



Architectural/Engineering Design for Project Aliceville, a 64 unit multifamily residential development

QUESTION SUBMISSION DEADLINE: January 11, 2024

Please direct all questions regarding this RFP and the program for which the services will be delivered, via email to Ashley Thompson at ashley@themilesdevelopmentgroup.com.

PROPOSAL SUBMISSION DEADLINE: January 26, 2024

*Responses to this RFP must be received on or before 5:00 PM, January 26 2024. Responses must be submitted by email to alicevillemayorwindham@gmail.com or mailed to [419 Memorial Parkway Aliceville, AL 35442](https://www.google.com/maps/place/419+Memorial+Parkway,+Aliceville,+AL+35442). All responses via email will be acknowledged. If you do not receive an acknowledgement of your response within one (1) business day, please call Ashley Thompson (404-441-3884) or Mayor Terrence E. Windham. **Phone calls are only accepted for this purpose only.** This RFP is not an offer to enter into a contract.*

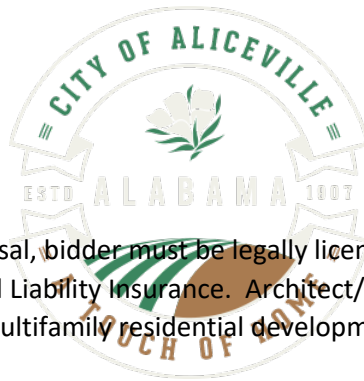
INTRODUCTION

The City of Aliceville welcomes proposals for a 64 unit multifamily residential development. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "Proposal Submission Deadline." The City of Aliceville is soliciting bids/proposals from Architect and Design teams to provide design options for developing a 64-unit multifamily residential apartment complex. It is the intent of this RFP to determine the selection of an Architectural Firm to provide full design services and construction documentation. Design teams may be interviewed prior to Contract Award.

PROJECT DESCRIPTION

The future multifamily residential site will consist of 64 rentable units and is located on Wilson Road in Aliceville, Alabama. The schedule for the project is critical and we will work together to develop a mutually agreeable schedule.

This RFP is not an offer to enter into a contract. The City of Aliceville reserves the right to reject any and all responses resulting from this RFP. The City of Aliceville is not liable for any costs incurred in responding to this RFP.



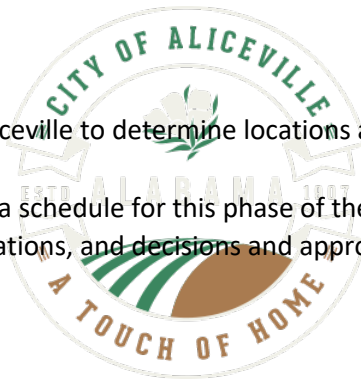
PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, bidder must be legally licensed under applicable laws in the State of Alabama with valid Professional Liability Insurance. Architect/Designer must have demonstrated prior experience in designing multifamily residential developments.

SCOPE OF WORK

The architectural/engineer agreement shall cover all services necessary for the successful execution of the project including meetings, supervision, travel, as-built/record drawings, and incidental costs where applicable. Regardless of who furnishes the construction inspector, the architect/engineer shall be held responsible for making sufficient visits to the project to ensure that the work proceeds in accordance with the approved plans and specifications. Furthermore, the architect shall provide services including but not limited to the following:

- a. **Project Design** – The architect will work with the City of Aliceville and their developer to develop a complete set of project design drawings and technical specifications. The architect will discuss with the client ideas concerning factors that will contribute to and support the success of this project. This discussion will include present and future goals, identity, budget, schedule, review and approval process, key areas of concern and any other pertinent issues.
- b. **Concept Plans, Renderings and Presentation Documents** –
 1. Conduct two or more planning meetings with the City of Aliceville.
 2. Prepare concept plans for the site to determine the most feasible designs to support exterior and interior spaces that meet the needs of tenants and stakeholders.
 3. Develop a concept and site plan for the 64-unit multi-family apartment complex including commercial space for rent.
 4. Submit files with final color renderings and schematics in electronic format (pdf, jpg).
 5. Present renderings at meetings.
 6. Assist in the selection of a primary design.
- c. **Design Development**
 1. Obtain any permits required for the design of the project, without markups.
 2. Prepare the final conceptual design and electronic files.
 3. Prepare plans, schematics, sections and elevations, typical construction details and specifications.
 4. Obtain plans of all adjacent utility facilities and identify and locate all utilities.



