurement, hiring, and reporting requirements that must be met. For some larger projects, and in some cases, a pool of smaller related projects, we believe there is great value in having dedicated project & construction managers who will represent the City's best interest. We believe the right firm will help bring efficiency and value to a project and help the project stay on budget, on time, and within scope.

The RFQ Process

To be added to the list of qualified service providers, please answer the questions provided in the Qualifying Information section below. You may return answers to Jeremy Sherrill, Purchasing Agent at jsherrill@decatur-al.gov.

There is no deadline to provide this information; the list will be maintained and updated as needed. Upon receipt of a complete response to this RFQ, we will reach out to schedule a short interview to discuss with our management team. A completed RFQ and interview are required to be considered for future projects.

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Thank you for your interest in partnering with the City of Decatur; we appreciate your response and look forward to talking with you further.

Qualifying Information

1. Where is your firm headquartered?
2. Please list additional office locations for your firm.
3. How long have you been in business?
4. How many clients do you have?
5. How many projects (number & cost) do you manage annually?
6. Do you work with other local governments? If yes, please provide references.
7. What types of projects do you specialize in?
8. What project management services do you provide?
9. What makes your firm unique from other project or construction management firms?
10. What are the minimum qualifying factors for a project manager with your firm?
11. What professional credentials do your project managers hold?
12. Please provide a resume for any project managers who might be assigned to a City project.
13. Describe the varying project fee structures your firm utilizes to price services.
14. What do you consider your best project?
15. Does your firm follow any specific project management methodology?
16. Describe how your firm typically manages the following:
 - a. Scope
 - b. Schedule
 - c. Budget
 - d. Cost
 - e. Communication
 - f. Stakeholders
 - g. Risk
 - h. Change management
 - i. Conflict resolution
 - j. Reporting
 - k. Project constraints such as deadlines, hard-line budgets, limited resources, etc.
 - l. Project Management Information System or method of tracking project information
17. Have you managed grant-funded projects before? If so, please discuss your experience with the following:
 - a. Procurement requirements related to Federal or State funding
 - b. Human Resources requirements related to Federal or State funding
 - c. Tracking and reporting project information for required reports
 - d. Other related Federal or State of Alabama regulations
18. Do you provide Construction, Engineering, & Inspection (CE&I) services? If so, please describe.
19. Are PM services separate from CE&I services? If so, how is cost structured?
20. Please discuss how your firm would bring value and efficiency to current projects started without the engagement of a project/construction management firm. In addition, please provide examples of value added.