



CITY OF MOBILE
REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL DESIGN SERVICES
GULF COAST EXPLOREUM SCIENCE CENTER
MU-017-24

I. Introduction

The City of Mobile ("City") is seeking qualified design professionals to provide design and construction administration related services for upgrading the HVAC system throughout the Gulf Coast Exploreum Science Center ("Exploreum"), a 35,000 square foot active museum, partially located in a historic facility. Design solutions must minimize operational disruptions, accommodate traveling exhibits, and maintain sensitive interior environmental conditions.

The contract negotiations will begin as soon as possible after selection. Preference will be given to qualified firms that can start promptly, devote sufficient time, and expedite successful and timely completion of the Project. All construction bid packages will be competitively bid in compliance with the State of Alabama Public Works Law (Code of Alabama, Title 39).

II. Scope of Work

It is currently anticipated that the proposed improvements shall include replacing and upgrading the existing HVAC systems and supporting infrastructure to enhance reliability, system performance, and long-term maintainability. The selected design team will evaluate existing facility conditions, provide professional recommendations for system replacement and improvement, develop construction documents, and support preconstruction coordination with City staff and Exploreum personnel, as well as assist with permitting, bidding, procurement, and construction administration.

Design requirements include but are not limited to the following:

- Evaluation and mechanical design of the replacement existing HVAC systems, including rooftop units, water-cooled split systems, gas boilers, variable air volume boxes, chiller, and cooling tower.
- Design and specification of a new air-cooled chiller to replace the current water-cooled system.
- Integration of the new equipment with the existing chilled and hot water piping.
- Replacement of the non-responsive controls system with a modern DDC controls system.
- Plumbing and fire protection modifications as needed to support new HVAC systems.
- Electrical engineering for system replacements, including load assessments and new power connections.
- Minor architectural work, as needed, related to equipment access, building penetrations, or layout modifications.
- Structural engineering, as needed, for reinforcement or support of new HVAC equipment.

Project conditions:

Due to the operational nature of the Exploreum, the selected firm must demonstrate experience with HVAC renovations in historic buildings, museums, or similar environments. Coordination with Exploreum staff is required to ensure design solutions consider exhibit schedules, public access, and preservation needs.

Professional Service Phases shall be included for all aspects of the project:

- Pre-design services
- Construction cost estimates
- Design services for construction
- Permitting applications and monitoring
- Bidding and negotiating
- Construction contract administration
- Construction Closeouts

Basic Design Services (Pre-Design through Contract Administration) should include the following:

- Mechanical (Plumbing) Engineering (prime)
- Electrical Engineering
- Architecture
- Structural Engineering
- Construction Cost Estimating

Design work should begin immediately after a contract has been awarded and will continue through the construction document phase of the project. The award of the construction contract will be dependent on funding, but it is anticipated that the project will be bid and construction will start immediately following the completion of the construction document phase of the project.

The design team will be required to meet and coordinate with various City Departments, including, but not limited to, Administration, Engineering, Permitting, and Build Mobile, as well as the Real Estate Asset Management (REAM) staff. Any alterations to the historic portion of the building would require coordination and approval by the Historic Development Group.

Design fees will be negotiated on a fixed fee basis.

III. Submittal Requirements

Firms interested in performing the work will be considered by an Evaluation of Qualifications based on a 100-point scale pursuant to the written responses to the Request for Qualifications. (*See Exhibit 1*). All applicants must submit, via by email, a single PDF containing the Qualifications checklist form (*See Exhibit 2*), their qualifications, and all required RFQ responses to Elizabeth Miller at elizabeth.miller@cityofmobile.gov.

Qualification forms will be accepted until 3:00 pm local time on Wednesday, November 4, 2026. Upon receipt of the submittal, each respondent will receive an email acknowledging successful delivery. All acknowledgments will be issued to respondents no later than 3:00 pm local time on Thursday, November 5, 2026.

Qualification submissions will be reviewed as they are received and should not exceed thirty (30) pages. Interviews (if required) will be conducted between November 11, 2026, and November 17, 2026. The Mayor or his designees shall make the final selection.

The following schedule applies:

Publication of Request for Qualifications: October 14, 2026

Deadline for questions about RFQ: October 21, 2026

Deadline for Addendums to RFQ: October 28, 2026

Deadline for receipt of responses to RFQ: November 4, 2026

1. **Letter of Interest:** Maximum of two (2) pages. Must include firm name, address, telephone number, email address and fax number. Letter must be signed by person authorized to bind firm by contract.

