

**JEFFERSON COUNTY COMMISSION
DEPARTMENT OF
ROADS AND TRANSPORTATION**



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL APPRAISAL VALUATION AND RELATED
SERVICES
for
Cooper Green Medical Building**

Appraisal Valuation Project: Cooper Green Medical Building

Issued by:

Jefferson County Commission
Department of Roads & Transportation
716 Richard Arrington Jr. Blvd North
A200 Courthouse
Birmingham, AL 35203

Date Issued: October 15, 2024

Deadline for Proposals: October 31, 2024

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

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PART 1 – OVERVIEW

Jefferson County Commission Department of Roads & Transportation is requesting qualifications from firms for Professional Appraisal Valuation and Related Services for the Jefferson County Cooper Green Medical Building. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

This is a procurement of professional services and will be conducted in a manner that provides equitable competition. A Selection Committee will review all proposals received in compliance with this solicitation and will rank firms based on criteria identified in Part 5. The criteria may include but are not limited to, experience, licensing and professional standing, and conflicts of interest. Upon selection by the Selection Committee, the County will enter negotiations with the successful Respondent. Pending successful negotiations, the successful Respondent will enter into a contract for professional services with the County.

PART 2 – THE PROJECT AND SCOPE OF WORK

The Jefferson County Commission Department of Roads & Transportation seeks the services of a professional firm that has the knowledge, experience, and expertise to perform the services as requested.

The firm must be able to perform the following types of services upon request from the County:

Professional Appraisal Valuation and Related Services for the study and valuation of Jefferson County Cooper Green Medical Building. A study shall be performed to analyze, develop and report a market value for the potential sale based on a reasonable marketing time for similar properties. Project-specific considerations include a thorough inspection of the interior and exterior to determine the condition of the building, including any deferred maintenance, market analysis, highest and best use analysis, and the valuation analysis using the three approaches to value, all developed and reported in accordance with the Uniform Standards of Professional Appraisal Practice.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the County. The County reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based on the negotiated fee structure.

PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

To facilitate the Selection Committee's evaluation, each Respondent firm responding to this request for qualifications should include the following content, in the following order:

- Experience
- Project Understanding and Approach
- Quality Assurance and Quality Control
- Licensing and Professional Standing
- Conflicts of Interest
- Estimated time to project completion-Provide proposed schedule

Each of these items is discussed in more detail in the following sections.

3.1 Experience

- a. Please provide a brief narrative about the Respondent's experience, history, and primary clients served by the firm.
- b. List of the Respondent's proposed project team and those team members' qualifications and experience.
- c. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed valuation projects of the type indicated above. Relevant experience will be judged based on the valuation experience of those individuals named to the firm's valuation team for this project. Elements of recently completed valuation projects are as follows:

1. Project Address
2. Agency and Contact person for reference
3. Project objectives and scope

3.2 Project Understanding and Approach

Discuss the proposed approach to completing the needed services and how your firm will coordinate the development of value and project coordination.

3.3 Quality Assurance and Quality Control

- a. The proposal should describe how the Respondent will provide quality assurance (QA) and quality control (QC) for the project. Identify the individuals that will be involved in QA/QC services. If your firm has a structured QA/QC program, briefly describe the program and how it will be applied to the valuation project.
- b. Respondent shall discuss the firm's approach/method of arriving at the value conclusion.

3.4 Licensing and Professional Standing

- a. Please include a brief statement confirming that the Respondent is legally authorized to do business in Alabama and Jefferson County and that all staff assigned to perform services for the valuation project are licensed or certified to perform such services in Alabama. In addition, please include a statement confirming that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.
- b. Finally, for the five years preceding submission of the response for this RFQ the Respondent shall please identify:
 1. All contracts terminated (in whole or in part) to which the Respondent firm was a party- for convenience or default, by either the Respondent firm or by another party to the contract with the Respondent, including:
 - contract value
 - description of work
 - project owner and contract number and/or name and telephone number for a representative of the project owner
 2. All claims made against the Respondent arising out of the Respondent's professional services; and
 3. All litigation (including any arbitration or mediation proceedings) to which the Respondent has been a party. ¹ If no contracts have been terminated, or if the Respondent has not been a party to any claims or litigation, please include a statement to that effect.

3.5 Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the Respondent from entering into a professional relationship with the County generally, or for this project specifically. If no such conflicts exist, please include a statement to that effect.

3.6 Schedule

Jefferson County requests the Respondent include a timeframe for the project's completion. An expedited timeframe is preferred, and the Respondent should include a proposed schedule assuming the successful Respondent is under contract by January 1, 2005.

¹ The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The Selection Committee will review any matter disclosed and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

PART 4 – INSTRUCTIONS FOR PROPOSALS

Before submitting a response to this RFQ, the Respondent should carefully review the entire RFQ and be familiar with its contents. The Respondent firm's submission shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in performing the services requested.

4.1 Format of Proposals

Proposals shall be 8.5" x 11" in size. General brochure-type information is to be kept to a minimum, and the proposal shall be a maximum of 10 one-sided pages or 5 two-sided pages. Proposals shall be written with a font size of 11 points or larger.

