REQUEST FOR PROPOSALS
FOR CONSTRUCTION PHOTOGRAPHIC SERVICES
A NEW MATH, SCIENCE AND COMPUTER SCIENCE BUILDING
HUNTSVILLE, ALABAMA

Calhoun Community College seeks proposals from qualified professionals to provide photographic services for the Construction of a new Math, Science and Computer Science building on the Huntsville, Alabama Campus.

Qualifications: Calhoun Community College will select the most qualified photography firm/individual. Applicants must demonstrate successful experience in delivering construction photography in a functional, economical and effective manner for at least 5 years. Applicants must provide documented success in construction photography, thorough, accurate and timely services and document production.

Recognizing the composition of Alabama’s citizenship, Calhoun Community College encourages proposals from professionals that represent Alabama firms with diversity in their staffing, proposed project team, professionals and consultants.

Project Size: 90,000 square feet of new Building and renovations to existing building. Detailed drawings available upon request.

Project Location: Huntsville, Alabama
Owner: Calhoun Community College

Project Documentation (Photo Sets):

- **Existing Conditions Survey** of the existing building pad as well as all streets, curbs, parking, landscaping and structures immediately adjacent to the proposed project area. Exterior dirt work and utility work is in-progress.

- **Detailed Pre-Slab** - of all structural slabs after installation of the underground utilities, waterproofing and rebar, just prior to placing concrete or as directed by Owner.

- **18 Sets of Exterior Progressions** 360 degrees around the project to include all elevations and building envelope on monthly intervals or as directed by Owner.

- **Monthly Executive Summary Slideshows (Price included with exterior progressions)** – A sampling of photos that shows the overall stage of construction for the project in a slideshow format. The slideshow section also allows for the inclusion of client pictures, aerial photographs, and other timely images which do not fit into any regular monthly photo path.

- **Six Sets of Regular Interior Progressions** that captures each major wall at different stages of construction which typically includes substantial framing, MEP installation, drywall and finished shots, or as directed by Owner’s representative.

- **Detailed Interior Photographs** of the entire building to include documentation of all mechanical, electrical and plumbing systems, to be conducted after rough-ins are complete, just prior to insulation and or drywall, or as directed by Owner.
• **Detailed Exterior Skin Photographs** of the entire exterior skin of the building and the **subgrade waterproofing** to be conducted after installation of the doors and windows, just prior to the exterior skin being applied and just prior to backfill, or as directed by Owner. Several shoots will be required to fully document envelope trades and work in progress.

**Complete Documentation Services Including but not limited to:**

- Pre-documentation consultation(s) with the Owner identifying project-specific needs, appropriate documentation intervals and common or custom elements requiring detailed photo sets. If, based on these consultations, it is determined that the Scope of Services should be increased or decreased, a revised proposal or addendum will be executed, with a revised fee, prior to documentation commencement.
- Baseline schedule analysis in order to evaluate and estimate appropriate photo set intervals and durations.
- Determination of optimal photograph locations/perspectives ("hotspots") based on the site plans and building floor plans provided by the Owner or his agent(s) and designed to capture the total progress of construction at the agreed upon intervals and/or milestones.
- A highly representative number of digital photographs at such intervals and for such durations, and at the specified milestones, as requested by Owner.
- Linking each photo set to the appropriate location on the site plans and/or floor plans of the Owner.
- On-line web hosting of the documentation on the vendor’s website for the construction period covered by the documentation, accessible from anywhere internet is accessible is required.
- Password protected access to the documentation. All Contractors and Sub-Contractors in addition to Architect, Commissioning Agent, Design Engineers, Alabama Building Commission, Dept. of Post-Secondary Education designated employees, designated Calhoun Community College employees and designated Athens State University employees will have access to all photo documentation.
- Once the system is archived there will be certain functions that will not be available as they are on the online version such as print photo via native PDF functionality, email photo via native PDF functionality, scroll wheel zoom on Floor plan and the ability to add comments.
- Two digital copies of the entire Documentation upon completion.

- **Site** – Site Progression photos will be taken from key perspectives along the perimeter of the site plan, perimeter of building pad and other locations where site work is likely to be intensive. Site Progressions are useful to generally track underground utility trenching and conduit work, underground retention and drainage, the over-ex and building line trenching and pad work. Site Progressions performed at weekly or bi-monthly intervals because of the typically fast pace of site work and depending on the intensity and quantity of underground work.
- **Exterior** - Exterior Progression photos are taken from key perspectives outside of the building envelope(s) during erection. These photos are intended to capture the overall perspective of each of the building elevations as well as the surrounding landscape and views. Exterior progressions should be performed at bi-monthly or monthly intervals, depending on the pace of erection and the amount of unique architectural detailing or elements.
- **Interior** - Interior Progression photos reveal the inside of the building as it evolves from substantial framing to completion. To the extent possible, all points of view within the building, including logical perspectives in each room, are captured with an emphasis on broad perspectives. Interior Progression shots required for tracking stud or steel beam installation, decking, MP&E, joints and connections, rough-in and all aspects of producing finished units.
Detailed Sets

