



# STILLMAN COLLEGE REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL & ENGINEERING (A/E) PROFESSIONAL SERVICES

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Geneva Hall Renovation Project: Cyber Security & Information Technology Training Center

3601 Stillman Blvd, Tuscaloosa, Alabama 35401

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Project Completion Required: June 1, 2027



## TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
I. INVITATION TO PROPOSE .....	3
II. PROJECT BACKGROUND AND OBJECTIVES.....	3
III. PROJECT DESCRIPTION AND DETAILED SCOPE OF WORK .....	3
A. Phase 1: Second Floor Renovation (8,300 SF) — Repurposing to Cybersecurity & IT Training Center.....	3
B. Phase 2: Ancillary Work — Roof Replacement and First Floor Modifications.....	4
C. Phase 3: New Work / Site Improvements.....	5
D. General A/E Deliverables and Coordination Requirements .....	5
IV. SECTION 106 / HISTORIC PRESERVATION COMPLIANCE.....	5
V. PROCUREMENT METHOD AND PROJECT DELIVERY.....	5
VI. PROJECT SCHEDULE REQUIREMENTS .....	6
VII. FEDERAL PROCUREMENT AND CONTRACT REQUIREMENTS (EDA / 2 CFR 200) .....	7
VIII. BUILD AMERICA, BUY AMERICA (BABAA) REQUIREMENTS.....	7
IX. TERMINATION AND REMEDIES .....	7
X. PROPOSAL SUBMITTAL INSTRUCTIONS AND REQUIRED CONTENT .....	8
A. Submittal Deadline and Delivery Method.....	8
B. Format Requirements.....	8
C. Questions and Clarifications.....	8
D. Required Proposal Content (Checklist).....	8
E. Proposal Validity Period .....	10
XI. EVALUATION CRITERIA.....	10
XII. REQUIRED CERTIFICATIONS .....	11
XIII. RIGHT TO REJECT .....	11

## **I. INVITATION TO PROPOSE**

Stillman College (“College” or “Owner”) invites qualified Architectural and Engineering firms licensed in the State of Alabama to submit proposals to provide comprehensive professional services for the Geneva Hall Renovation Project (the “Project”). The Project will renovate and repurpose Geneva Hall into the Stillman College Cyber Security & Information Technology Training Center.

Completion of construction must occur no later than June 1, 2027. This deadline is a material condition of the Project. Proposers must demonstrate staffing, sequencing, and deliverable timelines sufficient to support on-time completion.

The Project is funded in whole or in part with federal funds administered by the U.S. Department of Commerce, Economic Development Administration (EDA). This procurement and any resulting contract must comply with all applicable federal, state, and local requirements, including 2 CFR Part 200.

## **II. PROJECT BACKGROUND AND OBJECTIVES**

Geneva Hall (constructed 1954) is a two-story L-shaped structure consisting of approximately 16,600 square feet (approximately 8,300 SF per floor) with an approximately 2,500 SF basement housing mechanical equipment and limited storage.

The second floor is non-operational and contains abandoned dorm rooms, restrooms, and storage. The Project will repurpose the second floor for Cybersecurity and IT training, ensure code compliance and energy efficiency throughout the renovation, and complete first-floor modifications and other upgrades required to support the second floor’s new use.

The Project must achieve Completion no later than June 1, 2027. This date is driven by federal funding timelines, institutional programming needs, and academic calendar requirements. Proposers must demonstrate a realistic and achievable design and procurement schedule that supports this deadline.

## **III. PROJECT DESCRIPTION AND DETAILED SCOPE OF WORK**

The scope below reflects the detailed scope language provided in the College’s engineering and Section 106 documentation. Proposers shall provide services necessary to design, permit, bid, and administer construction for these components, including code-required upgrades and coordination between disciplines.

### **A. Phase 1: Second Floor Renovation (8,300 SF) — Repurposing to Cybersecurity & IT Training Center**

Existing Conditions: The second floor currently consists of abandoned dorm rooms, restrooms, and storage; it is not occupied.

Demolition (Lump Sum):

- Entire ceiling (8,300 SF).
- Selective demolition of dormitory room walls to create new room sizes and elevator hallway.
- Remove doors, closets, showers (to create male restrooms), lighting, and existing windows.
- Windows to remove/replace: 66 ea. 3040 and 1 ea. 6040.

