

# Request For Proposal



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# Request For Proposal

## Alabama ABC Board

Distribution Center

and

Central Office

Date: August 23, 2023

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## 1.0 General Information

The document that follows is an official Request for Proposal for the Alabama ABC Board.

The RFP can be found on the following websites:

<https://dcm.alabama.gov/rfq.aspx>

[www.alabcboard.gov](http://www.alabcboard.gov)

[Division of Construction Management \(alabama.gov\)](#)

[Request for Proposal Search \(alabama.gov\)](#)

Registration for bidders and suppliers

[www.purchasing.alabama.gov](http://www.purchasing.alabama.gov)

<https://vendors.alabama.gov/>

<https://purchasing.alabama.gov/fiscal-procedures/>

### Name of Proposal

Alabama ABC Board; Distribution Center and Central Office.

### Request for Information (queries) Handling

Send any RFI questions concerning this proposal to:

Alabama ABC Board
Attn: Michael Bedford
2715 Gunter Park Drive West
Montgomery, Alabama 36109
334-260-5461
mike.bedford@abc.alabama.gov

Send your RFI questions / queries to via email to Mike.bedford@abc.alabama.gov. These must be received at least 14 working days before the closing date for the receipt of proposals.



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*Note: RFIs (queries) sent to other parties will not be accepted and could be interpreted as canvassing, e.g., as endeavoring to gain inside information about the procurement effort. This will disqualify a potential proposer's RFP submission.*

## 1.1 Executive Summary

The operations of the Alabama Alcoholic Beverage Control Board (the ABC Board) have nearly doubled in the past ten years. The Warehouse and Central Office facilities are no longer sufficient as is, and initial studies of the present location exhibit shortcomings due to structural and land constraints. The Alabama ABC Board desires to review all options that meet criteria that support efficient and cost-effective operations. Further, the Board desires all operations of the Alabama ABC Board to be on one site.

The ABC Board, by Statute, is required to lease all facilities<sup>1</sup>. The following Request for Proposal is designed to secure the services of a turnkey contractor who can best meet the specific warehouse and Central Office requirements of the Alabama ABC Board. This RFP is issued to find a private property owner who is capable and agreeable to enter into a long-term lease agreement with the ABC Board.

The document that follows is an official Request for Proposal. The Alabama ABC Board invites proposers to provide the following:

1. Part I - turnkey concept design / feasibility study for warehouse and office building construction, efficiencies in operational layout and automation utilizing cutting edge warehouse systems technology
2. Part II - Design review
3. Part III – construction, and turnover plan
4. Lease cost proposal breakdowns (can be more than one option)

All components must be bundled in a single long term lease agreement not to exceed 25 years.

Three copies of each completed proposal, clearly marked [Official Request for Proposal & Title], must be delivered to:

Alabama ABC Board  
Attn: Michael Bedford  
2715 Gunter Park Drive West  
Montgomery, Alabama 36109

Received by not later than 5 pm Central time on October 20, 2023. Proposals received after the deadline will not be considered.

## 2.0 Background of the Alabama ABC Board

The Alabama ABC Board was established by the passage of the Alabama Control Board Act in February 1937. Title 28, Chapter 3, Section 2 of the Alabama Alcoholic Beverage Control Act provided for police power for the “protection of the public welfare, health, peace and morals” of the people of Alabama.

<sup>1</sup> See Alabama statute regarding leases - Alabama Title 28-3-43 (a) (10).

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The Board operates a chain of retail stores selling much of the liquor purchased in Alabama. In addition, the ABC Board also licenses commercial businesses to sell alcoholic beverages. These range from restaurants and nightclubs to small stores selling beer for off-premises use / sale. The Board is responsible for monitoring over 16,000 alcohol licenses, operating 168 ABC retail liquor stores, and supporting over 700 independent liquor stores. The Board also conducts audits, collects taxes, and disburses revenue obtained from those taxes, and disburses revenues from the ABC Stores. Recipients of these funds include the Department of Mental Health, Special Education Trust Fund, ALEA, Department of Human Resources, and the State General Fund.

**Alabama ABC Board Mission statement:**

The mission of the Alabama ABC Board is to protect and support the public’s health, safety, and welfare by regulating the distribution, import, manufacture, and sale of alcoholic beverages demonstrated by professionalism, integrity, education, and transparency.

