



**Food Bank of
East Alabama**

REQUEST FOR PROPOSALS (RFP)
DESIGN-BUILD SERVICES
FOR THE
COMMUNITY MARKET
OF THE
FOOD BANK OF EAST ALABAMA

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Food Bank of East Alabama

PROPOSAL FOR DESIGN-BUILD SERVICES

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INTRODUCTION AND PROJECT DESCRIPTION

The Food Bank of East Alabama (Food Bank) issues this Request for Proposals (RFP) for DESIGN-BUILD services from qualified Design-Build firms for a new Community Market building.

The Community Market distributes food in a friendly, grocery store environment for Lee County families in need. The Community Market is a client-choice food pantry that allows people to select the food that best fits their needs.

Mission Statement: The Community Market of the Food Bank of East Alabama increases access to healthy food for all people that are in need and serves in ways that cultivate dignity, self-sufficiency, empowerment, and provide for a strong community.

Location

The project is located in Opelika, Alabama.

Budget

The budget is to be determined based upon RFP submittals and final negotiations.

Background

The Community Market began operations in 2003 in a rented building. As service demand has increased, and with a desire to own rather than to rent a building, the Food Bank embarked on a search for a more suitable facility. Ultimately, the Food Bank purchased a lot located at 1600 First Avenue in Opelika, Alabama, on which a new, purpose-built facility will be constructed. An old, dilapidated structure on the lot that had served as Opelika Cotton Mill's school, and later, human resources office, was subsequently removed. Based on input from various stakeholders, a conceptual drawing for the new Community Market was developed (Exhibit A). Exhibit B is a lot description. Adjacent to the lot shown in Exhibit B is a small lot with a water tower on it, owned by the Food Bank. The Food Bank wishes to remove the water tower, at which time that lot could serve as a construction yard during the duration of the project.

Project Description

Design and build a new Community Market building that is welcoming, structurally sound, durable, low maintenance, and in compliance with existing building codes, in a cost-effective and timely manner. The building is estimated to be approximately 16,750 square feet and will need to accommodate a tri-level racking system (approximately 18 feet tall) in the warehouse area. Consideration should be given to how the facility can be expanded in the future. The warehouse area may or may not be airconditioned (both options should be proposed), but must have adequate ventilation. The loading dock(s) should allow loading and unloading without the use of a lift gate. Approximately eight or nine staff and volunteers will be on site during operating hours, serving approximately four family units at once (approximately two to four people in each family unit). Exhibit A may serve as a guide regarding specific anticipated needs and wishes (e.g., offices, meeting rooms, etc.,) but the final plans are not required to follow that conceptual drawing. The scope of work will consist of designing the project in compliance with the Food Bank's needs (allowing direct contact with the designer), producing final construction plans and specifications, constructing the building, and removing the water tower. The selected contractor (Firm) will provide all necessary services from geotechnical engineering and testing, design, cost-estimating, value engineering, life-cycle costing, pre-construction planning, permitting, construction management, compliance with local building codes and applicable state and federal laws, and post construction services to include timely completion of punch list items, warranty issues, systems training, keys, manuals, and as-built drawings.

COST OF PROPOSALS

Expenses incurred in the preparation of proposals in response to this RFP are the proposing Firm's sole responsibility. The Food Bank assumes no responsibility for payment of any expenses incurred by the proposing Firm as part of the RFP process.

PROPOSAL INSTRUCTIONS

Only one proposal will be submitted by the Firm. Brevity is encouraged and the Firm should endeavor to keep its proposal to a maximum of 30 pages. The Firm will submit an electronic

PDF file of its proposal by the date and time noted on the cover page. The proposal should be emailed to the Executive Director of the Food Bank. Withdrawn proposals may be resubmitted up to the date and time designated for receipt of proposals.

PROPOSAL OUTLINE

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

Letter of Transmittal

A letter of transmittal briefly outlining the Firm's understanding of the work and general information regarding the Firm and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the address of the office of the Firm performing the work, the telephone number, the email address, and the name of the authorized representative. The letter shall include a clear statement from the Firm that this offer is binding and shall remain open for 120 days from the due date of the RFP and acknowledges that the proposal cannot be withdrawn within that time without the written consent of the Food Bank.

Table of Contents

Please include a table of contents that identifies material by section and page number.

Authority to Bind Form

The completed authority to bind form included with this RFP shall be included here.

Profile of the Firm Proposing

Please provide a description of the Firm, its size, and the location of the office from which the project will be managed. Include a description of the size of the Firm's professional staff by level and function, and the qualifications and credentials of the key professional staff that will be involved in the project.

