



REQUEST FOR PROPOSALS

Architectural & Engineering Firms to Design the New Foley Senior Center

Requisition No. SC-042226

The City of Foley is soliciting Request for Proposals (RFPs) from qualified architectural and engineering firms to provide professional design services for a new Senior Center facility to be constructed directly west of the renovated Foley Armory Building. The selected firm will provide full professional services from conceptual design through construction administration.

Requests for Proposals (RFPs) will be received by the City of Foley at Foley City Hall, 407 East Laurel Avenue, Foley, Alabama, 36535 or P.O. Box 1750, Foley, AL 36536 until 2:00 p.m., on Wednesday, April 22, 2026.

Information regarding the RFP may be downloaded from the City's website at <http://www.cityoffoley.org>.

To be eligible for consideration, RFPs must meet all requirements contained in the Request for Proposal (RFP) package. It shall be the sole responsibility of the company submitting an RFP to assure receipt of the RFP at Foley City Hall prior to the published time.

The City of Foley reserves the right to accept or reject any or all RFPs and to waive technical errors if, in the City's judgment, the best interests of the City will thereby be promoted.

Rachel Keith
Project Manager
City of Foley, Alabama



Introduction

The City of Foley, Alabama (“City”) is soliciting sealed proposals from qualified and experienced architectural and engineering firms to provide professional design services for a new Senior Center facility to be constructed directly west of the renovated Foley Armory Building.

The new Senior Center will serve as a modern, accessible, and welcoming community hub for older adults, supporting active lifestyles, social engagement, wellness programming, and congregate dining. The project is a key component of the City’s broader Leisure Services planning and investment strategy.

The selected firm will provide full professional services from conceptual design through construction administration.

1. Project Overview

1.1 Project Location

The proposed Senior Center will be located directly west of the renovated Armory Building, on City-owned property in Foley, Alabama.

1.2 Project Scope and Program

The project consists of the design and construction of a new, approximately **13,500 square foot** Senior Center facility with a **total budget not to exceed \$5 million including design**.

The facility shall include, but not be limited to, the following program elements:

- **Multi-Purpose Assembly Space for Exercise, Dance and Programming**
 - Flexible open space for fitness classes, dances, wellness programs, and group activities including a small stage
 - Storage for equipment and furnishings
- **Assembly Space for Dining and Events**
 - Seating capacity for 150 with round tables for meals and special events
 - Flexible layout for multipurpose use
- **Break-out and Meeting Rooms**
 - Smaller rooms for cards, quilting, meetings, and other activities
- **Warming Kitchen**
 - Designed to support meal preparation and serving operations, not a commercial kitchen
 - Compliant with applicable health department standards
- **Administrative and Support Spaces**
 - Offices for staff (4)
 - Reception / check-in area
 - Storage rooms
 - Janitorial and building support areas



- **Restrooms and Locker Areas**
 - Designed for high accessibility and durability
- **Outdoor Spaces (if feasible)**
 - Covered entry
 - Outdoor seating or recreational areas (shade needed)
 - Pedestrian connectivity to the Armory Building and Campus – this will be supplied via a campus plan that is being developed.
- **Parking and Site Improvements**
 - Accessible parking in compliance with ADA standards
 - Safe pedestrian routes with numerous ramps
 - Landscaping and storm water management

1.3 Project Goal

Design solutions should prioritize construction efficiency, flexible use of space, and long-term operational sustainability. Proposals that reduce overall square footage, consolidate functions, and limit specialized build-outs will be viewed favorably. The City of Foley seeks a design that:

- Creates a welcoming and inclusive environment for seniors
- Encourages wellness, activity, and social connection
- Integrates aesthetically with other campus buildings
- Reflects durability, sustainability, and cost-effective operations
- Provides flexibility for future programming needs
- Considers acoustic needs to host multiple events

1.4 Accessibility and ADA Compliance

The facility must be fully compliant with the Americans with Disabilities Act (ADA), Alabama accessibility requirements, and best practices for universal design. The design shall prioritize ease of navigation, safety, and comfort for senior users.