## 2.1 Alabama ABC Board Organization Structure

The Alabama ABC employs over 260 employees at the Central Office and Distribution Warehouse. The following breakdown is by department. The new Central Office should be laid out for each department to be contiguous to each other. The distribution warehouse will be a stand-alone building and on the same property as the Central Office.

**Warehouse Operations:**

- 82 warehouse employees
- 12 office / cubicle support personnel

**Central Office Departments:**

- Administration – 42 employees
- Finance and Services– 26 employees
- Human Resources – 15 employees
- Information Technology (IT) – 32 employees
- Licensing and Compliance – 25 employees
- Product Management – 19 employees
- Stores Support – 22 Employees
- Tax and Trade – 22 employees

## 2.2 Project Rationale

The Alabama ABC Board operates the distribution of spirits throughout the state via a hub and spoke distribution system. The one main warehouse supplies all ABC retail stores, as well as the ABC wholesale stores where all licensed commercial firms acquire their product. There are a total of 168 ABC stores in the state.

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In 2013, the Alabama ABC Board distributed and sold approximately 2 million cases of product. In 2022, the Alabama ABC board has warehoused and distributed almost 3.8 million cases of product, almost doubling the case sales over that 10-year period. Ten years after the current lease is up, projected case sales for 2035 is 6 million cases of spirits based on annualized growth of 3.5% per year.

The Alabama ABC Board has leased the property at 2715 Gunter Park West Industrial Park, in Montgomery Alabama since April of 1982. The property includes a 140,000 square foot warehouse and 16,000 square feet of office space. The current lease for the property at 2715 Gunter Park West, will expire March 31, 2025.

The original site has been modified multiple times to increase warehouse space, parking, and office space during the first 30 years of occupancy. Over the past 10 years, the 2715 Gunter Park West property has not been able to support the overall business needs of the Alabama ABC Board for the distribution of Spirits to the citizens of Alabama.

To compensate for the facility’s lack of warehouse space, the Alabama ABC Board has leased four additional properties as listed below.

- 2745 Gunter Park Drive West, Montgomery – 39,600 square foot warehouse – lease date starting 2/19/13, extended through 8/31/26
- 2506 Midpark Drive, Montgomery – 12,000 square foot warehouse – current lease 3/1/22 through 2/28/27
- 2740 Gunter Park Drive West, Montgomery – 5,200 square foot warehouse – starting lease date of current lease 9/1/22 through 8/31/24
- 2754 Gunter Park Drive West, Montgomery – 24,960 square foot of space – starting lease date is 8/01/23 for three years

**Context of Proposal:**

This proposal is to support the continued growth of alcohol sales and revenues for the state of Alabama. The current operational constraints include limited real estate for Warehouse and Central Office expansion. In addition, the current warehouse automation / conveyor system will not be fully serviceable by the manufacturer after 2025 due to planned equipment obsolesces. To continue to grow and support the business needs for the state of Alabama, the Alabama ABC Board requires a facility designed to meet that purpose. The goal of this proposal is to remedy the current constraints and provide a means for managed growth for the next 25 years.

## 2.3 Constraints and Assumptions

**Project Constraints:**

Based on the current facility dynamics, attempted expansion of the current warehouse distribution center during live operations would severely handicap and burden the operation and would be detrimental to the business in the service to the residents of the state of Alabama. To overcome existing constraints, this proposal supports building a new operational facility via either a greenfield or brownfield concept, or a combination of the two. In the event a proposer creates a plan to expand the current site, the 2715 Gunter Park West address, the proposer will need to create an action plan where the construction plan will in no way hinder performance or safety of the Alabama ABC Board while all the

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specified requirements for the operations of the facility and services are being met. In addition, the proposer would need to outline financial remedies to the state if the construction or delays in completion in any way negatively impacts the financial operation of the Alabama Board, and its obligation to the citizens of Alabama.

