



BOB RILEY
GOVERNOR

ALABAMA DEPARTMENT OF TRANSPORTATION

NINTH DIVISION
OFFICE OF DIVISION ENGINEER
1701 I-65 WEST SERVICE ROAD N
MOBILE, ALABAMA 36618-1109
TELEPHONE: (251) 470-8200
FAX: (251) 473-3624



JOE MCINNES
TRANSPORTATION DIRECTOR

NOTICE OF NEED FOR SERVICES

TO: Consultants

**FROM: Vincent E. Calametti, P.E.
Ninth Division Engineer**

**RE: Architectural Services
Ninth Division**

The Alabama Department of Transportation has determined that it needs and will seek consultant services on the above referenced project. Attached is a "Notice of Need for Services" containing an abbreviated scope of work and evaluation items. Firms expressing interest should be fully capable of providing the end results.

The purpose of this inquiry is to determine interest or non-interest of your firm providing the professional services required by the scope of work. A number of firms are being asked to express their interest in regard to this project and following this expression, a short list of firms will be selected for further consideration.

Your response to this inquiry should be in the form of a letter-type response that addresses the points listed in the evaluation portion of the need for services. **This response should be limited to a maximum of three pages.** Failure to receive such letter by the deadline indicated will be considered as "no interest."

Notice is hereby given that the Alabama Department of Transportation, 1701 I-65 West Service Road N, Mobile, AL 36618-1109, is requesting submittal of interest from all architectural firms interested in performing work outlined in the following scope of work.

ARTICLE I – SCOPE OF WORK

The CONSULTANT will perform architectural services in support of designing the new Warehouse Building located at 1701 I-65 West Service Road North, Mobile, AL 36618 in Mobile County. These design services include architectural services, estimating services and may include mechanical and electrical services.

The Architect will provide full design and estimating services for the new building selected by the STATE. The CONSULTANT will coordinate their design efforts with the STATE where a facility includes other design elements or partial design by the STATE. The CONSULTANT will provide, on an hourly basis, architecture services necessary for complete development of working drawings and specifications for this project so it may be issued for bid. This work will be expedited to insure that the issuance of documents made for bidding is done in accordance with the STATE'S funding schedule. Following the issuance of a construction contract, the CONSULTANT will make available, on request, the architects who worked on the contract documents to provide any bidding, construction supervision services or final inspection services upon request of the STATE. These services may include review of shop drawings, submittals or change orders and the development of requests for information or as-built documents. The CONSULTANT, at the completion of each project, will supply all CADD files, and related files, on Compact Disc (CD). The CADD files are required to be completely compatible with Bentley's MicroStation V8 and InRoads 2004.

EVALUATION

Firms interested in performing the work will be considered on the basis of information in the files and submittal of the following in written form (limited to three pages):

1. Statement of registration of the firm and names and registration numbers of individuals involved in this project (when performing professional services).
2. Statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made.
3. Statement of experience in the fields that the proposed services are requested and work of similar nature which the proposed staff for requested services was in responsible charge. Proposed staff names and experience are to be provided.
4. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services.
5. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired from outside sources.
6. Statement of your overhead; administrative cost, expressed as a percentage of your Direct Labor for the last fiscal year.
7. Statement of labor additive; fringe benefits, expressed as a percentage of your Direct Labor for the last fiscal year. If your labor additive is included in the overhead calculation, such a statement should be made.
8. Statement as to whether or not the firm is operating on a sound financial basis.
9. Statement of where work will actually be accomplished is to be described.

TO EXPRESS INTEREST

One copy of your statement of Interest is to be identified with: Architectural Services Renovations to the Pre-Construction Building, and is to be submitted prior to close of business, 5:00 p.m. Central time on SEPT 9, 2010, to Mr. Vincent E. Calametti, Ninth Division Engineer, Alabama Department of Transportation, 1701 I-65 West Service Road N, Mobile, AL 36618-1109

NOTICE OF NEED FOR SERVICES

"It is the policy of the Alabama Department of Transportation that Minority Business Enterprises as defined in 49 CFR Part 26 shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds.

Firms selected for work by the Alabama Department of Transportation agree to ensure that Minority Business Enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of work associated with this project. We expect that all necessary and reasonable steps be taken to ensure that Minority Business Enterprises have the maximum opportunity to perform contract work."



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ARTICLE I – SCOPE OF WORK

The CONSULTANT will perform architectural services in support of designing the renovations of the Pre-Construction Building (Building B) located at 1701 I-65 West Service Road North, Mobile, AL 36618 in Mobile County. These design services include architectural services, estimating services and may include mechanical and electrical services.

The Architect will provide full design and estimating services for the new building selected by the STATE. The CONSULTANT will coordinate their design efforts with the STATE where a facility includes other design elements or partial design by the STATE. The CONSULTANT will provide, on an hourly basis, architecture services necessary for complete development of working drawings and specifications for this project so it may be issued for bid. This work will be expedited to insure that the issuance of documents made for bidding is done in accordance with the STATE'S funding schedule. Following the issuance of a construction contract, the CONSULTANT will make available, on request, the architects who worked on the contract documents to provide any bidding, construction supervision services or final inspection services upon request of the STATE. These services may include review of shop drawings, submittals or change orders and the development of requests for information or as-built documents. The CONSULTANT, at the completion of each project, will supply all CADD files, and related files, on Compact Disc (CD). The CADD files are required to be completely compatible with Bentley's MicroStation V8 and InRoads 2004.

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8. Statement as to whether or not the firm is operating on a sound financial basis.
9. Statement of where work will actually be accomplished is to be described.

TO EXPRESS INTEREST

One copy of your statement of Interest is to be identified with: Architectural Services New Warehouse Building, and is to be submitted prior to close of business, 5:00 p.m. Central time on SEPT. 9, 2010, to Mr. Vincent E. Calametti, Ninth Division Engineer, Alabama Department of Transportation, 1701 i-65 West Service Road N, Mobile, AL 36618-1109

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