2. Scope of Professional Services

The selected firm shall provide full architectural and engineering services, including but not limited to:

2.1 Pre-Design and Programming

- Stakeholder meeting with staff
- Confirmation and refinement of space program
- Site analysis and evaluation
- Preliminary budget validation

2.2 Schematic Design

- Conceptual design alternatives
- Preliminary floor plans and site layout
- Estimated construction

2.3 Design Development

- Architectural, structural, mechanical, electrical, plumbing, acoustical, and civil design
- Coordination with City staff
 - Building Official
 - Avoid sprinkling to maximum extent practicable
 - Fire Marshall
 - Police
 - Security concerns
 - Line of sight concerns
 - Information Technology
 - Clarifying owner-furnished vs. contractor furnished technology items
 - Riviera Utilities
 - Gravity sewer to maximum extent practicable
 - Underground power to maximum extent practicable
 - Identify any required 240V single phase or 3 Phase power services
 - City Engineer
 - Drainage
 - Onsite parking
 - ROW parking
 - Technical Design Manual Compliance
 - Planning and Zoning
 - Streetscapes
 - Signage
 - Landscaping and buffers
 - Low Impact Development (LID) techniques
 - Land Development Ordinance Compliance
 - Citizen Serve
 - Building Official, City Engineer, Fire Marshall, and Planning and Zoning plan reviews will be conducted via Citizen Serve online portal
- Updated construction cost estimates

2.4 Construction Documents

- Preparation of complete drawings and specifications suitable for competitive bidding
- Coordination with regulatory

2.5 Bidding and Procurement Support

- Assistance with contractor pre-bid meetings
- Responses to bidder questions and addenda preparation
- Bid evaluation support



2.6 Construction Administration

- Submittal review
- Site visits and progress meetings
- Responses to RFIs
- Change order evaluation
- Final inspections and project closeout

3. Project Schedule (Estimated)

- RFP Issued: 4/1/26
- Pre-Proposal Meeting / Site Visit (Optional): 4/15/26
- Proposals Due: 4/22/26
- Selection and Interviews (if required): Week of April 27
- Contract Award: 5/18/26
- Design Phase Duration: 6/1/26 - 12/31/26
- Construction Bid Process: 1/1/27 – 1/31/27
- Construction Bid Award: 2/15/27
- Construction Duration: 12 months

4. Proposal Requirements

Firms shall submit one (1) hard copy and one (1) electronic copy on a USB containing the following information:

4.1 Cover Letter (1 page maximum)

- Brief introduction of the firm
- Primary contact information
- Statement of understanding of the project

4.2 Firm Qualifications (2 page maximum)

- Firm history and profile
- Relevant experience with senior centers, community centers, recreation facilities, or similar public projects
- Office location(s) and project team availability

4.3 Project Team (2 page maximum)

- Organizational chart
- Roles and responsibilities
- Resumes of key staff

4.4 Relevant Project Experience (3 page maximum)

- Description of at least **three (3) comparable projects**
- Include project size, budget, year completed, client contact, and photographs
 - Elevation photos of all building facades
 - Building floor plan
 - Elevation photos of kitchen / food prep areas (what other photos would be beneficial to see – any features we want to see we should specify here)



4.5 Project Approach and Methodology (10 page maximum)

- Design philosophy
- Staff engagement approach
- Budget and cost-control strategies
- Schedule management

4.6 Proposed Fee Structure (1 page maximum)

- Lump sum or phased fee proposal
- Breakdown by design phase
- Identification of reimbursable expenses

4.7 References (1 page maximum)

- At least three (3) professional reference for similar projects

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Firm Experience & Qualifications	25%
Relevant Project Experience	25%
Project Team & Capacity	15%
Design Approach & Methodology	15%
Fee Proposal	15%
Local Knowledge & Availability	5%

The City reserves the right to conduct interviews with shortlisted firms.

6. Submission Instructions

Proposals shall be submitted no later than 2:00pm to:

City of Foley
Attn: Purchasing Agent
407 East Laurel Avenue
Foley, AL 36535

Late proposals will not be considered.



General Requirements

- The selected consultant shall comply with all applicable federal, state, and local laws, regulations, and ordinances.
- The consultant shall be properly licensed and qualified to provide professional planning and design consulting services in the State of Alabama, as applicable.
- The selected consultant shall obtain a current City of Foley business license prior to execution of a contract.
- Prior to execution of a contract, the selected consultant shall provide proof of insurance, including Commercial General Liability, Workers' Compensation, and others if applicable as required by Alabama Law. Insurance coverage shall be maintained for the duration of the contract.
- Pursuant to §31-13-9, Code of Alabama 1975, consultant shall be enrolled in and comply with the E-Verify Program. Proof of E-Verify participation shall be submitted prior to contract execution.

Contract Award

Upon completion of the evaluation process, the City of Foley reserves the sole discretion to award or not award this project. The City reserves the right to reject any or all proposals, waive informalities or minor technical defects, request clarification or additional information, and take any action deemed to be in the best interest of the City.