**Project Assumptions:**

- Based on the current economy, construction lead times, and material supply and costs, the Alabama ABC Board prefers the warehouse building to be tilt wall concrete construction / masonry construction or equivalent, but other methods will be considered
- If the proposal is a new site facility, the facility must be constructed while business operations are ongoing in the current facility, and completed by the end of calendar year 2025
- If a new site is based on multiple land parcels, those parcels must be contiguous and have shared boundaries without connecting boundary easements
- The new site would be free of property easements, archeological setbacks, and environmental issues. This must be confirmed through the due diligence of the proposer
- The project as proposed will be an EPC type project (Engineering Procurement Construction) where the contractor / investor is responsible for the project from start to finish encompassing the entirety of the scope of work (turnkey)
- The State of Alabama will lease the facility from a REIT if the contractor / investor sells the project. The assumption regardless of Landlord is a triple net lease on the warehouse building to include lease to own options for the automation, racking systems and technology. Other lease options on the Office Building to include maintenance and repair
- Once the construction project is complete, the Alabama ABC Board will move from its current facility to the new up and running facility, thus reducing the impact to business operations

## 2.4 Alabama ABC Board Growth Metrics

The business volume of the Alabama ABC Board has almost doubled in the past ten years and maintains almost a 4% increase in annual sales average for that period. This 4% annual average does not include the two-year covid average of a 10% increase in case sales in calendar years 2020 and 2021.

- The top 100 SKUs account for approximately 40% of the case volume and the top 1,000 SKUs total 89.7% of the case volume. The chart below displays the incremental percent increase of case volume by descending increments of 100 SKUs and totals. The Alabama ABC averages carrying 2800 SKUs in physical inventory, although system wide, lists over 4,000 SKU's. This increase is due to onetime buys and seasonal product. The 2037 projected estimate is to physically carry approximately 3,436 SKUs
- Currently, the slowest moving 1,800 SKUs account for under 11% of the case volume

**SKU Breakdown:**

**Below is a breakdown of sales based on increments of 100. For example, the top 100 selling items (SKUs) account for 39.5% of our annual case sales. The top 1,000 products account for 89.7% of sales and the bottom selling products (1,800 SKUs) account for only 10.3% of the case sales volume.**

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**SKU % of Business Ranking**

Top 100	101 - 200	201-300	301-400	401-500	501-600	601-700	701-800	801-900	901-1000	1001 - 2800
39.50%	14.60%	9.40%	6.50%	5.00%	4.10%	3.30%	2.80%	2.40%	2.10%	10.30%
39.50%	54.10%	63.50%	70.00%	75.00%	79.10%	82.40%	85.20%	87.60%	89.70%	100.00%
100	200	300	400	500	600	700	800	900	1000	2800

**Seasonality:**

Below is a chart of cases sold from January 2022, through December of 2022. The percentage of overall cases sold per month is also included. The month of December is historically the highest volume case sales month and January the lowest volume case sales yearly.

Rolling 12 cases per month as a percentage												
Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Totals
Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases	Cases
302,892	306,456	321,543	305,904	331,123	391,367	267,395	289,175	338,859	306,391	346,833	350,551	3,858,489
7.9%	7.9%	8.3%	7.9%	8.6%	10.1%	6.9%	7.5%	8.8%	7.9%	9.0%	9.1%	100.0%

**Twenty-Five Year Forecast:**

The chart below illustrates growth projections over the next 25 years as well as anticipated percentage of cases sold on a monthly average. For example, the projected cases sold in 2047 are 8,937,417 versus the cases sold for 2022 are 3,776,889.

