



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Telephone: 334.242.6311



**Kay Ivey**  
Governor

**John R. Cooper**  
Transportation Director

April 3, 2024

## NOTICE OF NEED FOR SERVICES

**TO: Consultants**

**FROM: Edward Austin, P.E.  
Chief Engineer**

**RE: Architectural and Engineering Services  
for Land and Building Fund Projects  
Statewide**

The Alabama Department of Transportation has determined that it needs and will seek consultant services for the above referenced project. Attached is a "Notice of Need for Services" containing an abbreviated scope of work and evaluation information. 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 these services 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 OF NEED FOR SERVICES**

Notice is hereby given that the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama 36110, is requesting submittal of interest from all firms interested in performing work outlined in the following scope of work. This will be a cost-plus type agreement.

### **SCOPE OF WORK**

The CONSULTANT will perform architectural and engineering services and project administration for miscellaneous Land and Building Fund projects selected by the STATE. These design services may include, but not be limited to, architectural, mechanical, electrical, structural, civil, landscape, and estimating services and shall follow the requirements of the ABC "Standard Articles of the AGREEMENT Between Owner and Architect (ABC Form B-2A)", except as superseded by this AGREEMENT.

The civil engineering services will include, but are not limited to, grading, paving, roadways and the sizing of the water treatment facilities if applicable to the specific location. The architect/engineer will also provide full design and estimating services for new buildings, additions and renovations of any buildings 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 architectural and engineering services necessary for complete development of working drawings and specifications so that each of the projects may be issued for bid. This work will be expedited to ensure 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 and engineers 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. If required by the STATE, the CONSULTANT will provide a STATE approved "Clerk of the Works" for a project to assure that design and quality standards are met.

The CONSULTANT, at the completion of each project, will organize, index and supply all CADD files, and related files, on Compact Disc (CD). The CADD files shall be completely compatible with the Department's current production versions of CADD software.

## 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 or listing of any professional associations related to your industry. (10%)
2. Statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (10%)
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. (25%)
4. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services. (25%)
5. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired from outside sources. (20%)
6. Statement as to whether or not the firm is operating on a sound financial basis. (5%)
7. Statement of where work will actually be accomplished is to be described. (5%)

## Submit Statement of Interest

### TO EXPRESS INTEREST

Click on the button above to submit your statement of interest to us as an attachment via e-mail to [mailers@dot.state.al.us](mailto:mailers@dot.state.al.us). Also, please visit our website at <https://cpmsapps.dot.state.al.us/ConsultantManagement/default.aspx> and make sure your firm is pre-qualified with the Department. Please remember that your statement of interest must be **three** pages or less and **must** be identified with **Architectural and Engineering Services for Land and Building Fund Projects, Statewide**. All statements of interest must be received prior to close of business, 4:00 p.m. Central Time on Friday, May 3, 2024. After submittal, if you have not received confirmation of receipt from the Department by the end of the next business day, please contact us at (334) 353-6708.

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“It is the policy of the Alabama Department of Transportation that Disadvantaged 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 Disadvantaged 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 Disadvantaged Business Enterprises have the maximum opportunity to perform contract work.”

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