#### Repurposing / Build-Out Work (Second Floor):

- Create three (3) training rooms.
- Create one (1) server closet.
- Create one (1) resource library room.
- Create one (1) lecture hall.
- Create nine (9) offices for staff.
- Create three (3) conference rooms.
- Create one (1) break room/lounge area with vending.
- Create three (3) storage closets.
- Create two (2) separate male/female restrooms by demolishing showers.
- Install lay-in ceiling grid/acoustic panels and lighting throughout (8,300 SF).
- Create elevator access hallway with smoke detector above elevator entry/exit door (code requirement).
- Design/install fire sprinkler system (code requirement).
- Specify/install bronze anodized aluminum windows: 66 ea. 3040 single-hung and 1 ea. 6040 fixed.
- Design placement of additional 110v duplex and 220v outlets on walls per code.

## **B. Phase 2: Ancillary Work — Roof Replacement and First Floor Modifications**

### Roof Replacement:

- Roof replacement — approximately 9,200 SF (roof leaks identified).
- Replace gutters and downspouts — approximately 655 SF.

### First Floor Modifications (required due to second-floor conversion, code compliance, and energy efficiency requirements):

- Remove existing windows and replace with 3040 single-hung bronze anodized windows (34 ea.).
- Remove existing 8060 windows and replace with 8060 single-hung bronze anodized windows (11 ea.).
- Install fire sprinkler system (code requirement).
- HVAC system replacement, 50 ton (in conjunction with the second floor).
- Install power-operated handicap exterior doors (4 ea.).
- Replace 100-gallon water heater (life cycle exceeded).
- Exterior painting at entry doors (4 ea.) and basement.

### **C. Phase 3: New Work / Site Improvements**

- New angle parking spaces at the rear of the building (10 regular, 2 handicap).
- Installation of a handicap accessible elevator in the main entry hallway and second floor (code requirement).
- Core through 1st floor for elevator sump pit.
- Core through 2nd floor for elevator access to 2nd floor from 1st.
- Install smoke detectors at elevator doors and in elevator equipment closet, 1st & 2nd floors (code requirement).
- Add landscaping.
- Add exterior lighting fixtures.
- Security cameras throughout exterior and interior.

### **D. General A/E Deliverables and Coordination Requirements**

- Field verification of existing conditions; coordination drawings and documentation.
- Code analysis (building, fire, accessibility/ADA, energy) and incorporation into design.
- MEP/FP coordination including sprinkler design coordination with contractor and permitting authority.
- Elevator coordination, including verification of sump pit requirements and headroom constraints.
- Bid-ready drawings/specifications suitable for competitive sealed bidding (design-bid-build).
- Construction administration: submittals, RFIs, site observations, pay applications review, punch list, closeout documents.
- Integration of the June 1, 2027 Substantial Completion requirement into design milestones and procurement sequencing.

## **IV. SECTION 106 / HISTORIC PRESERVATION COMPLIANCE**

This Project is subject to Section 106 review under the National Historic Preservation Act. The selected firm must coordinate, as necessary, with Stillman College and the Alabama Historical Commission/State Historic Preservation Office (SHPO) to support required reviews, responses, and documentation, and shall incorporate SHPO conditions or recommendations into the design as directed by Stillman College. The Proposer's schedule must include contingency for Section 106 coordination and federal approval timelines.

## **V. PROCUREMENT METHOD AND PROJECT DELIVERY**

The Project is anticipated to be delivered using a traditional design-bid-build procurement method with competitive sealed bidding for construction. The A/E firm shall prepare bid-ready documents suitable for competitive procurement and EDA compliance, including support for addenda, responsiveness reviews, and award recommendation.

## VI. PROJECT SCHEDULE REQUIREMENTS

The selected A/E firm shall develop and maintain a detailed project schedule that ensures Completion of construction no later than June 1, 2027. The schedule shall be coordinated with Owner decision points and federal reporting requirements.

The schedule shall include, at minimum:

- Schematic Design completion.
- Design Development completion.
- Construction Documents issuance.
- Permitting timeline.
- Bid period and award.
- Construction duration.
- Milestone inspections.
- Closeout and occupancy.