Award, if made, will be to the proposer determined to provide the best overall value to the City based on the evaluation process.

Additional Information

All questions related to this RFP must be documented through email and should be sent to Rachel Keith at rkeith@cityoffoley.org no later than three (3) business days prior to the RFP deadline. No questions will be addressed by any means other than email. Answers will be emailed to all interested parties in the event that clarification is required.

Instructions to Respondents

To be eligible for consideration, responses must be submitted with all required documents and exhibits found in this RFP and any other items specified in this packet. All executed forms and documents must be submitted in a sealed envelope. The outside of the sealed envelope should be clearly marked, identifying the project name, requisition number, date and time of the RFP closure. It shall be the sole responsibility of the respondent to assure receipt of the RFP at Foley City Hall prior to the published time of the RFP deadline. If hand delivering, the RFP envelope must be "Date and Time" stamped at the receptionist's desk with the RFP is turned in.

Responses should be sent to one of the following addresses:

US Postal Service

City of Foley
Attn: Purchasing Agent
P.O. Box 1750
Foley, AL 36536

Physical Address

City of Foley
Attn: Purchasing Agent
407 E. Laurel Avenue
Foley, AL 36535



THE CITY OF FOLEY, ALABAMA GENERAL CONDITIONS

To insure acceptance, all entities submitting Request for Proposals (RFP's) to the City of Foley shall be governed by the following conditions, attached specifications and related form unless otherwise specified. RFP's **not** submitted in accordance with the Response Guidelines may be rejected, and RFP's **not** complying with the general conditions will be subject to rejection.

1.0 Intent of RFPs:

It is the intent of the intent of the RFP attached hereto to set forth and describe certain item(s) and/or service(s) including all costs necessary to provide these items or services.

1.01 Legal Requirements:

All applicable provisions of Federal, State, County and local laws including all ordinances, rules and regulations shall govern the development, submittal and evaluation of all RFP's received in response to these specifications, and shall govern any and all claims between person(s) submitting an RFP hereto and the City of Foley, by and through its officers, employees and authorized representatives. A lack of knowledge by the company submitting the RFP concerning any of the aforementioned shall not constitute a cognizable defense against the legal effect thereof.

1.02 RFP Submission:

The proposal and all executed forms must be submitted in a sealed envelope by the date indicated in the RFP. All proposals must be signed by an authorized representative of the Company. **The face of the envelope shall be plainly marked identifying the RFP and the submission deadline, date and time.** It shall be the sole responsibility of the submitter to assure receipt of the proposal at the destination indicated prior to the published deadline date and time. No proposal will be opened that is received after closing time for receipt of proposals, nor will any offers by telephone, fax, or any electronic means be accepted.

1.03 Exceptions to Specifications:

During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that fair consideration is given in evaluating proposals, all exceptions to or deviations from the specifications as written must be noted and fully explained. The Mayor and City Council are the final authority in determining the acceptability of any exceptions to specifications.

1.04 Discounts:

Terms offering a discount for prompt payment will be considered in the selection process. The discount period shall begin whenever (1) the conditions of the specifications have been fully met and the product or service judged acceptable to the City of Foley or (2) a correct invoice and other required documents have been received, whichever is later. Discounts offered for a period of less than thirty (30) days will not be considered.

1.05 Approved Equivalent or Equals:

Any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only and not intended to limit competition. The respondent may offer any brand for which he is an authorized representative that meets or exceeds the specifications as written. If the response is based on an "approved equivalent or equal" item, supportive information in the form of manufacturer's printed literature or brochures, sketches, diagrams and/or complete specifications must accompany the RFP. The respondent must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Foley reserves the right to determine acceptance of proposed equivalent or equal item.



1.06 RFP Withdrawals:

RFP's may be withdrawn by written request received from respondent prior to the time fixed for the submission deadline but no RFP may be withdrawn after closing time for receipt of RFP's for a period of sixty (60) days. Negligence on the part of the respondent in preparing the proposal confers no right for the withdrawal of the proposal after the fixed date and time.

1.07 Rejection of Proposals:

The City of Foley reserves the right to accept or reject any or all proposals, to award proposals on a split-order basis, to waive any minor irregularities, technicalities, or informalities, and to re-advertise for RFP's when deemed in the best interest of the City of Foley.

If there is any reason for believing that collusion exists among the respondents, any or all proposals may be rejected, and those participating in such collusion may be barred from submitting proposals on the same or other work with the City of Foley.