5. Coordinate with City of Aliceville to determine locations and depths of facility for design purposes.
6. The architect will prepare a schedule for this phase of the project indicating activities, phases, presentations, and decisions and approvals required.

d. Plans, Specifications, and Estimates

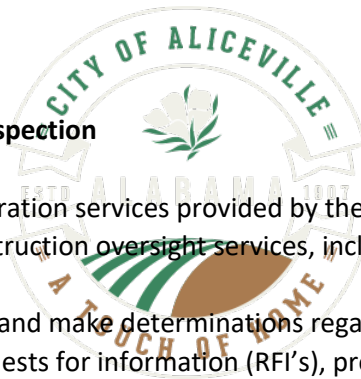
1. Prepare construction drawings containing title sheet, general note sheet, plan sheets, typical cross section sheets and detail sheets for the Project.
2. Plot typical cross sections to illustrate existing and proposed conditions.
3. Prepare complete project specifications, including special provisions and proposal forms.
4. Incorporate project specifications into construction contract documents provided by the City of Aliceville, including a description of each bid item.
5. Submit 70% construction documents, including structural calculations to the City of Aliceville for review.
6. Address any comments generated from the 70% submittal review.
7. Based on the input received from the previous submittal, complete the design and prepare the final construction documents.
8. Submit 100% construction documents, including structural calculations to the City of Aliceville for review and to obtain preliminary approvals.
9. Submit final set of construction documents (printed and electronic formats) with the necessary details and instructions to carry out the work in accordance with the approved construction phasing.

e. Construction Documents and Plan Information

1. Ensure plans and specifications comply with all applicable governmental and professional standards.
2. Develop a schedule for construction of the Project.
3. Conduct all approved topographic and property surveys and combine with available topographic surveys to create base maps for the Project.
4. Conduct all approved geotechnical investigations necessary for the construction of the project.
5. Attend the pre-bid meeting, attend the pre-construction meeting, and provide assistance during procurement and management of the construction phase of the Project.

f. Construction Management

1. Assist with pre-construction conferences.
2. Perform periodic site inspections and reports.
3. Participate in the final construction inspection.



g. Construction Administration & Inspection

1. The construction administration services provided by the Architect/Engineer will be to assist with certain construction oversight services, including periodic on-site reviews.
2. The architect shall review and make determinations regarding contractor's shop drawings, submittals, requests for information (RFI's), product substitutions, change orders and other related documents.
3. The architect shall call and participate in construction meetings.
4. The Architect/Owner shall work with an independent plan checking firm to ensure accuracy of the plans.
5. The architect shall provide coordination to governmental and funding agencies as required, and serve as representative for the coordination and communication activities with the general contractor, city, utility companies and other agencies.

h. Final As-Built Drawings

1. The architect shall assist the general contractor in recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD set and delivered electronically. An electronic copy of the construction specifications shall also be provided to the City of Aliceville.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however the following project timeline shall be subject to change when deemed necessary by management.

The overall estimated project schedule is as follows:

- (1) **Design period** – 3 months
- (2) **Period of time to obtain required permits** – 3 months
- (3) **Solicitation of bids and awarding of general contractor contract** – 2 months
- (4) **Construction Period** – 10 months

PROPOSAL BIDDING REQUIREMENTS

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the City of Aliceville [419 Memorial Parkway E Aliceville, AL 35442](#) no later than Friday, January 26, 2024 at 5:00 PM CST for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Architect's alleged performance effectiveness of their proposal's solution regarding the Project Objective.
3. Architect's performance history and alleged ability to timely deliver proposed services.
4. Architect's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Architects experience with multifamily design/construction.
6. Please provide a fixed price for this project inclusive of relevant engineering and consultant services based upon the phases listed above.

PROPOSAL PACKAGE COMPONENTS and FORMAT

1. Cover letter stating interest in project with signature of duly authorized principal.
(Please include the company name, address and contact information)
2. Design Team introductions
3. Relevant Design Team Experience
4. Design Team Organizational Structure
5. Schedule of Design Phases with associated Payment Schedule
6. Architects experience with multifamily design/construction.
7. Evidence of Business License in the State of Alabama and good standing with the Secretary of State
8. Evidence of established track record for providing services and /or deliverables that are the subject of this proposal. Specific examples of prior work in line with this scope should be outlined.