Bid Price includes at minimum four (4) detailed sets with higher than normal resolution in the following areas:

- **Pre-Slab** – Where appropriate, the most typical site detail is comprised of overlapping images of MEP (mechanical / electrical / plumbing) in slabs. All images are linked to floor plans to be photographed just prior to pouring concrete or as directed by the Owner and/or his agents (General Contractor, Architect or Commissioning Agent). Detailed sets relating to underground drainage, dry wells and/or underground retention systems are also useful depending on the intensity of pre-slab/underground work.

- **Exterior** – Examples include window flashing details or window system details and any through wall penetrations.

- **Interior** – The Interior Detailed set is the most critical photo set for most projects, creating a visual as-built immediately prior to insulation of the walls. All walls and ceilings are photographed in extreme detail such that connections, electrical, plumbing and HVAC infrastructure are permanently recorded in their as-built locations.

- **Finished** – The Finished Detailed set is complete documentation of all walls, floors and ceilings at completion of project. This gives the client permanent record of the condition of the project at final completion. Coordinate this and all shoots with Owner and GC.

1. Responsible bidders will have a minimum five (5) years in operation providing expert and independent third party digital photography construction documentation using advanced indexing/navigation systems.
2. Representative portfolio of completed projects of similar size, duration and complexity.
3. Provide three (3) references of pervious clients of similar projects with contact information.
4. Vendor must have an office within one hundred fifty (150) miles of Decatur, AL.

All applicable State of Alabama Building Commission documents and procedures, as well as any other applicable requirements from funding sources, shall be utilized on this project. Act 2001-955 requires a disclosure statement to be completed and filed with all proposals, bids, contracts or grant proposals submitted to the State of Alabama in excess of $5,000.00.

Act 2011-535 (Alabama Immigration Law) imposes conditions on the award of State contracts. Those requirements are effective 1 January 2012 for contracts receiving State funds. Proposers 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. Proposers should review and adhere to these guidelines as appropriate to the project. Alabama laws require that, as a condition for the award of a contract by a college to a business entity or employer with one or more employees working in Alabama, the business entity or employer must provide documentation of enrollment in the E-Verify program. During the performance of the contract, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The proposer’s E-Verify Memorandum of Understanding must be included with the bid. An entity can obtain the E-Verify Memorandum of Understanding upon completion in the E-Verify enrollment process located at the federal web site www.uscis.gov/everify. The Alabama Department of Homeland Security
(http://immigration.alabama.gov) has also established an E-Verify employer agent account for any business entity or employer with 25 or fewer employees that will provide a participating business entity or employer with the required documentation of enrollment in the E-Verify program. An Employer Identification Number (EIN), also known as a Federal Tax Identification Number, is required to enroll in E-Verify or to establish and E-Verify employer agent account.

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every proposal submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for deliver into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. **BY SUBMITTING THIS A PROPOSAL, THE ENTITY IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557.** They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

Interested professionals should submit documents required in the specifications above to:

Mr. Bryan Helms  
Vice President of Financial and Administrative Services  
Calhoun Community College

Questions should be addressed to Bruce Causey, Physical Plant Director, 256-306-2568  
bcausey@calhoun.edu

Mailing address:  P. O. Box 2216  Decatur, Alabama  35609-2216

Shipping address:  6250 U. S. Highway 31 N Tanner, AL  35671

Proposals must be received no later than March 17, 2015 at 3:00 p.m.

This request for proposals is not an offer to contract but seeks the submission of proposals from qualified, professional respondents that may form the basis for the negotiation of a contract or agreement. Calhoun Community College reserves the right to reject any or all proposals and to solicit additional proposals, through the RFP process, if that is determined to be in the best interests of the State of Alabama.
VENDOR DISCLOSURE STATEMENT

Vendor Disclosure Statement Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exits, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

**Family Member of a Public Employee** - The spouse or a dependent of the public employee.

**Family Member of a Public Official** - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

**Family Relationship** - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

**Person** - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

**Public Official and Public Employee** - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of
Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to issuance of a purchase order.
State of Alabama
Disclosure Statement
(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

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

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes    ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

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<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</th>
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes    ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

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<th>STATE AGENCY/DEPARTMENT</th>
<th>DATE GRANT AWARDED</th>
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

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<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
<th>ADDRESS</th>
<th>STATE DEPARTMENT/AGENCY</th>
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

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<th>NAME OF FAMILY MEMBER</th>
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<th>STATE DEPARTMENT/AGENCY WHERE EMPLOYED</th>
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

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<th>NAME OF PAID CONSULTANT/LOBBYST</th>
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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

Notary’s Signature

Date

Date Notary Expires

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