4.2 Inquiries

The County will accept inquiries on the contents and requirements of the RFQ in electronic form only. Inquiries may only be submitted by email. Inquiries should be submitted to:

County Project Representative: Kelly Watson, SR/WA

Contact Information: watsonk@jccal.org

*Inquiries must be submitted at least seven (7) days before the deadline for submission of qualifications. **The County requires all inquiries regarding the RFQ to be submitted by October 24, 2024, 5:00 PM Central Time. Please note that NO further inquiries will be accepted after the deadline.** If the County chooses to respond to an inquiry, the County will do so in writing, in the form of an addendum to the RFQ. The addendum will be sent to all recipients of the RFQ.*

Each addendum issued by the County shall become part of this RFQ and proposals shall include any work or requirements described in the addendum. No addendum will be issued less than 72 hours before the deadline for submission of responses to this RFQ.

4.3 Submissions

***The County must receive respondent firm submissions no later than 5:00 PM Central Time on October 31, 2024.** We will not consider, or review proposals submitted after the deadline. It is the Respondent's responsibility to ensure that their submission is received within the time required by this RFQ.*

Respondents **MUST** complete and submit five (5) printed sets and one (1) USB flash drive containing the proposal in PDF format. Submittal shall be made in a sealed envelope and delivered to:

*Jefferson County Department of Roads and Transportation
A200 Courthouse
716 Richard Arrington Jr., Blvd North
Birmingham, AL 35203*

The Submittal Envelope should be clearly labeled with the following information:

Response to Request for Qualifications
Jefferson County Cooper Green Medical Building
Attention: Kelly Watson, Chief Land Acquisition Agent

4.4 Additional Items Related to Submissions by Respondent Firms

a. Submission rejection/costs

By issuing this RFQ, the County does not commit to entering into a contract, to paying any costs incurred in the preparation of a submission, or proposal, or to procuring or contracting for services. The County reserves the right to cancel this RFQ in whole or in part, to reject any or all submissions and proposals, to accept the submission and proposal it considers the most favorable to the County's interests, and to waive irregularities or informalities in any submissions/proposals or the submission procedures.

b. Contract and Insurance Requirements

The County has standard contract and insurance requirements for professional services contracts and is unable to make substantial changes to the requirements for the contract to be used for this project.

The laws of the State of Alabama shall govern the contract executed between the successful Consultant and the County, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in Jefferson County, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in Jefferson County, Alabama.

c. Requests for Additional Information

The County reserves the right to request additional information from Respondents to clarify the submissions.

4.5 Public Records

Each Respondent is hereby informed that, upon submission of its qualification to the County in response to this RFQ, the proposal becomes the property of the County.

Unless otherwise compelled by court order, the County will not disclose any submissions while the County conducts its deliberative process per the procedures identified in this RFQ. After the County either awards an agreement to a firm or after the County rejects all submissions, the County shall consider each submission from Respondents subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) unless there is a legal exception to public disclosure.

If a Respondent believes that any portion of its proposal is subject to a legal exception to public disclosure, the Respondent shall:

1. Mark the relevant portions of its proposal as "*Confidential*".

2. Upon request from the County, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the County regarding any claim by any third party for the public disclosure of the “*Confidential*” portion of the qualification’s submittal.

PART 5 – SELECTION PROCEDURE

The County will use a Selection Committee of qualified County employees for the evaluation of submissions. This is a qualifications-based procurement for professional services, in which the qualifications of the responding firms will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

The Selection Committee will review the submissions submitted in response to this RFQ, and rate the submissions based on the following grading system, which includes both numerical and pass/fail criteria:

Numerically Scored Criteria	Max. Points
• Firm Experience	30
• Proposed Schedule	30
• Project Understanding and Approach	25
• Quality Assurance and Quality Control	15
Pass/Fail Criteria	
• Compliance with RFQ Instructions	P/F
• Licensing and Professional Standing	P/F
• Conflicts of Interest	P/F

The Selection Committee will eliminate from consideration any Respondent's submission that receives a “Fail” grade on any one or more of the Pass/Fail criteria for evaluation.

After review and evaluation of the submissions, the Selection Committee may select one or more Respondents for interviews. However, the Selection Committee is not required to conduct interviews. The Selection Committee may determine that interviews are not necessary for the selection process and such decision is within the sole discretion of the Selection Committee.

Once the Selection Committee has completed its evaluation process, it will recommend the Respondent who has received the highest score and has not received a "Fail" grade, to the County Commissioners. The Committee will then request permission to start negotiating an agreement with the Respondent. The agreement will include the final scope of work and fees for services.

Upon approval by the County Commissioners, County staff will begin contract negotiations with the successful Respondent. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time, as determined by the County, then County staff will terminate negotiations with the successful Respondent and will request authority from the County

Commissioners to begin negotiations with the next highest scored Respondent that has not received a “Fail” grade. Any compensation discussed with one Respondent shall not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the Respondent will enter into an agreement with the County. The agreement shall not be enforced until it is approved by the Jefferson County Commission, and it is signed by the Commission President. The County cannot pay for any work or services performed before the approval of the agreement by the County Commission, and the issuance of a notice to proceed by the County.

Please note that this RFQ does not guarantee that the County will make any contract award. The County reserves the right to modify, amend, or withdraw this RFQ, in whole or in part, at any time and for any reason, in its sole discretion.

END OF RFQ