Minimum Qualifications and Relevant Experience

It is preferred that the Firm have five (5) or more years of experience performing architectural, design, and general contractor or construction management services. Please provide

descriptions of three Design-Build projects undertaken and completed in the last five (5) years with a focus on projects similar in size, scope, and location to the Community Market building project (limited to one page per project). Please include a project description, the role of the Firm, the dollar value of the project, the Firm's fee broken down by category (i.e., design and pre-construction services, construction, and post-construction services), the duration of the project, the square footage of the project, and client contact information for each project (contact name, position, entity name, telephone number, and email address).

Quality Control

Please describe the Firm's policy on notification of changes in key personnel. Describe the Firm's approach to quality control to ensure the work meets a high-quality standard. Describe the project professional staff's knowledge of, and experience with, the City of Opelika, Alabama building codes and ordinances.

References

Include three (3) client references for work that is similar or comparable to the scope of this project. Please include contact information (name, address, phone number, and email address).

Fiscal Stability

Please provide a current report from any commercial credit rating agency, such as Dunn and Bradstreet or Experian, or a letter from a financial institution stating a current line of credit.

Project Services

Please include a description of the Firm's design and pre-construction services, construction services, and post-construction services, including warranties, with respect to this project (limit one page per service category).

Building Materials and Specifications

Please provide a description of the building materials and specifications Firm proposes for this project (e.g., foundation, framing, insulation, cladding, and mechanical, electrical, and plumbing systems). Please explain the basis for each recommendation, and provide an itemized breakdown of the costs associated with the proposed design and construction.

Project Schedule

Please provide a proposed project schedule for each phase of the project, including actions required of the Food Bank.

Guaranteed Maximum Price/Design Services Fee

Based on Exhibit A and Building Materials and Specifications proposed by Firm, please provide a Guaranteed Maximum Price (GMP) proposal for this project. If design services are required, please provide an hourly fee for design services.

Payment Schedule

Please outline the Firm's requested payment schedule. At a minimum, 15 percent of the total project cost shall be retained as a final payment by the Food Bank until a Certificate of Occupancy has been issued and the Community Market building is capable of full operation.

CONTRACT REQUIREMENTS

Insurance

If awarded a contract under this RFP, the Contractor must maintain agreed upon insurance coverages for Professional Liability/Errors and Omissions, Commercial General Liability, Commercial or Business Automobile Liability, Worker's Compensation, and Builder's Risk with 30 days written notification of cancellation of any required coverages. Please include with your submittal a current certificate of insurance for the Firm.

Bonding

The selected Firm will be required to provide payment and performance bonds equal to 100 percent of the estimated cost of construction by an approved company (see Treasury Circular 570) licensed to do business in Alabama.

QUESTIONS, INQUIRIES AND AMENDMENTS REGARDING THIS RFP

Questions and inquiries regarding this RFP should be directed to the Food Bank Executive Director. Responses to questions will be sent by (March 20, 2024). In the interest of clarity and efficiency, answers to questions may be sent to all Firms submitting a proposal. The Food Bank reserves the right to amend the RFP and issue to all respondents a notice of amendment.

REVIEW PROCESS

Final selection of a contractor will be based on their apparent ability to best meet the overall needs and expectations of the Food Bank.

The Food Bank, at its discretion, may request in-person interviews with one or more firms before the Building Committee of the Food Bank to present the proposal. However, the Food Bank reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Firm can propose. To that end, in-kind contributions to the project will be welcomed.

All materials provided to the Food Bank by the Firm become the property of the Food Bank and may be returned at the Food Bank's sole discretion.

The Food Bank reserves the right to reject any or all proposals, in whole or in part, without incurring any liability whatsoever.

CONTRACT AWARD AND NEGOTIATION

Upon selection of a Firm to fulfill the project, a contract will be negotiated and awarded in line with the Firm's proposal. If a satisfactory agreement cannot be reached at a price, product, and schedule that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with any other proposer may be initiated at that time.

AUTHORITY TO BIND FORM

FAILURE TO SIGN THIS FORM WILL DISQUALIFY YOUR RESPONSE

If awarded, the undersigned offers and agrees to furnish the services described in this Request for Proposals at the prices, specifications, and terms stated, subject to modifications approved by the Food Bank. The Undersigned warrants and represents their authority to bind the Firm into an agreement with the Food Bank of East Alabama subject to the terms and conditions of this Request for Proposals.

