

# THE ALABAMA DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

## Request for Qualifications (RFQ) for

### ***COMPREHENSIVE PUBLIC SHOOTING RANGE FACILITIES***

#### ***(Target Shooting Range Facility Design and Related Technical Services)***

#### **I. Authority:**

Pursuant to §41-16-72 of the Code of Alabama, as amended, the Alabama Department of Conservation and Natural Resources (ADCNR) requests submittals from qualified design professionals licensed in the State of Alabama to provide the technical services outlined herein as requested by ADCNR. The Agreement(s) may be awarded to more than one firm.

#### **II. Scope of Work:**

The selected firm(s) will perform, in a timely and satisfactory manner, the design and engineering of public shooting range facilities, at all times implementing the highest standards of quality. The Scope of Work will be performed on as needed basis and, among other duties, the selected firm(s) will:

1. Execute and manage all phases of project design, adhering to programmatic and technical specifications, for public shooting ranges (new construction and/or additions to existing structures) to include planning and design services, surveying, and engineering.
2. Provide feasibility studies for projects as requested by ADCNR, to include permitting and approvals/clearances related to state and federal environmental regulations, as well as cultural/historical requirements.
3. Work in coordination with applicable federal/state/local authorities.
4. Manage and oversee all aspects of each specific project, including design, planning, budgeting, contracting, procurement, reporting, project management, environmental and all applicable permitting, construction management, accounting, billing, record retention, data management, and government auditing services consistent with all aspects of compliance (including that of subcontractor(s) as applicable) pursuant to all applicable federal and state requirements including, but not limited to, federal grant compliance (e.g., 2 CFR Part 200), Special Award Conditions as applicable and state procurement procedures.
5. Manage and administer the project construction to achieve completion within the contract time and budget and with high-quality workmanship.
6. Develop Bid Packages and receive bids in strict adherence to the law and in the most logical and competitive manner.
7. Require the payment of prevailing wages and comply with prevailing-wage laws as applicable.
8. Provide overall programmatic and project-specific financial management and compliance requirements including, but not limited to, adherence to master budget and master schedule (to include financial and cash flow management), risk assessments, invoicing review/processing, and audit compliance to include preparation of and defense of audits as directed by ADCNR.
9. Oversee effective and efficient project implementation to ensure all aspects of compliance and success as to timely completion of project deliverables within budget.
10. Coordinate, as directed by ADCNR, with other consultants retained by ADCNR in relation to certain special projects, as applicable.
11. Perform other tasks as required pursuant to project and program funding sources and/or as otherwise

identified by ADCNR.

**III. Anticipated Contract Term:**

The term of this Agreement is anticipated to be (2) two years, or the amount required for completion of work, whichever is less, with option(s) to renew as allowed by law at ADCNR's discretion. The services will be contracted under both fees and hourly rates as applicable. The total amount of construction costs will vary depending on the project.

**IV. Qualifications, Evaluation, and Selection:**

The design services will 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). The Applicants shall demonstrate experience with similar projects and demonstrate familiarity with DCM's procedures and forms for design and construction projects. The Applicants and any consultants must hold current professional licenses and be registered with the Secretary of State to conduct business in the State of Alabama.

Consistent with Alabama Code Section 41-16-72, as amended, ADCNR's selection of a Qualified Design Professional shall be based on factors which may include, among others, the following:

1. Completeness of submission, to include requested documentation.
2. Demonstrated specialized expertise, capabilities, and technical competence.
3. Clear approach and methodology to meet project requirements and deliver a successful project.
4. Proposed project management techniques.
5. Ability and proven history in handling related special-project contracts.
6. Documented capacity and resources available to timely perform the work.
7. Documented record of past performance, quality of work, ability to meet schedules, cost control, and contract administration.
8. Ability in terms of capacity and availability of qualified personnel, equipment, and facilities, etc., to provide the required services efficiently and effectively, as to both performance and cost, in a manner consistent with all applicable compliance requirements.
9. Availability to deploy to, and familiarity with, the project locale(s).
10. Any other relevant factors ADCNR deems appropriate in relation to its review of qualifying proposals.

**V. Deadline and Submission of Proposals:**

Sealed proposals containing 3 Paper Copies and 1 Digital Copy (.pdf) on a thumb drive must be received by ADCNR **no later than 12:00 p.m. (NOON CENTRAL TIME) on August 15, 2022.** Proposals timely received will be opened and read at **12:00 p.m. (NOON CENTRAL TIME) on August 15, 2022.**

Alabama Department of Conservation and Natural Resources  
**Attn: Heidi Bowers – Comprehensive Public Shooting Range Facilities**

64 North Union Street, Room 474  
Montgomery, Alabama 36104

Questions and/or information related to the delivery of qualifications shall be directed to:  
[heidi.bowers@dcnr.alabama.gov](mailto:heidi.bowers@dcnr.alabama.gov).

