



## **American Village Citizenship Trust Request for Qualifications Architecture and Design Services**

Pursuant to §41-16-72 of the Code of Alabama, 1975, as amended, the American Village Citizenship Trust requests qualifications from qualified design professionals to provide architectural and design services for the project described herein.

Sealed submittals will be accepted until July 12, 2024, at 4:30 PM, CDT, by the American Village Citizenship Trust to provide professional services in accordance with the conditions stated in this request for proposals.

Proposals may be submitted to the address below and are to be marked: “Market Street Building Project – Architectural Design Services Proposal.”

The American Village serves the Nation as an educational institution whose mission is to strengthen and renew the foundations of American liberty and self-government by engaging and inspiring citizens and leaders, with special emphasis on programs for young people. The American Village is a nationally-pioneering classroom and American history and civics education center that has engaged and inspired over 800,000 students from Alabama and other Southeastern states since opening its campus in 1999.

The American Village is currently in search of an architect to perform the architectural design services required for the proposed Market Street Building Project to be located on the campus of the American Village at 3727 Highway 119, Montevallo, AL 35115.

This project will include the construction of the single story Market Street Building, approximately 5,271 heated square feet in size; the rear of the building will include five lean-to roofed open air stalls approximately 10’ x 12’ each for demonstration 18<sup>th</sup> Century trades. This building will be patterned after historic Chowning Tavern located at 109 E Duke of Gloucester St, Williamsburg, VA 23185. Exterior elements will be consistent with same in rot-resistant materials. The selected consultant will provide Basic Services A-E (Manual of Procedures of the Alabama Division of Construction Management – Chapter 4) and appropriate additional services as needed for the project. The project elements will consist of but not be limited to the following components:

- Site design and engineering plans;
- Architectural design of the exterior of the building;
- Architectural design of the interior of the building;

- Mechanical, Electrical, and Plumbing design;
- Landscape design and installation plans;
- Applicable coordination and full compliance with Alabama Department of Finance, Real Property Management and the associated requirements for the Alabama Department of Construction Management, Shelby County Department of Development Services and the City of Montevallo.

### **Site Description**

The site is located on the campus of the American Village. The building site will be located on the hilltop oval cobblestone loop road (Constitution Green) directly across the Green from Independence Hall West Wing. Utility facilities (electrical, water and sewer) are nearby and connection points are known.

### **Design Criteria**

The proposed project will incorporate the educational needs of the American Village as well as the architecturally significant elements of the Colonial American period.

Building design standards will be applied as follows:

- Architectural style and finish elements of the exterior shall accurately (as much as possible) replicate the historic Chowning Tavern Building referenced above.
- Lighting should accent the architectural style of the buildings and promote a safe and positive night time environment;
- All mechanical or utility equipment shall be located at the rear of the building or fully integrated into the overall design through the use of like or complementary materials, color, and scale;
- Parking is not required;
- Landscape standards should be designed to meet the requirements of the American Village.

### **Evaluation Criteria**

At the conclusion of this proposal process, the American Village intends to engage a qualified design firm or project team capable of performing all of the services required to successfully design the described buildings. The American Village is most interested in proposals from firms with similar design experience, an understanding of cost efficient design, and who can incorporate the character of the surrounding area and architectural design into the building aesthetics. Selections will be based on the completeness of proposals and on the responses that demonstrate the best combination of experience, expertise, understanding of the project objectives, and approach. Proposals will be evaluated based on responses to the following criteria:

- Experience – The proposal clearly demonstrates that the Firm or Project Team has the relevant experience and expertise to provide the range of services identified in the RFP to successfully develop and execute the project. At a minimum, these services should include similar building design including all aspects of engineering, construction document preparation, interior design and related compliance actions, per the Alabama Department of Construction Management, Shelby County Department of Development Services and the City of Montevallo. Submitted materials should demonstrate that the Firm or Project Team has the capability and experience to deliver projects that meet the objectives of the RFP in a timely and cost efficient manner.

- Schedule – Project schedule is extremely important. Project bid date will be by or before December 31, 2024. The proposal should include a detailed project design and bidding schedule and narrative describing how the project will be monitored and controlled to maintain the proposed schedule.
- Staff Structure – The proposal demonstrates the Firm or Project Team’s ability to provide a team that has the capacity to successfully implement the project. The respondent is required to specifically name their team members/firms that they plan to utilize for architectural, civil, structural, mechanical (HVAC, Plumbing), electrical, landscape and other design disciplines if selected for the project. Resumes of key staff should be provided.
- Project Understanding – The proposal should demonstrate that the Firm or Project Team understands the project scope.
- Preference may be given to Consultants having a business location within Shelby County and/or the State of Alabama as allowed by 2 CFR 200.319.
- All necessary steps will be taken to ensure that DBE firms are used when possible per 2 CFR 200.321 guidelines and requirements.
- Consultant must agree that it is not engaged in, nor will engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.
- Consultant must agree to fully comply with the Immigration Reform and Control Act of 1986, as amended by the Immigration Act of 1990, and the Beason-Hammon Alabama Taxpayer and Citizen Protection Act.
- References – References should be provided by the Firms and the applicable project team members.

### **Submittals**

Proposal must be complete to be considered and can be emailed to Michael Bass at [mbass@americanvillage.org](mailto:mbass@americanvillage.org) or mailed to:

American Village Citizenship Trust  
 ATTN: Michael Bass, Facilities & Safety Officer, American Village  
 P.O. Box 6  
 Montevallo, AL 35115

Proposals must be received no later than 4:30 P.M. CDT on July 12, 2024. Proposals submitted by email will receive a confirmation email reply upon receipt. If a confirmation email is not received it is the consultant’s responsibility for successful delivery of the proposal by the above deadline. Proposals mailed to the PO Box must be post marked by July 10th. The proposals will be date and time stamped upon receipt. All inquiries and requests for clarification must be submitted in writing to Michael Bass and a written response will be provided. Any questions or clarifications must be emailed to Michael Bass, Facilities & Safety Officer with the American Village at [mbass@americanvillage.org](mailto:mbass@americanvillage.org) by or before 1:00 P.M. on July 8, 2024.