The proposed schedule must demonstrate sufficient contingency to account for:

- Section 106 review coordination.
- Federal approval timelines.
- BABAA material procurement and documentation.
- Long-lead equipment (including elevator, HVAC systems, and specialty windows).
- Potential supply chain disruptions.

Schedule performance is an evaluation factor and a contract performance requirement. Failure to perform services in a manner that supports timely completion may be considered nonperformance and subject to remedies consistent with federal procurement requirements.

### Design Completion Milestone

To support the federally required construction timeline, the selected Architectural and Engineering (A/E) firm shall deliver complete, coordinated, and bid-ready plans and specifications to Stillman College no later than August 23, 2026.

This date is established to allow adequate time for internal review, coordination, and final approval prior to the August 30, 2026 milestone submitted to the U.S. Economic Development Administration (EDA).

All construction documents must be sufficiently complete to obtain required permits and support competitive sealed bidding. Failure to deliver complete and coordinated documents by this date that jeopardizes the ability to meet the EDA schedule milestone and the June 1, 2027 Completion requirement may be considered nonperformanc

## **VII. FEDERAL PROCUREMENT AND CONTRACT REQUIREMENTS (EDA / 2 CFR 200)**

This procurement is subject to 2 CFR Part 200. The professional services agreement shall include all applicable contract provisions required by Appendix II to 2 CFR Part 200, as applicable to the scope and value of the contract.

Applicable provisions may include, but are not limited to:

- Equal Employment Opportunity (41 CFR Part 60).
- Davis-Bacon Act (if applicable) and related prevailing wage requirements.
- Contract Work Hours and Safety Standards Act (if applicable).
- Clean Air Act and Federal Water Pollution Control Act.
- Debarment and Suspension.
- Byrd Anti-Lobbying Amendment.
- Procurement of Recovered Materials.
- Record retention and access to records (College, federal awarding agency, Comptroller General, and authorized representatives).
- Administrative, contractual, and legal remedies for breach and nonperformance, including withholding of payments and corrective action.

Offerors must be prepared to execute contract terms consistent with these requirements and to support audit, reporting, and documentation needs.

## **VIII. BUILD AMERICA, BUY AMERICA (BABAA) REQUIREMENTS**

This Project is subject to the Build America, Buy America Act (BABAA) (Infrastructure Investment and Jobs Act, Pub. L. 117-58), as applicable. All iron, steel, manufactured products, and construction materials used in the Project must be produced in the United States unless a waiver is formally approved by the federal awarding agency.

The selected A/E firm shall incorporate BABAA requirements into the specifications and assist the College and construction contractor with compliance documentation, including identification of covered materials, required certifications, and recordkeeping. The A/E firm shall promptly notify the College of any anticipated noncompliance or potential waiver needs.

## **IX. TERMINATION AND REMEDIES**

Termination for Convenience: Stillman College may terminate the contract, in whole or in part, at any time for its convenience. In such event, the A/E firm shall be compensated for allowable services properly performed up to the effective date of termination.

Termination for Cause: Stillman College may terminate the contract for cause in the event of breach, nonperformance, failure to maintain required licensure, or failure to comply with federal award requirements.

Failure to perform services in a manner that supports timely completion of the Project and achievement of the June 1, 2027 Substantial Completion deadline may be considered nonperformance and subject to remedies consistent with federal procurement requirements.

## **X. PROPOSAL SUBMITTAL INSTRUCTIONS AND REQUIRED CONTENT**

Proposals must be submitted in accordance with the instructions below. Failure to follow these requirements may result in the proposal being deemed non-responsive.

### **A. Submittal Deadline and Delivery Method**

Proposals must be submitted as a single PDF document and received no later than:

SUBMITTAL DEADLINE: April 4, 2026

DELIVERY METHOD: Email (Single PDF Attachment)

SUBMIT TO: Dr. Eric L. Buckles, Chief of Staff & Board Liaison

EMAIL ADDRESS: ebuckles@stillman.edu

Email Subject Line Format (Required): Company's Name – "RFP – Geneva Hall Renovation Project (A/E Services)"

Late proposals may not be accepted.

### **B. Format Requirements**

Proposals must be clear, well-organized, and submitted as one (1) PDF file. Vendors should ensure the PDF includes all required information and attachments in the order outlined below.

