

## REQUEST FOR QUALIFICATIONS

**TO:** Qualified Firms

**FROM:** City of Loxley, Alabama

**RE:** Request for Qualifications for Professional Grant Management and Project/Construction Management for a Site Built FEMA 361 and ICC-500 – 200 MPH Rated Hurricane Safe Room

**DATE:** October 21, 2025

### Section 1. Introduction

This is a Request for Qualifications (“RFQ”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with standards of 2 CFR 200.317-200.327. To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide professional grant management and project/construction management services.
- b. The City of Loxley will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firms integrity, compliance with public policy, record of past performance, and financial technical resources. The City of Loxley will verify that the selected firm is not suspended or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of architectural professional services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.
- c. Written Qualifications will be reviewed and rated. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City of Loxley may or may not elect to interview any of the responding firms.
- d. The City of Loxley has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City of Loxley and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Statement of Qualifications (SOQ). Following the receipt of SOQs, a certain firm or firms may be selected for further consideration.

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

City of Loxley seeks Statements of Qualifications from professional grant management and project/construction management firms which have the knowledge, experience, and expertise to perform the services as requested.

The project of interest is as follows:

The project involves construction of a stand-alone, site built, dual-purpose, FEMA 361 and ICC-500 – 200 MPH rated 1<sup>st</sup> responder hurricane safe room in Loxley, Alabama. The site-built hurricane safe room will be designed and constructed to meet the latest version of FEMA HMGP Guidance, FEMA Publication 361 and ICC-500 hurricane safe room criteria and will be able to withstand 200 mph winds. The City of Loxley requires grant management and project/construction management experience based on FEMA HMGP Guidance, FEMA 361 and ICC-500. Significant additional consideration will be given to firms with design experience related to FEMA safe room projects.

Grant management services will include quarterly progress and fiscal reporting, project monitoring, technical monitoring, compliance activities associated with federal procurement requirements, documentation of quality of work verification, payment/reimbursement claims, closeout review/documentation, liquidation, and records retention requirements.

Project/Construction management services will include activities that manage, coordinate, and provide project oversight support, from project beginning to project completion.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City of Loxley 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 upon the firm's hourly rates or an agreed-upon not to exceed amount.

## **Section 3. Firm Qualification and Statement of Qualifications Requirements**

Firms interested in performing the work will be considered on the basis of a SOQ containing information submitted in response to this request in a form limited to seven (7) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages. SOQs must be signed by an authorized representative or contracting agent of the firm.

**Qualifications are due by November 14, 2025 @ 2:00 p.m.**

All Qualifications should be submitted in 8 ½" x 11" paper size. Each submission shall be prepared simply and economically, providing straightforward, concise delineation of the firm's

capabilities to satisfy the requirements of this ROQ. Fancy binding and color displays other than those necessary are highly discouraged.

**Provide three (3) printed, sealed copies to:**

**Mailing Address:**

**City of Loxley  
ATTN: Melissa Lawrence  
P.O. Box 9  
Loxley, Alabama 36551**

**Delivery Address:**

**City of Loxley  
ATTN: Melissa Lawrence  
1089 South Hickory Street  
Loxley, Alabama 36551**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the SOQ on the date indicated above and, in the order, indicated below:

- a. Recently Completed Projects: Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. Relevant experience will be judged on the basis of the experiences of those named as the firm's team for this project. Provide at least (3) references. (30 points possible)
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
  1. The general experience of the firm. (10 points possible)
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications, and availability to perform the work and services to be provided. (10 points possible)
  3. Please include a very specific statement as to the firm's experience with grant management and project/construction management related to site built FEMA 361 and ICC-500 hurricane safe room projects. (20 points possible)
- c. Capacity to Perform: Description of the proposed approach to completing the needed services and how your firm will provide grant management and project/construction management services. (30 points possible)
- d. Please include a statement as to potential general conflicts of interest that would prevent the City of Loxley from entering into an agreement with your firm pursuant to the RFQ. If none exists, such a statement should be made. (pass/fail)
- e. Copy of Memorandum demonstrating enrollment in the U.S. Department of Homeland Security's E-Verify program. (pass/fail)
- f. Copy of Registration demonstrating enrollment in SAM.GOV (pass/fail)

- g. Copy of FEMA certifications related to grant or project management training (pass/fail)

The City of Loxley reserves the right to interview a firm or multiple firms 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 the City. The City of Loxley has exclusive and sole discretion to determine the firm or firms whose services will be most advantageous to the City of Loxley and reserves the right to reject all firms.

Any questions by the firm related to this RFQ should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City of Loxley may not respond to questions from individual firms during the RFQ process.

City of Loxley is an Equal Opportunity Employer without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, status as a veteran or current or prospective member of a uniformed service, family medical history or genetic information, workers' compensation claims, or any other classification protected by federal, state, or local law.

**END RFQ.**