1.08 Delivery:

Proposals shall include all freight cost to Foley, Alabama to point(s) specified herein or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss shall be passed to the City of Foley until after receipt of delivery has been acknowledged by an authorized representative of the City of Foley.

1.09 Taxes:

The City of Foley, a Municipal Corporation, is a tax exempt entity per Section 40-23-4(11), Code of Alabama 1975. The City of Foley is exempt from all state and local sales taxes. This should **not** be construed to mean that contractors or suppliers doing business with the City of Foley are exempt from paying tax (General Conditions, Section 1.11 Permits and Taxes).

1.10 Licenses, Registration and Certificates:

A City of Foley Business License must be obtained within ten days of proposal acceptance. Each respondent must provide proof of State required competency certifications whenever applicable to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Foley.

1.11 Permits and Taxes:

The contractor shall procure all permits, pay all charges, fees and taxes and give all notices necessary and incidental to the due and lawful prosecution of the work.

1.12 Compliance with Federally Funded Programs:

The selected company shall assure the City of compliance with any and all special provisions (if applicable) contained in the contract. These provisions may include but are not limited to maintaining a Drug-Free Workplace, compliance with Clean Air and Water Laws and Regulations, and compliance with Equal Opportunity and Non-Segregated Facilities guidelines.

1.13 Proof of Liability & Worker's Comp Insurance:

If applicable, Proof of Liability and/or Worker's Comp Insurance must be included in the RFP packet. If a company is not covered by Worker's Comp Insurance, labor and material charges should be separated on the proposal. This should be done in order for the City to determine the Worker's Comp rate (in accordance with the City's current Worker's Comp fee schedule) that will be deducted from payment to the company performing the work.

1.14 Background Check:

The award of "Public Works" projects over \$50,000 will be contingent upon the results of a background check as stated in Ordinance No. 1029-08. According to this ordinance, the City of Foley will take criminal histories into account when deciding whether a respondent is qualified to do work for the City. Anyone who owns or runs the day-to-day operations of a company that submits a proposal for a City project must complete a questionnaire and consent to a background check as part of the review process.



1.15 Disqualification:

The City can disqualify a company based upon the results of a background check or if the company has been prohibited from contracting with another government agency as stated in Ordinance No. 1029-08.

If, in the opinion of The City of Foley, a proposal contains false or misleading statements or references that do not support a function, attribute, capability, or condition as contended by Company, the proposal may be disqualified from further consideration.

1.16 Expenses:

Expenses for developing an RFP and addressing information requests herein are solely and entirely the responsibility of Company and shall not be chargeable in any manner to the City of Foley.

1.17 Alabama Immigration Law (Beason-Hammon Alabama Taxpayer and Citizen Protection Act):

Contractor must be in compliance with Alabama's Immigration Law, otherwise known as the Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No. 2011-535, Section 31-13-9, Code of Alabama 1975. If the bidder employs persons in the State of Alabama, the bidder must provide documentation with this bid that they are enrolled in the E-Verify program. Additionally, the bidder should be advised that if they employ persons (anywhere), award of the contract is conditioned on the bidder not knowingly employing, hiring for employment or continuing to employ an unauthorized alien within the State of Alabama. Any awarded contract will contain a provision whereby the bidder promises not to violate federal immigration law.

Any subcontractor who works with the general contractor who has been awarded contracts by the City must be enrolled in E-Verify. It is the responsibility of the general contractor to have a system in place to ensure subcontractors' compliance.

Proof of E-Verify documentation will be in the form of a copy of the signed Memorandum Of Understanding (MOU) generated upon completion of the E-Verify program.

1.18 Local Bid Preference:

The City of Foley has accepted the local bid preference guidelines established in Act 2015-293 and allows these guidelines to be utilized when appropriate, on a case by case basis. The local preference area has been established per Resolution 15-2369-RES and is defined as the area within the police jurisdiction of the City of Foley. Bid awards may be made to local vendors in this area if their submission is within 5% of a lower bid submitted by a vendor outside of this area and a 10% preference is extended if the lower bidder is located outside the state.

1.19 Contractor Tax Credits/Incentives/Rebates:

Should a Contractor seek tax credits, incentives or rebates for energy efficiency programs or any other such program through the Federal or State Government, the Contractor shall inform the City of its intent to apply and shall negotiate terms with the City.

"The City of Foley encourages all vendors to list job openings with Job Services of Alabama."