

Request for Bid

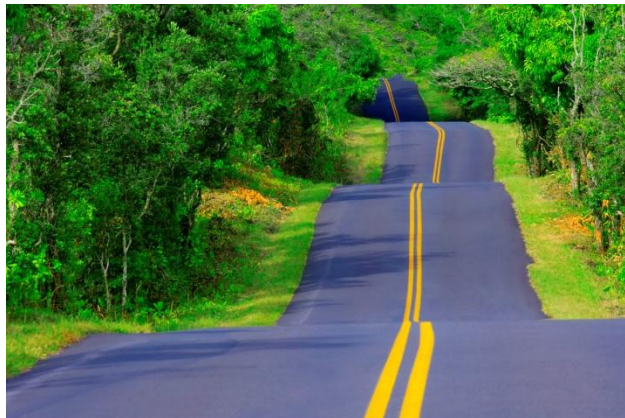
University of North Alabama

National Scenic Byways Program

Roots of America Music Trail

BID 2009-17A
Revised January 27, 2009

January 26, 2009



Schedule of Events

Release of Bid.....	January 26, 2009
Bid Due Date & Opening Event.....	2:00PM February 17, 2009
Announcement of Award (Estimate).....	March 20, 2009

Note: All dates listed above are anticipated and not fixed. All times are central time. UNA may change any dates or time shown above, at its sole discretion.

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PART I: INTRODUCTION AND GENERAL INFORMATION

The travel corridor for America's premier music heritage trail, *The Roots of American Music Trail*, is the Natchez Trace Parkway, which passes through the heartland states of Alabama, Tennessee, and Mississippi. A vast amount of interpretive material on the Parkway's historic, scenic, natural and environmental features has been developed over the years, however only scattered pieces of the corridors unrivaled music heritage has been collected, interpreted and published.

In 2005, efforts began to document the nationally significant contributions of the people of northern Alabama to various musical art forms. The result was the creation of *The Roots of American Music Trail*™. The objective of the proposed effort is to enhance the byway visitors experience by opening up to traveler's the richness of America's music heritage, along the Alabama portion of the Parkway. To encourage more frequent travel and longer stays along the Parkway, this project will provide the traveler with a rich cache of interpreted material on the historically significant people, places, and events found within 25 miles of the byway.

The University of North Alabama is seeking a consultant to assist in the development of a music heritage trail in northwest Alabama

Total Funding Awarded: The University of North Alabama anticipates the funding of 1 award, with an anticipated amount of award not to exceed \$58K and period of performance not to exceed 12 months from date of award. If for any reason funding is not made available no bid award will occur.

Eligible Applicants: Eligible Applicants include firms, organizations, societies and consultants who are registered or can show proof of registration prior to contract award on the Alabama Department of Transportation's 'AL Department of Transportation Pre-Qualified Planning Consultants'. ALDOT Prequalification information and registration can be found at <http://www.dot.state.al.us/docs>. In addition, applicants must be registered with the AL Secretary of State.

Part II University of North Alabama Instructions to Bidders

Bid Preparation and Submission: Sealed Bids for the development of the a Music Heritage Trail in Northwest Alabama as described herein will be received at the Procurement Department, Bibb Graves Hall, Room 21, University of North Alabama, Florence, Alabama, until 2:00 p.m. local time on **February 17, 2009**.

Bidders shall submit ONE (1) ORIGINAL, and TWO (2) COPIES of their complete bid which must include the bid document with the itemized proposal as outlined in the Scope of Work. *Original shall be marked "ORIGINAL." Original copy shall contain original signatures on any pages where it is requested.* Additionally, Bidders shall submit their complete bid on compact disk (CD) as one file. Bidders who fail to submit the requested number of copies may delay the evaluation process by being required to submit additional copies for the evaluation team.

Envelopes containing the original bid, 2 copies, & CD must be sealed, marked and addressed as follows:

ADDRESSED TO :(If via U.S. Mail)

**University of North Alabama
Procurement Department- BID2009-17A
UNA Box 5025
Florence, AL 35632-0001**

(If via commercial package delivery service)

**University of North Alabama
Procurement Department – BID2009-17A
Bibb Graves Hall, Room 21
One Harrison Plaza
Florence, AL 35632-0001**

It is the Bidder's responsibility to submit bids in a timely manner, allowing plenty of time for delivery. The University of North Alabama will not be held responsible for late bid delivery due to courier's inability to deliver the bid in a timely manner to the proper physical address.

Right to Reject: The University of North Alabama reserves the right, in its sole discretion, to reject any or all bids received as a result of this bid.

Bid Preparation Costs: The University of North Alabama shall not be liable for any costs incurred in the preparation and presentation of bids.

Bid Opening Procedure: All bids received in response to this BID shall be opened at the scheduled time and date. Bidders who attend the opening will be informed only of the names of Bidders submitting bids. No other information will be available. Bids will be available for public inspection only after an award has officially been made.

Evaluation of Bids: Bids will be evaluated by representatives of the University of North Alabama. The University has the discretion to evaluate the qualitative as well as financial aspects of each Bid and make its selection based on what it considers to be in the best interest of the University as a whole, or to make no contract award at all from this bid. A presentation may be required and would be at the request of ALDOT or UNA. If required, the presentation should include procedures for accomplishing scope of work; personnel assignments; timeline and open discussions of cost structure. Final bid award will be subject to ALDOT approval.

