

## REQUEST FOR QUALIFICATIONS

**TO:** Qualified Consultants

**FROM:** A&M University, Normal, Alabama

**RE:** Statement of Qualifications for Architect/Engineers to provide services to produce a Historic Structures Report for A&M University's Carnegie Hall

**DATE:** Submittals to be received on or before 3:00 p.m. CST on 12/31/2022

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### **Section 1. Introduction.**

A&M University has been awarded a HBCU grant to assist in rehabilitating their iconic Carnegie Hall, a former Carnegie Library. This grant award will cover the cost of a Historic Structures Report (Historic Structures Report), Project Management for Phase I of the rehabilitation work, and the rehabilitation work of Phase I. At this point it is believed that Phase I will include installation of a new roof and possibly the restoration of the building's wood windows, but the HSR may indicate that repair of other structural items should occur first. The completed HSR will be used to determine the order of Phase I rehabilitations.

Alabama A&M University is listed in the National Register of Historic Places. Carnegie Hall is the only extant Carnegie library in Madison County. It is believed to be the oldest extant building on the university's campus and retains a high level of exterior integrity with minor changes since its 2002 National Register listing. The building is currently in a state of distress from decades of deferred maintenance. The university recognizes the significant history and unique character of this building, and its iconic presence on our campus and wants to ensure the building will be enjoyed by future generations. Towards this end, they desire a Historic Structures Report to include a current condition assessment and an action plan for future rehabilitation and restoration efforts.

A&M University is requesting qualifications from firms and individuals interested in providing professional services related to creating a Historic Structures Report for the building, and for project management for Phase I work on the structure.

## **Section 2. Scope of Services.**

Historic Structures Report (referred to as HSR from here on): The HSR is expected to contain the elements below:

Introductory information, historic overview, setting/environmental/function context, architectural overview, conditions assessment report, room descriptions, summary description and evaluation of the structure's building systems, summary building code issues evaluation, recommendations for preservation, rehabilitation, restoration or reconstruction treatments for materials and finishes, site plans, as built floor plans, elevations, photographs, historic maps and photographs. Laser scanning will be required to produce a Revit 3D Building Information Model to assist in creating the HSR. Preparing a conceptual cost estimate for rehabilitation will also be included in the project scope. The HSR must conform to the recommended NPS format, terminology, and level of documentation based on Preservation Brief 43, the Preparation and Use of Historic Structure Reports.

Project management for all rehabilitation work undertaken during Phase I. The exact scope of work will be determined with documentation provided by the HSR.

## **Section 3. Schedule:**

The consultant's work is scheduled to begin on or about January 1<sup>st</sup> 2023, and to be completed by May 1, 2024.

## **Section 4. Submittal Format:**

All responses to this RFQ shall, at a minimum, include the following:

Scope of services and approach and methodology for accomplishing the scope of services

Firm's expertise, including examples of no less than three (3) recent HSRs completed by the firm in the last five (5) years.

Names and resumes of key personnel to be involved in the project. Project team members need to meet 36 CFR Part 61 "Professional Qualifications Standards" of the Secretary of the Interior Standards. Submittals for each team member should include a resume, description of experience, references, samples of work, and project approach.

Experience working with projects for HBCUs or sites with Civil Rights history

References from three recent clients who have employed the firm for similar projects in the last five (5) years.

**Proposals will be based on the criteria listed below:**

Prior experience with Historic Structures Reports (30 points)

Relevant professional and educational qualifications of the project staff (25 points)

Prior experience working on Federal grant projects or working on projects where the federal or state government is the client (20 points)

Experience working with historic HBCU sites or Civil Rights sites (15 points)

References (10 points)

Please include a statement as to potential general conflicts of interest that would prevent A&M University from entering into an agreement with you pursuant to this RFQ. If none exists, such a statement should be made.

A&M University reserves the right to reject any proposal and to interview a consultant or multiple consultants as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason in the discretion of A&M University. Should interviews be required, the selected consultant or consultants will be notified of their interview time, and the interview may be conducted at A&M University or over the phone, as determined by A&M University.