Company Name:

Street Address:

City, State, ZIP:

Email Address:

Telephone:

By (Authorized Signature)

Date Signed

Print Name

Title

EXHIBIT A

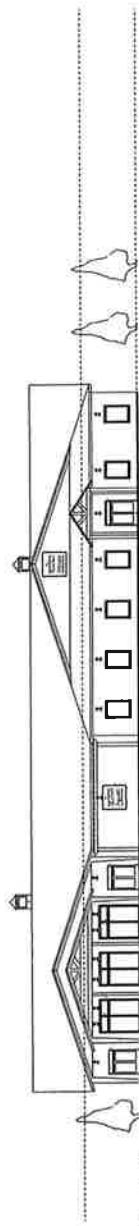
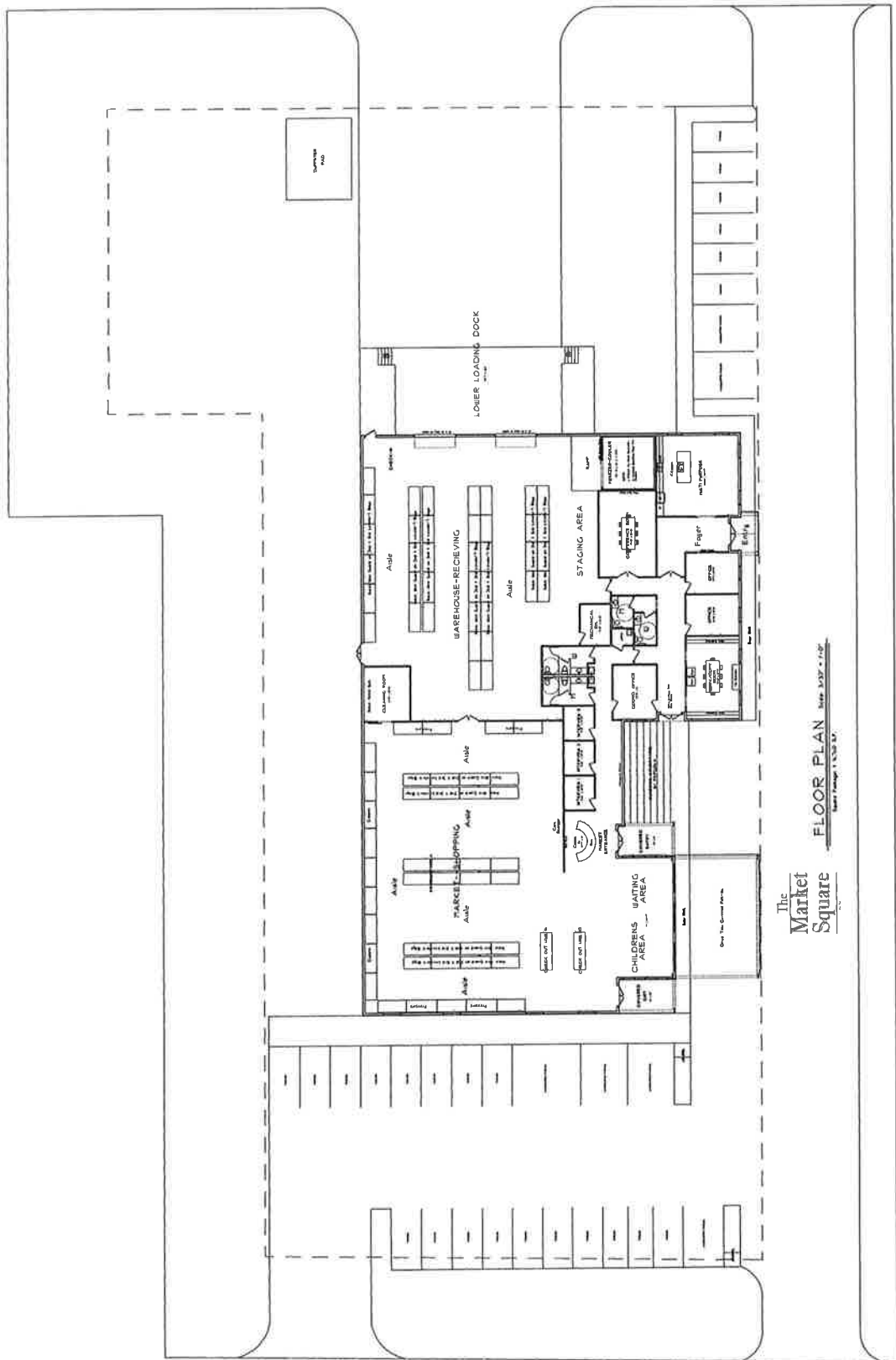


EXHIBIT B