Cases Sold													Total	% Change	
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	% Change	
2016	191,135	213,009	229,721	224,888	220,875	218,590	231,171	214,018	216,221	215,194	231,021	288,456	2,694,298		
2017	194,650	207,330	240,625	215,776	233,497	254,760	214,856	220,402	224,904	228,813	241,695	284,678	2,761,987	2.5%	Actual
2018	212,447	219,287	251,431	228,054	240,272	244,027	225,559	248,717	209,664	239,533	270,332	300,648	2,889,973	4.6%	Actual
2019	221,668	224,140	256,883	246,361	267,452	235,750	248,541	261,408	219,804	253,393	281,856	316,827	3,034,084	5.0%	Actual
2020	234,402	242,008	283,375	267,514	291,929	292,194	299,724	273,884	268,993	300,639	295,284	365,723	3,415,669	12.6%	Actual
2021	258,900	266,610	309,222	325,554	301,550	313,724	313,381	286,728	296,007	308,039	321,465	388,059	3,689,239	8.0%	Actual
2022	248,988	283,268	323,649	321,396	314,030	326,273	302,892	306,456	321,543	305,904	331,123	391,367	3,776,889	4.0%	Actual
2023	267,395	289,175	338,859	306,391	346,833	350,551	313,493	317,182	332,797	316,611	342,712	405,065	3,927,064	4.0%	Actual /Projected
2024	276,754	299,296	350,719	317,115	358,972	362,820	324,465	328,283	344,445	327,692	354,707	419,242	4,064,511	3.5%	Projected
2025	286,440	309,771	362,994	328,214	371,536	375,519	335,822	339,773	356,500	339,161	367,122	433,916	4,206,769	3.5%	Projected
2026	296,466	320,613	375,699	339,701	384,540	388,662	347,576	351,665	368,978	351,032	379,971	449,103	4,354,006	3.5%	Projected
2027	306,842	331,835	388,848	351,591	397,999	402,265	359,741	363,974	381,892	363,318	393,270	464,821	4,506,396	3.5%	Projected
2028	317,581	343,449	402,458	363,896	411,929	416,345	372,332	376,713	395,258	376,034	407,035	481,090	4,664,120	3.5%	Projected
2029	328,697	355,470	416,544	376,633	426,346	430,917	385,363	389,898	409,092	389,195	421,281	497,928	4,827,364	3.5%	Projected
2030	340,201	367,911	431,123	389,815	441,268	445,999	398,851	403,544	423,411	402,817	436,026	515,356	4,996,322	3.5%	Projected
2031	352,108	380,788	446,213	403,458	456,713	461,609	412,811	417,668	438,230	416,916	451,287	533,393	5,171,193	3.5%	Projected
2032	364,432	394,116	461,830	417,579	472,698	477,765	427,259	432,286	453,568	431,508	467,082	552,062	5,352,185	3.5%	Projected
2033	377,187	407,910	477,994	432,195	489,242	494,487	442,213	447,416	469,443	446,611	483,430	571,384	5,539,512	3.5%	Projected
2034	390,389	422,187	494,724	447,322	506,366	511,794	457,691	463,076	485,874	462,242	500,350	591,382	5,733,394	3.5%	Projected
2035	404,052	436,963	512,039	462,978	524,088	529,707	473,710	479,284	502,879	478,420	517,862	612,081	5,934,063	3.5%	Projected
2036	418,194	452,257	529,961	479,182	542,432	548,246	490,290	496,059	520,480	495,165	535,987	633,504	6,141,756	3.5%	Projected
2037	432,831	468,086	548,509	495,953	561,417	567,435	507,450	513,421	538,697	512,496	554,747	655,676	6,356,717	3.5%	Projected
2038	447,980	484,469	567,707	513,312	581,066	587,295	525,210	531,390	557,551	530,433	574,163	678,625	6,579,202	3.5%	Projected
2039	463,659	501,425	587,577	531,278	601,404	607,851	543,593	549,989	577,065	548,998	594,258	702,377	6,809,474	3.5%	Projected
2040	479,887	518,975	608,142	549,872	622,453	629,125	562,619	569,239	597,263	568,213	615,057	726,960	7,047,806	3.5%	Projected
2041	496,683	537,139	629,427	569,118	644,239	651,145	582,310	589,162	618,167	588,101	636,584	752,404	7,294,479	3.5%	Projected
2042	514,067	555,939	651,457	589,037	666,787	673,356	602,691	609,783	639,803	608,684	658,865	778,738	7,549,786	3.5%	Projected
2043	532,060	575,397	674,258	609,653	690,124	697,522	623,785	631,125	662,196	629,988	681,925	805,994	7,814,028	3.5%	Projected
2044	550,682	595,536	697,857	630,991	714,279	721,936	645,618	653,215	685,373	652,038	705,793	834,203	8,087,519	3.5%	Projected
2045	569,956	616,380	722,282	653,076	739,279	747,204	668,214	676,077	709,361	674,859	730,495	863,400	8,370,582	3.5%	Projected
2046	589,904	637,953	747,562	675,934	765,153	773,356	691,602	699,740	734,188	698,479	756,063	893,619	8,663,553	3.5%	Projected
2047	610,551	660,282	773,726	699,591	791,934	800,423	715,808	724,231	759,885	722,926	782,525	924,896	8,966,777	3.5%	Projected
	11,977,188	12,918,978	15,093,416	13,763,429	15,378,701	15,539,229	14,046,639	14,165,804	14,719,533	14,183,455	15,321,371	18,112,976	175,220,718		
Avg %	6.84%	7.37%	8.61%	7.85%	8.78%	8.87%	8.02%	8.08%	8.40%	8.09%	8.74%	10.34%	100.00%		