2. **Firm Organization:** **20 pts.**

A Cover Letter and Statements of Qualifications to include:

- Statement of registration of the firm. The lead design firm must be registered in the State of Alabama.
- Number of years in business.
- Location of respondent's place of business.
- Statement of availability.
- Present size of firm and breakdown by employee category.
- Information on your firm and your consultants concerning disadvantaged and minority business participation, including specific firms included in design team. The City of Mobile encourages and supports the utilization of Minority Business Enterprises on these and all other publicly solicited Bids and shall be in compliance with the City of Mobile's Minority Utilization Plan as adopted by the City Council. Statements of compliance will only be considered if specific to the requirements.

3. **Project Team:** **20 pts**

- Identify key personnel proposed for this project, including Principal-in-Charge, Project Engineer, and Project Manager for construction administration phase.
- Include resumes for key personnel and their experience on comparable projects.
- Identify sub-consultants to be utilized and their experience on comparable projects.
- List of proposed consultants and/or qualified personnel required for proposed services. Include resumes for sub-consultant key personnel and their experience on comparable projects.

4. **Experience:** **50 pts**

- Statement of previous design experience with museums and historic buildings or similar facilities.
- Provide a list of at least three (3) comparable projects of similar size in the last five (5) calendar years, to include project name/location, timelines used, a brief description, completion date, construction cost, client name and contact, client address, and contact telephone number and email address. List the number of change orders and the reasons for the change orders. Provide photographic representation of most relevant and representative projects listed.
- Statement of previous design experience with City of Mobile facilities.

- Provide a description of design philosophy, CAD capabilities, electronic communication practices, QC/QA procedures, cost control methods, and construction administration processes.

5. Additional Conditions:

10 pts.

Statement of firm or individual practitioner:

- Have current City of Mobile Business License.
- Have an established local business office or plan of travel. This office shall be open and staffed for business during normal business hours Monday through Friday. Telephone and fax communication shall be available at all times.
- The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
- Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.
- The City utilizes eBuilder as its project management system. eBuilder is a secure data collection site: <https://www.e-builder.net>. Firms and/or individuals, including subconsultants, shall (are strongly encouraged) to use eBuilder as an essential component to project management with the City of Mobile.

IV. Disclosures

The City shall have no financial interest in the business of and shall not be liable for any debts or obligations incurred by the Consultant nor shall City be deemed or construed to be a partner, joint venturer or otherwise interested in the assets of the Consultant, or in the sums earned or derived by Consultant, nor shall the Consultant at any time or times use the name or credit of City in purchasing or attempting to purchase any car, equipment, supplies or other thing or things whatsoever.

The Consultant, in the performance of its operations and obligations hereunder, shall not be deemed to be an agent of City but shall be deemed to be an Independent Contractor in every respect and shall take all steps at its own expense, as City may from time-to-time request, to indicate that it is an independent Contractor. City does not and will not assume any responsibility for the means by which or the manner in which the services by the Consultant are performed; but on the contrary, Consultant shall be wholly responsible, therefore.

The Consultant shall acknowledge that its identity and particular capacity to provide the services described hereinabove shall constitute material consideration for the City's execution of a contract with the Consultant. Therefore, the Consultant shall not transfer or assign an awarded contract or any of the rights or privileges granted therein without the prior written consent of City; which such consent shall be granted or denied solely at City's discretion.

If selected, the Consultant shall agree to comply strictly with all ordinances of the City of Mobile, Alabama, and the laws of the State of Alabama and of the United States while performing its obligations.

The Consultant agrees that, if selected, it will comply with Title 6 of the Civil Rights Act of 1964 which provides that no person will be excluded from participation in, or be denied benefits of, or otherwise be subjected to discrimination on the grounds of race, sex, color, national origin or disability.

V. Reservation of Rights

The City reserves the right to:

- Amend, modify, or withdraw this RFQ
- Revise any requirements under this RFQ
- Accept any proposal deemed to be in the best interests of the City and to reject any and all proposals.
- Require supplemental or clarifying information from any responding party without having been deemed to have changed the terms of the RFQ
- Extend the deadline for submissions of responses
- Negotiate or hold discussions with any Consultant to supplement responses

Additionally:

The City may exercise all rights at any time without notice and without liability for expenses incurred in responding to any changes in the RFQ. Responses are prepared at the sole cost and expense of the Consultant.

