

Civil Engineering Services REQUEST FOR PROPOSALS (RFP)

PARA Administrative Office Facility

1. INTRODUCTION

The Tuscaloosa County Park and Recreation Authority (PARA) is seeking proposals from qualified civil engineering firms to provide professional engineering services for the development of a new administrative office facility in Tuscaloosa County, Alabama.

This project will consist of a new **3,000 – 5,000 square foot** prefabricated or pre-engineered administrative building supported by associated site development and infrastructure.

PARA seeks a firm with demonstrated experience in:

- Site development for public facilities
 - Cost-effective civil design solutions
 - Coordination with architectural and prefabricated building systems
 - Permitting and regulatory compliance in Alabama
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2. PROJECT OVERVIEW

Project Scope

The project includes site design and supporting infrastructure for a new administrative office facility, including but not limited to:

- Site layout and grading
- Vehicular access and parking
- Stormwater management
- Utility coordination and design
- Erosion and sediment control
- ADA-compliant access and circulation

Project Budget

The overall project budget is anticipated to be:

\$750,000 to \$1,000,000

Respondents should demonstrate the ability to design efficient, cost-conscious site solutions that align with the overall project budget.

3. SCOPE OF SERVICES

The selected firm will provide comprehensive civil engineering services, including:

A. Site Evaluation & Due Diligence

- Review of existing site conditions
- Coordination with surveyor (if required)
- Identification of site constraints and opportunities
- Preliminary utility availability review

B. Schematic Site Design

- Conceptual site layout (parking, access, building placement)
- Preliminary grading and drainage concepts
- Coordination with architectural team
- Preliminary cost input

C. Design Development

- Detailed site design
- Stormwater management design
- Utility design (water, sewer, storm)
- Coordination with geotechnical and other consultants

D. Construction Documents

- Complete civil drawings suitable for permitting and bidding
- Erosion control plans
- Drainage calculations and reports
- Specifications

E. Permitting & Approvals

- Coordination with local, state, and regulatory agencies
- Preparation and submission of permit documents
- Response to agency comments

F. Bidding & Construction Support

- Respond to RFIs
 - Assist with contractor selection (as needed)
 - Construction phase support, including site visits and submittal review
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4. PROJECT DELIVERY APPROACH

PARA anticipates a **Design-Bid-Build** delivery method. The selected civil engineering firm will be expected to coordinate closely with the architectural team and other consultants throughout the design and construction process.

5. QUALIFICATIONS REQUIREMENTS

Interested firms should demonstrate:

- Experience with similar public-sector or commercial site development projects
 - Experience delivering projects within constrained budgets
 - Knowledge of local permitting processes in Tuscaloosa County
 - Strong coordination with multidisciplinary design teams
 - Familiarity with Alabama regulations and standards
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6. PROPOSAL REQUIREMENTS

Firm Overview

- Company background and size
- Office location(s)

Relevant Project Experience

- 3–5 similar projects
- Include project size, scope, cost, and delivery method

Project Team

- Key personnel and roles
- Resumes of project manager and lead engineer

Project Approach

- Approach to cost control and value engineering
- Coordination strategy with architect and prefab systems
- Understanding of site development challenges

Fee Proposal

- Proposed fee structure (lump sum or not-to-exceed preferred)
- Breakdown by project phase

Schedule

- Proposed timeline aligned with PARA's anticipated schedule

References

- At least 3 references (public sector preferred)
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7. SELECTION CRITERIA

Proposals will be evaluated based on:

- Relevant experience
 - Project team qualifications
 - Understanding of project goals
 - Approach to cost-effective site design
 - Fee proposal
 - References
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8. ANTICIPATED SCHEDULE

Milestone	Date
RFP Issued	April 10, 2026
Questions Due	April 22, 2026
Proposals Due	April 27, 2026
Selection	May 5, 2026

9. SUBMITTAL INSTRUCTIONS

Submit proposals electronically in PDF format to:

Brian C. Davis

Tuscaloosa County Park and Recreation Authority (PARA)

bdavis@tccpara.org

10. GENERAL CONDITIONS

- PARA reserves the right to reject any or all proposals
 - This RFP does not obligate PARA to award a contract
 - All costs incurred in response are the responsibility of the respondent
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11. ADDITIONAL INFORMATION

The selected firm will be expected to work collaboratively with the architect selected through a separate RFQ process to ensure a coordinated and cost-effective project delivery.