

Request for Proposal

ALABAMA DEPARTMENT OF ECONOMIC AND COMMUNITY AFFAIRS

COMMUNITY AND ECONOMIC DEVELOPMENT DIVISION

Issue Date: June 10, 2022

Proposal Due Date: July 11, 2022

Description of Services

The Alabama Department of Economic and Community Affairs (“ADECA”), Community and Economic Development Division, is soliciting proposals from qualified applicants to provide project management services for construction projects for the Appalachian Regional Commission (“ARC”) Registered State Basic Agency Program in Alabama.

Issuance of this Request for Proposals (“RFP”) in no way constitutes a commitment by ADECA to award a contract. The final terms of engagement will be set out in a contract between the selected Proposer and ADECA. Provisions of this RFP and the accepted Proposal may be incorporated into the terms of the contract should ADECA so choose. The selected Proposer must be registered to do business with the State of Alabama through the STAARS Vendor Self Service (“VSS”). For more information, visit VSS at <http://procurement.staars.alabama.gov>.

General Requirements and Scope

- The Contractor will provide project management services for approximately twenty-five (25) projects, which may include new projects and/or completion of current projects.
- The Contractor must have extensive experience in managing federally funded construction projects.
- The Contractor must be knowledgeable in federally funded construction project guidelines to include application review, environmental requirements, review of plans and specifications, bid requirements, labor requirements, financial requirements, requests for reimbursements, monitoring of project files and progress, preparing and submitting progress reports, providing technical assistance, close-out procedures, and ensuring compliance with all applicable rules and regulations.

Qualification Requirements

The Proposer has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Proposer as an unqualified candidate. All responses to this RFP must include information regarding the Proposer’s experience in managing federally funded construction projects.

The following are minimum requirements

- The Proposer is/will be qualified with the Secretary of State to conduct business in the State of Alabama, if selected. For more information, visit the Secretary of State website at www.sos.alabama.gov and click “Corporations”.

- The Proposer covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of the contract. The Proposer shall employ no person having any such known interests.
- The Proposer has a policy and practice of equal employment opportunity and nondiscrimination based on age, race, creed, gender, and/or any other protected class.
- The Proposer attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States.
- Proposer must have at least 5 years' grant management experience with federally funded construction projects.

Selection Criteria

All proposals submitted in response to this RFP will be evaluated by the ADECA Community and Economic Development (“CED”) Division, which will select the winning proposal. In addition to reviewing proposals to determine whether they meet the general and minimum requirements specified above, the ADECA CED Division shall consider and evaluate, but shall not be limited to, each of the following factors below. Proposals should be as thorough and detailed as possible so that your capabilities to provide the required services can be properly evaluated.

RFP Evaluation Factors	Points Available
1. Proposal’s compliance with RFP instructions	10 points
2. Qualifications and Experience of Proposer	25 points
3. Technical Approach	25 points
4. Cost Effectiveness	30 points
Total Points Available	90 points

Proposal Components

Cover Letter

Proposers shall provide a cover letter introducing the Proposal as to its content and purpose. The cover letter should identify the individual within the Proposer’s organization who will respond to questions which ADECA may ask regarding the Proposal, and should include the individual’s title, phone number, e-mail address, and mailing address where he/she can be contacted. The cover letter must be on letterhead.

The Proposal

- Company Overview – This section shall include the following information about the Proposer’s organization and include the same information about any proposed subcontractor, including a brief statement as to the subcontractor’s role.
 - Describe the Proposer’s form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and detail the name, mailing address, telephone number, and e-mail address of the person the State should contact regarding the Proposal.
 - Provide a statement of whether there is any pending litigation against the Proposer; and if

- such litigation exists, an attached opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.
- Provide a statement of whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and if so, an explanation providing relevant details.
- **Qualifications and Experience Items** – This section shall include a description of the experience that exhibits the Proposer's organizational capabilities in the areas required to complete the scope of work. The Proposer should be specific in describing each.
 - Provide a brief, descriptive statement indicating the Proposer's credentials to deliver the services sought under this RFP.
 - Briefly describe how long the Proposer has been performing the services required by this RFP and include the number of years in business.
 - Describe the Proposer organization's number of employees, client base, and location of offices.
 - Provide a narrative description of the proposed project team, its members, and organizational structure.
 - Provide a personnel roster and resumes of key people who shall be assigned by the Proposer to perform duties or services under the contract (include estimated number of hours to be worked on the contract for each person, and the resumes shall detail each individual's title, education, current position with the Proposer, and employment history) as well as an organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP.
 - Provide a statement of whether the Proposer intends to use subcontractors, and if so, the names and mailing addresses of the committed subcontractors and a description of the scope and portions of the work the subcontractors will perform.
 - Provide documentation of the organization's licensing and certifications.
 - **Technical Approach** – This section is intended to be the heart of the Proposal and shall include a narrative of the Proposer's knowledge and experience necessary to complete the scope of work. This section shall demonstrate that the Proposer understands the specifications.
 - Provide a narrative that illustrates the Proposer's understanding of the State's requirements.
 - Provide a narrative that illustrates how the Proposer will manage the projects, complete the work described, and accomplish required objectives.
 - **Cost of Proposal** – This section shall include a description of the cost in terms of all pricing information relative to performing the services described in this RFP and shall include the following.
 - Provide a total all-inclusive maximum proposal price to contain all direct and indirect costs, including all out-of-pocket expenses. ADECA will not be responsible for any

- expenses incurred in preparing this Proposal, and such costs should not be included.
 - Provide a page entitled “ALL INCLUSIVE MAXIMUM PRICE” detailing all professional fees and associated expenses presented in a format that supports the total all-inclusive maximum Proposal that is being put forward to ADECA.
 - Provide the proposed manner of payment and/or payment terms.
- Required attachments – All proposals must include the completed documents and/or documentation identified below.
 - Provide a completed *State of Alabama Disclosure Statement*, as required by Article 3B of Title 41, Code of Alabama.
 - Provide documentation that the Proposer’s business has an active SAM.gov registration.
 - Provide a copy of the Proposer’s E-Verify MOU.
 - Provide a copy of the completed *Certificate of Compliance with the Beason-Hammon Alabama Taxpayer and Citizen Protection Act* (Act 2011-535, as amended by Act 2012-491) form.

Submittal Instructions for Proposals

Submission Deadline

Proposals submitted in response to this RFP must be in accordance with the instructions stated in this RFP. All Proposals must be received by the ADECA CED Division not later than **12:00 pm (12:00 pm noon, Central Time) on July 11, 2022**. Proposals submitted after this deadline will not be accepted nor considered by the ADECA CED Division.

Submission Address

Proposals submitted in response to this RFP may be sent to the following address:

Ms. Crystal G. Talley, Community Services Unit Chief
Alabama Department of Economic and Community Affairs
Community and Economic Development Division
401 Adams Avenue, Room 524; Post Office Box 5690
Montgomery, Alabama 36103-5690

Proposals will also be accepted via email and should be emailed to Ms. Talley at crystal.talley@adeca.alabama.gov.

Questions Concerning this RFP

Any questions concerning this RFP should be addressed in writing to Ms. Crystal G. Talley, Community Services Unit Chief, within ADECA’s CED Division, at the address above or at crystal.talley@adeca.alabama.gov.