Nothing stated at any time by any City agent or representative will affect a change or addition to the RFQ, unless confirmed in writing by the City.

All information submitted in response to this RFQ shall become the property of the City, and as such, may be subject to public review as public records.

Consultants acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liability incurred by the Consultant as a result of, or arising out of, responding to this RFQ.

The City shall release all public information concerning this RFQ and selection process, including selection announcements and contract awards. Anyone desiring to release information to the public shall receive prior written approval from an authorized agent of the City.

The City shall take all necessary and affirmative steps to assure that minority firms and women owned business enterprises compete.

Consultants shall not collude in any manner or engage in any practices with any other Consultant which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Consultant's submittal.

This RFQ uses the gender-neutral words "it" and "its" in place of "he" and "she" and "his" and "her, etc., merely for the sake of brevity or to include the possibility that a consulting firm might submit a Qualification Form.

This RFQ is available in its entirety on the City of Mobile's website at <http://www.cityofmobile.gov/>, and at the Department of Real Estate Asset Management, Government Plaza – South Tower, Suite S-554, 205 Government Street.

For additional information: Elizabeth Miller, Project Manager, 200 Government Street, Mobile, Alabama, 36602 Phone: (251) 208-7627 or email at elizabeth.miller@cityofmobile.gov.

Exhibit 1

1. Letter of Interest (No pts)
2. Firm Organization: (max 20 pts)
 - a. Cover Letter Summary, Dates of Availability of firm/team, and lead design firm is an Alabama registered Professional (15pts.)
 - b. Information on your firm and your consultants concerning Disadvantaged and Minority Business participation (5pts.)
3. Project Team: (max 20 pts)
 - a. "Key Personnel" with Resumes, description of project responsibilities, dates of service, and duties of the individuals involved in the project (15pts.)
 - b. List of proposed consultants and/or qualified personnel required for proposed services (5pts.)
4. Experience: (max 50 pts)
 - a. Statement of previous design experience with museums and historic buildings or similar facilities (10pts.)
 - b. List of three (3) prior projects with similar scope, including the three projects references with address and phone numbers (30pts.)
 - c. Statement of previous design experience with the City of Mobile (10pt.)
5. Additional Conditions: (max 10 pts)
 - a. Firm has an established local business office and Mobile Business License. (5pts.)
 - b. Accessible for consultation during working hours. (5pts.)

Exhibit 2



**CITY OF MOBILE
QUALIFICATIONS CHECKLIST FORM
GULF COAST EXPLOREUM SCIENCE CENTER
MU-017-24**

I. Letter of Interest (Maximum 2 Pages)

Firm Name: _____

Address: _____

Telephone: _____

Email: _____

Fax: _____

Authorized Signatory Name & Title: _____

Signature: _____

☐ Letter of Interest Attached

II. Firm Organization (20 pts.)

Lead Firm Alabama Registration Number: _____

☐ Lead Firm Registered in Alabama

Years in Business: _____

Primary Office Address: _____

Additional Offices: _____

Availability Description: _____

Firm Size and Staffing Breakdown: _____

Minority/Disadvantaged Business Participation: _____

III. Project Team (20 pts.)

Experience with City of Mobile Facilities: _____

Principal-in-Charge: _____

Mechanical Engineer: _____

Electrical Engineer: _____

Architect: _____

Structural Engineer: _____

Project Manager (Construction Admin): _____

☐ Resumes Attached for All Key Personnel

Subconsultants: _____

Subconsultants: _____

Subconsultants: _____

☐ Resumes Attached for Subconsultants

IV. Experience (50 pts.)

☐ Comparable Completed Projects Attached

☐ Current Representative Projects Attached

☐ Photographic Documentation Attached

☐ Schedule/Budget/CO History Attached

☐ Technical Approach Documentation Attached

V. Additional Conditions (10 pts.)

☐ City of Mobile Business License Attached

Local Office or Travel Plan: _____

☐ Licensed Professional Available 8 AM–5 PM, M–F

☐ E-Verify Documentation Attached

☐ Firm Able and Willing to Use eBuilder

VI. Certification

Name: _____

Title: _____

Firm: _____

Signature: _____

Date: _____