Contact the University Of North Alabama Office Of Procurement for specific questions regarding the bid submission (256)765-4206

Part III – Contract

Contract Documents: The contract between the University and the Contractor shall consist of (1) the Request for Bid (BID), (2) the Contractor's response to the BID; and (3) a contract signed by both parties addressing matters not contained in either (1) or (2). In the event of conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the Request for Bid shall govern. However, the University reserves the right to clarify any contractual relationship in writing with the concurrence of the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the bid or the Contractor's response. In all other matters not affected by the written clarification, if any, the Request for Bid shall govern.

Amendments to Contract: Any change in the contract including the Scope of Work described herein, whether by modification and or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Contractor and the University. Any amendment to the contract shall (1) specify an effective date, (2) specify any increases or decreases in the amount of the Contractor's compensation, if applicable, (3) describe changes, if any, to the provision of the contract, (4) be entitled as an "Amendment" and signed by the parties identified in the preceding sentence. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment to the contract.

Applicable State Laws: The contract shall be construed according to the laws of the State of Alabama. The Contractor shall comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable. Violation of any local, state or federal law and/or regulation shall be considered a material breach of this contract. The Contractor must be registered with and maintain good standing with the Secretary of State of the State of Alabama and other regulatory agencies, as may be required by law or regulation.

Contractor Status/Relationship: The Contractor represents himself or herself to be an independent Contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of the University.

Cancellation for Breach: The University may cancel the contract at any time for a breach of any contractual obligation by providing the Contractor with a written notice of such cancellation. Prior to issuing such a notice, the University will, if appropriate, provide the Contractor with an opportunity to cure the breach within a reasonable period of time. Per the bond it is in the best interest of all parties that all work started is completed, this will be the expectation.

Cancellation due to Funding Reduction: The University may cancel the contract if funds were reduced or retracted based on State of Alabama budget cuts.

**DISCLOSURE STATEMENT OF
RELATIONSHIP BETWEEN CONTRACTORS/GRANTEES AND
EMPLOYEES/OFFICIALS OF UNIVERSITY OF NORTH ALABAMA
(THE "UNIVERSITY")**

1. Contract or Bid Number 2009-17A
2. Name of Contractor _____
Address _____

Phone _____

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☒ Invitation to Bid ☐ Grant Proposal

3. Nature of contract/grant

4. Does the contractor/grantee have any relationship with an employee or official of the University, or a family member of such employee or official, that will enable such employee or official, or his/her family member, to benefit from this contract/grant? If so, please state the names, relationships, and nature of the benefit.

(For employees of the University, family members include spouse and dependants. For members of the Board of Trustees (officials), family members include spouse, dependants, adult children or their spouses, parents, in-laws, siblings, and their spouses.)

This form will be available for public inspection upon request.

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature

Date

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the University of North Alabama in excess of \$5,000.

Part IV – Statement of Work – Task Specific

The University of North Alabama is seeking a consultant to assist in the development of a music heritage trail in northwest Alabama. Specific tasks include:

1. Revise, update, and considerably expand the inventory of live music venues performing within 25 miles of the scenic byway in Alabama.
2. Implement a full featured website enabling traveler's to enhance their experience with detailed interpretive material.
3. Prepare and distribute to welcome centers, local/regional tourism offices, and similar outlets, detailed music heritage interpretive materials, especially brochures, maps, and audio scripts.
4. In cooperation with Federal, state, county, and municipal highway entities and tourism organizations design and implement a 'Roots' trail signage plan.
5. Place two traveler's information radio transmitters along the Alabama Parkway. The transmitters will offer an overview of the music heritage sites and events in the nearby communities of Florence, Muscle Shoals, Tuscumbia, and Sheffield, AL.
6. Determine appropriate designs, textual information, and maps needed for future traveler's information kiosks.
7. Develop music heritage tours.

Complete bids must include the following documents (in addition to the bid document):

(Written out but not to exceed 3 pages)

1. **Statement of registration of the firm and names and registration numbers of individuals involved in this project (when performing professional services). Copy of the certification in compliance with Code of Alabama 34-11-9, as required by the Alabama State Board of Licensure for Professional Engineers and Land Surveyors.**
2. **Statement of professional standing including any pending controversies. If none exist, such a statement should be made.**
3. **Statement of experience in the fields that the proposed services are requested and evidence of experience in work of similar nature to include specific personnel identified.**
4. **Statement of availability, commitment and adequacy in both number and quality of remaining staff to perform all other functions needed in proposed services.**
5. **Statement of overhead; administrative costs, expressed as a percentage of direct labor for the last fiscal year.**
6. **Statement of labor additive; fringe benefits, expressed as a percentage of direct labor for the last fiscal year. If labor additive is included in the overhead calculation, such a statement should be made.**
7. **Statement of where work will actually be accomplished is to be described.**
8. **Cost estimate by task (as listed above) to include an estimated timeline of task completion. Budget expectation must strive to detail costs by labor, indirect costs, materials, and supplies as well as any other relevant costs. (There is no page limit on the cost estimate.)**
9. **Performance bond to commit completion at agreed price from bid proposal.**