**Any questions by the consultant related to this RFQ should be directed to:**

Name: Dr. Caroline Swope  
Phone: 253-370-6984  
Email: cswope@nventure.com

**Submittals may be emailed to:**

Name: LaMoria Patterson  
Phone: 256-372-8186  
Email: lamoria.patterson@aamu.edu

It is the responsibility of the applicant to ensure that emailed submittals are received by the university by the deadline.

**Submittals to be received on or before 3:00 p.m. CST on December 31, 2022**

### **Contracting Requirements**

The selected consultant must meet all contracting requirements for the execution of contracts with a public entity in the State of Alabama utilizing funds from local, state, and federal governmental sources. These include, but may not be limited, to the following:

- a. Debarment/Suspension: Consultant may not be debarred or suspended from conducting business with local, state or federal government. Individual and/or firm debarment and suspension status will be verified prior to contract.
- b. Beason-Hammon Contracting Clause and Certification: Executed contracts must contain the following language: "By signing this contract, grant, or other agreement, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom." Consultant will be required to complete and submit a Beason-Hammon Certificate of Compliance prior to selection.
- c. Termination for Cause/Convenience: the following language shall be part of any contract:
  - a. In the event that any of the provisions of this Contract are violated by the Consultant, or by any of his Subconsultants, the Owner may serve written notice upon the Consultant and Surety of its intention to terminate the Contract, such notices to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the Consultant, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the Surety and the Consultant and the Surety shall have the right to take over and perform the Contract; provided, however, that if the Surety does not commence performance thereof within ten (10) days from the date of the mailing to such Surety of notice of termination, the Owner may take over the work and prosecute the same to completion by contract or by force account for the account and at the expense of the Consultant and the Consultant and his Surety shall be liable to the Owner for any excess cost occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work, such materials, appliances and plant as may be on the site of the work and necessary therefore.

- b. The Owner may terminate this contract at any time by giving at least ten (10) days notice in writing to the Consultant. If the contract is terminated by the Owner as provided herein, the Consultant will be paid for the time provided and expenses incurred up to the termination date.

d. Federal regulations:

Funds for this project are received from the Department of the Interior. Because the grant dollars are federal in origin, grant recipients and consultants must comply with applicable federal regulations regarding the use and administration of federal funds.

- Code of Federal Regulations. The following Federal regulations are incorporated by reference into this Agreement (full text can be found at <http://www.ecfr.gov>):

- a) Administrative Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, in its entirety;*

- b) Determination of Allowable Costs:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E; and*

- c) Audit Requirements:

*2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F.*

- d) Code of Federal Regulations/Regulatory Requirements:

*2 CFR Part 182 & 1401, “Government-wide Requirements for a Drug-Free Workplace”;*

*2 CFR 180 & 1400, “Non-Procurement Debarment and Suspension”, previously located at 43 CFR Part 42, “Governmentwide Debarment and Suspension (NonProcurement)”;*

*43 CFR 18, “New Restrictions on Lobbying”;*

*2 CFR Part 175, “Trafficking Victims Protection Act of 2000”;*

*FAR Clause 52.203–12, Paragraphs (a) and (b), Limitation on Payments to Influence Certain Federal Transactions;*

*2 CFR Part 25, System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS); and*

*2 CFR Part 170, “Reporting Subawards and Executive Compensation”.*

Grantees and consultants must comply with all applicable federal laws including but not limited to Section 106 of the Historic Preservation Act, Secretary of Interior Standards, the Native American Graves Protection and Repatriation Act, the National Environmental Policy Act, Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and the Americans with Disabilities Act. More information can be found at <http://www.achp.gov/106summary.html>, <http://www.nps.gov/nagpra/>, [http://www.cr.nps.gov/local-law/fhpl\\_ntlenvirnpolcy.pdf](http://www.cr.nps.gov/local-law/fhpl_ntlenvirnpolcy.pdf), and <http://www.ada.gov/>

Grantees and consultants must allow inspection of program records and project by A&M University and authorized federal agencies during the project and for up to three years following project completion.

***This project is funded through the Historically Black Colleges and Universities grant program, funded by the Historic Preservation Fund, and administered by the National Park Service, Department of Interior***