**VI. Minimum Code of Alabama Requirements:**

Minimum Code of Alabama Requirements (current Code of Alabama available at <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm>):

1. §41-16-72(8) and (9) of the Code of Alabama - Recognizing the composition of Alabama's citizenship, the Awarding Authority/Owner encourages submissions from design professionals that represent Alabama firms with diversity in their staffing and proposed project team, including but not limited to, associated design professionals and consultants.
2. §41-16-82 of the Code of Alabama 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.
3. §31-13-1, et seq. of the Code of Alabama (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.
4. §41-16-5 of the Code of Alabama 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.

**VII. Proposal Content Table:**

Content – Submit 3 Paper Copies and 1 Digital Copy (.pdf) on thumb drive	
1.	<b>Introductory Cover Letter/Letter of Interest</b>
2.	<b>A statement of firm qualifications utilizing <i>GSA Standard Form 330</i>, applicable to the primary firm and all proposed contractors/consultants</b>
3.	<b>History of Past Performance, including projects and photographs, and other relevant information</b>
4.	<b>Alabama Disclosure Statement: Disclosure Statement (<a href="http://alabama.gov">alabama.gov</a>)</b>
5.	<b>E-Verify Memorandum</b>
6.	<b>Insurance Coverage</b>
7.	<b>Additional Supporting Documentation:</b>
	a) Immigration Status Form
	b) Certificate of Compliance
	c) W-9

**NOTE: ADCNR may ask for additional documents, qualifications, clarification and/or information at its discretion.**

**VIII. Contract Content:**

Firms must meet all contractual requirements and applicable special award conditions, which may vary depending on the funding source. Those may include the [LWCF-and-RTP-Contract-Agreement-Special-Provisions.doc \(live.com\)](#) conditions, which are not limited to the following clauses: 1) Termination for cause/breach of contract; 2) Termination for convenience; 3) Audits and inspection, access to records, and three-year retention clause; 4) Title VI, Civil Rights Act of 1964; 5) Conflict of Interest; 6) Section 504 Rehabilitation Act of 1973; 7) Age Discrimination Act of 1975; 8) Executive Order 11246 and E.O. clause (for contractors with more than 50 employees and contracts over \$10,000); 9) The Beason-Hammon Clause will be in the contract; 10) Firm will have to comply with the E-Verify MOU; 11) No-Boycott Assurance will be in the contract; and 12) Merit System Exclusion.

**IX. Disclaimer:**

This RFQ does not constitute or guarantee a subsequent offer to contract. Rather, this RFQ seeks the receipt of submissions from qualified and licensed professional respondents with which ADCNR may use to form the basis for the negotiation of a contract at its sole discretion. ADCNR reserves the right to reject any or all qualifications, to award no contract or to award a contract to one or more selected entities, and to solicit additional qualifications through the RFQ process if that is determined to be in the best interests of ADCNR and the State of Alabama. The judgment of ADCNR on all matters involving this RFQ shall be final.

**X. Express Reservation of Rights:**

Upon a determination such actions would be in its best interest, the ADCNR, in its sole discretion, reserves the right to:

- a. AWARD TO MULTIPLE VENDORS; TO AWARD BY ITEM or GROUPS OF ITEMS; and/or TO DIVIDE THE AWARD;
- b. Cancel or terminate this RFQ;
- c. Reject any or all of the proposals submitted in response to this RFQ;
- d. Change its decision with respect to the selection and to select another proposal;
- e. Waive any minor irregularity in an otherwise valid proposal that would not jeopardize the overall program and to award a Contract on the basis of such a waiver (minor irregularities are those which will not have a significant adverse effect on overall project cost or performance);
- f. Negotiate with any VENDOR whose proposal is within the competitive range with respect to technical plan and cost;
- g. Adopt to its use all, or any part, of a VENDOR'S proposal and to use any idea or all ideas presented in a proposal;
- h. Amend the RFQ (amendments to the RFQ will be made by written addendum issued by the State and will be posted on ADCNR's website);
- i. Not award any Contract.

*ADCNR is an Equal Opportunity Employer. All Minority/Woman-Owned business enterprises (MBE) and disadvantaged business enterprises are encouraged to submit qualifications.*