### **C. Questions and Clarifications**

All questions regarding this RFP must be submitted in writing to the designated contact:

Contact: Dr. Eric L. Buckles, Chief of Staff & Board Liaison

Email: ebuckles@stillman.edu

Stillman College reserves the right to issue written clarifications or addenda. Vendors are responsible for incorporating all addenda into their proposals.

### **D. Required Proposal Content (Checklist)**

The proposal must include the following sections, in the order listed:

## 1. Cover Letter (Signed)

- Firm's intent to provide services for this Project.
- Acceptance of the requirements outlined in this RFP, including the June 1, 2027 Substantial Completion requirement.
- Name, title, phone number, and email of the primary point of contact.

## 2. Firm Profile and Qualifications

- Legal name of the firm and business address.
- Years in business and type of business entity.
- Alabama professional licensure information (architecture/engineering as applicable).
- Summary of relevant experience with higher education renovations and federally funded projects.

## 3. Project Team and Key Personnel

- Names and roles of key personnel (Project Manager, discipline leads, CA lead, etc.).
- Brief resumes/qualifications of key staff.
- Identification of major subconsultants (structural, MEP, FP, civil, etc.).

## 4. Relevant Project Experience (Similar Projects)

- Minimum of three (3) comparable projects.
- Project name/location; scope description; approximate cost; client contact name/phone/email; completion date and outcomes.

## 5. Technical Approach and Work Plan

- Understanding of the scope (second floor repurposing; roof; windows; HVAC; elevator; site).
- Approach to sequencing and coordination across disciplines to meet June 1, 2027 deadline.
- Approach to Section 106 coordination and federal approvals.
- Quality control/QA process and issue resolution approach.

## 6. Preliminary Project Schedule

- Proposed schedule showing design milestones (SD/DD/CD), permitting, bid, CA, and closeout.
- Identification of contingencies for Section 106, federal approvals, BABAA, and long-lead items (elevator/HVAC/windows).
- Staffing plan aligned to schedule.

## 7. Fee Proposal / Pricing

- Fee proposal with phase breakdown (SD, DD, CD, bidding, construction administration, closeout).
- Assumptions and exclusions.
- Hourly rate schedule for additional services (if applicable).

#### 8. Insurance and Compliance Documentation

- Proof of insurance or confirmation of ability to meet College insurance requirements upon award.
- Confirmation of compliance with applicable laws, codes, and federal requirements.
- Disclosure of any legal claims, safety violations, or contract disputes within the past five (5) years (if applicable).

#### 9. References

- Minimum of three (3) professional references from comparable projects.
- Name, title, organization, phone, email, and relationship to the project.

#### 10. Acknowledgement of Addenda (if applicable)

Include confirmation that the Respondent has received and incorporated all addenda issued by Stillman College.

### **E. Proposal Validity Period**

Proposals must remain valid for a minimum of ninety (90) days from the submittal deadline unless otherwise stated by Stillman College.

Note: This RFP will be publicly posted on the Stillman College website and distributed through appropriate procurement and construction industry channels to ensure open and competitive participation.

## **XI. EVALUATION CRITERIA**

Proposals will be evaluated using the following criteria and weights:

- Relevant Experience with similar renovations and higher education projects (25%).
- Technical Approach and understanding of the detailed scope (25%).
- Project Team Qualifications and capacity to deliver (20%).
- Federal Compliance Experience (EDA/2 CFR 200/Section 106/BABAA) (15%).
- Fee Proposal (15%).

The College may request clarifications, conduct interviews, and perform reference checks. Demonstrated ability to meet the June 1, 2027 Completion requirement is a significant consideration.

## **XII. REQUIRED CERTIFICATIONS**

Prior to contract execution, the selected firm must provide required certifications, which may include: Certification of Compliance with 2 CFR Part 200; Certification of Non-Debarment and Non-Suspension; Certification Regarding Lobbying; BABAA Compliance Certification; and Equal Opportunity/Non-Discrimination Certification.

## **XIII. RIGHT TO REJECT**

Stillman College reserves the right to reject any or all proposals, waive minor informalities, request clarifications, and negotiate terms in the best interest of the institution and consistent with federal procurement requirements.