

Architectural & Design Services REQUEST FOR QUALIFICATIONS (RFQ)

PARA Administrative Office Facility

1. INTRODUCTION

The Tuscaloosa County Park and Recreation Authority (PARA) is soliciting qualifications from experienced architectural firms to provide professional design services for a new administrative office facility to be constructed in Tuscaloosa County, Alabama.

PARA seeks a firm with demonstrated experience in:

- Cost-effective public facilities
 - Pre-engineered / prefabricated building systems
 - Office and community-use spaces
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2. PROJECT OVERVIEW

Project Size

- Approx. **3,000 – 5,000 square feet**

Building Type

- Prefabricated / pre-engineered metal building (PEMB) or modular system

Core Program Elements

- Large multi-purpose meeting space (75–100 people, classroom style)
- **10 private offices**
- Lobby / reception area
- Men's and Women's restrooms, each with:
 - Toilets
 - Sinks
 - Single shower
- Kitchen / break area
- Storage space, including:
 - One larger storage area with exterior access (roll-up door preferred)
- Circulation designed for public/private separation

- Workshop/storage area for maintenance off the back with garage access and extended covered space for outdoor storage

Design Priorities

- Attractive front façade
 - Cost-efficient sides and rear (landscape screening acceptable)
 - Functional, durable, low-maintenance materials
 - Efficient layout aligned with prefab construction systems
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3. PROJECT BUDGET

PARA anticipates a total project budget in the range of:

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

Respondents should demonstrate an ability to design within this budget range and provide cost-conscious solutions aligned with prefabricated or pre-engineered construction methods.

4. SCOPE OF SERVICES

The selected firm will provide full architectural services, including:

A. Pre-Design / Programming

- Validate space needs and layout
- Assist with site planning coordination
- Preliminary cost alignment

B. Schematic Design

- Conceptual floor plans and elevations
- Coordination with prefab/manufacture systems
- Initial cost estimates

C. Design Development

- Refined plans and building systems
- Material selections
- Coordination with engineers (MEP/structural)

D. Construction Documents

- Complete permit-ready drawings
- Specifications suitable for public bidding

E. Bidding & Procurement Support

- Assist PARA with contractor selection
- Respond to RFIs

F. Construction Administration

- Site visits
 - Submittal review
 - General oversight for design compliance
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5. PROJECT DELIVERY APPROACH

PARA anticipates a traditional Design-Bid-Build delivery method but welcomes input from respondents with experience integrating prefabricated building vendors into the design process.

6. QUALIFICATIONS REQUIREMENTS

Interested firms should demonstrate:

- Experience with public-sector projects
 - Experience with prefabricated or pre-engineered buildings
 - Strong portfolio of office and/or community-use facilities
 - Ability to deliver cost-conscious design solutions
 - Familiarity with Alabama building codes and regulations
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7. SUBMITTAL REQUIREMENTS

Firm Overview

- Company background and size
- Office location(s)

Relevant Project Experience

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

Project Team

- Key personnel and roles
- Resumes of lead architect/project manager

Project Approach

- Approach to prefab / PEMB coordination
- Cost control strategy

References

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

Submissions will be evaluated based on:

- Relevant project experience
 - Understanding of project goals
 - Team qualifications
 - Approach to cost-effective design
 - References
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9. ANTICIPATED SCHEDULE

Milestone	Date
RFQ Issued	April 10, 2026
Questions Due	April 22, 2026
Submittals Due	April 27, 2026
Selection	May 5, 2026

10. SUBMITTAL INSTRUCTIONS

Submit qualifications electronically in PDF format to:

Brian C. Davis

Tuscaloosa County Park and Recreation Authority (PARA)

bdavis@tccpara.org

11. GENERAL CONDITIONS

- PARA reserves the right to reject any or all submissions
- This RFQ does not obligate PARA to award a contract
- All costs incurred in response are the responsibility of the respondent