

**DCM Use Only**

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**ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
ADVERTISEMENT FOR  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Open-End Mechanical Engineering Services  
for DCM and non-DCM Projects**

Pursuant to §41-4-133 of the Code of Alabama, 1975, as amended, the Alabama Department of Conservation and Natural Resources (ADCNR) requests qualifications from qualified mechanical engineer professionals to provide: all necessary expertise in mechanical systems design, analysis, and implementation, as well as related work, ensuring compliance with industry standards and regulations. The projects consist of new construction, renovation, and/or additions of facilities and related services across the State of Alabama. The applicant(s) will need to provide services for ADCNR on an as-needed basis through an open-end agreement(s) for the engineering and/or design of projects. Some projects are under DCM's jurisdiction, but others operate under ADCNR. ADCNR anticipates awarding multiple contracts on an as-needed basis.

**Proposed Scope of Work:** The scope of work includes full architectural services, including site investigation, pre-construction services, analysis, planning, professional design, design review, architectural, and engineering services, as well as related work, for multiple divisions of ADCNR.

The estimated construction budget for each project is varied, and can be locally-funded and/or funded by federal grant.

The term of the agreement is anticipated to be a two-year *Open-End Agreement*. The design services may be contracted under both fees and hourly rates in accordance with the Manual of Procedures of the State of Alabama Department of Finance, Real Property Management, Division of Construction Management (DCM).

**Qualifications:** The Applicants shall demonstrate their experience and demonstrate familiarity with DCM's procedures and forms for design and construction projects as applicable. The Applicants and any consultants shall hold current professional licenses and be registered in the State of Alabama.

**Minimum Code of Alabama Requirements** (current Code of Alabama available at <https://alison.legislature.state.al.us/code-of-alabama>):

§41-16-82 of the Code of Alabama, 1975, as amended requires a disclosure statement to be completed and filed with all qualifications, proposals, bids, contracts, or grant proposals submitted to the State of Alabama in excess of \$5,000.00.

§31-13-1, et seq. of the Code of Alabama, 1975, as amended (Alabama Immigration Law) imposes conditions on the award of state contracts. Firms must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Architects and engineers should review and adhere to these guidelines as appropriate to their project type.

§41-16-5 of the Code of Alabama, 1975, as amended imposes conditions on the award of state contracts. The firm must certify that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

§41-16-163 of the Code of Alabama, 1975, as amended requires the contracting parties affirm, for the duration of the agreement, that they are not currently engaged in, and will not engage in, economic boycotts.

**Response: Interested professionals shall submit:**

1. A letter of interest.
2. A statement of qualification utilizing GSA Standard Form 330 for the primary firm and all proposed consultants, information for relevant projects, photographs (before and after), Owner's name and contact information, plus any other relevant information. Form 330 is available at <https://www.gsa.gov/forms>.
3. A completed Alabama Vendor Disclosure Statement. The form is available at: [AL Vendor Disclosure Statement.pdf \(SECURED\)](#)
4. Immigration Status Form available at: [IMMIGRATION STATUS form.pdf](#)
5. Certificate of Compliance available at: [Certificate of Compliance.pdf](#)
6. Current W-9 available at: [fw9.pdf \(SECURED\)](#)
7. E-Verify Memorandum

**Qualifications must be received no later than: 3:00 p.m. Central Standard Time on Wednesday, June 18, 2025.**

Submit two copies of all required qualification information (including one electronic copy (jump drive)) to Mr. Terry N. Boyd, PE, PLS, Chief of Engineering Section, Alabama Department of Conservation and Natural Resources, 64 North Union Street, Room 483, Montgomery, Alabama 36104, Telephone (334) 242-3836 or [Terry.Boyd@dcnr.alabama.gov](mailto:Terry.Boyd@dcnr.alabama.gov). For questions and additional information, contact Mr. Terry Boyd no later than **3:00 p.m. Central Standard Time on Monday, June 16, 2025** at [Terry.Boyd@dcnr.alabama.gov](mailto:Terry.Boyd@dcnr.alabama.gov).

This Request for Qualifications is not an offer to contract but seeks the submission of qualifications from qualified, professional respondents that may form the basis for the negotiation of an agreement. The Owner 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 State of Alabama. ADCNR anticipates awarding open-end agreements to multiple entities. ADCNR projects are subject to the availability of funds and the needs of the agency.