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## Business functions of the Alabama ABC Board necessitating this proposal:

This proposal is to support the continued growth of alcohol sales and revenues for the state of Alabama. The Alabama ABC Board as it stands, is a significant doner agency to the State. Continued operation and organic growth facilitate the need for operational capacity that otherwise would not be realized due to current facility and land constraints. For the ability to continue to grow and support the business needs for the state of Alabama, the Alabama ABC Board requires a facility designed to meet that purpose. The goal of this proposal is to remedy the current constraints and provide a means for managed growth for the next 25 years

## 3.0 The Business RFP objectives and deliverables:

- To proactively support the mission of the Alabama ABC Board in regulating the distribution, import, manufacture, and sale of alcoholic beverages demonstrated by professionalism, integrity, education, and transparency
- To provide a sustainable and cost-efficient solution to support the operational functions of the Alabama ABC Board
- To thoughtfully create a Central Office design with focus on employee care, a safe working environment, security, and employee retention relating to all aspects of work operations in the distribution warehouse
- To deliver a facility that will support the operational mission of the Alabama ABC Board and support the diversity of products to be made available to Alabama alcohol consumers for the next ten plus years
- To provide a warehouse distribution operation that is state of the art in design adhering to industry practices in the supply chain industry

## 3.1 Warehouse

- A 250,000 square foot warehouse facility with expansion designs for up to 325,000 square feet for future growth. This is based on 4 high racking with high cube storage. If less than 4 high racking design layout is proposed, the square footage of the initial spec'd square footage and the expandable portion for future growth must be recalculated / increased to support the reduction in vertical storage. In addition, the loss in efficiency due to a larger footprint must be mitigated by other design features or technology that will compensate for the change in footprint / loss in efficiency
- Concrete tilt wall warehouse construction is preferred but other construction methods will be considered
- The Warehouse floor to be concrete and support both dynamic and static loads based on "high cube" 4 high pallet racking as well as forklift travel with full pallet loads (Each full pallet of product averages approximately 2,200 pounds with the heaviest being approximately 3,100 pounds). Proper engineering of the concrete for load, concrete leveling, mix, use of concrete reinforcement, satisfactory curing and appropriate joint spacing must be followed to reduce potential cracking. Floor to be polished and sealed with protective nonslip coating
- Minimum of 34' tall clear rackable ceiling height for 4 high cube pallet racking
- Energy Star certified low radiant heat gain reflective roofing system or equivalent
- Separate shipping and receiving docks on opposite sides of the building is preferred

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- Shipping docks to total 10 dock doors with Kelly brand or equivalent automatic hydraulic “pit style dock levelers”. Dock heights unless indicated to be standard 48” high docks with a level concrete surface to allow trailers to “back in” upon approach
- Two 10’ wide entry docks with ADA compliant ramps for loading and unloading access – one dock on the receiving side of the building and one dock on the shipping side of the building
- Warehouse to be properly ventilated to provide a comfortable working environment without the use of air-conditioning. Engineered desire is that the warehouse to maintain a high no more than a 20-degree cooler to the ambient (outside) high air temperature, and 20-degrees warmer that the coolest ambient temperature

## 3.2 Warehouse Personnel Facilities:

- Breakroom / lunchroom for 136 employees
- Locker facilities for 110 male warehouse personnel
- Locker facilities for 12 female warehouse personnel
- Bathroom facilities for 110 male employees – auto flush design toilets
- Bathroom Facilities for 12 female employees - auto flush design toilets
- Bathrooms for 6 male warehouse administrative employees – sensory water flow for sinks, and efficient paperless hand drying systems after hand washing
- Bathrooms for 6 female warehouse administrative employees- sensory water flow for sinks, and efficient paperless hand drying systems after hand washing

## 3.3 Warehouse Parking and Truck staging:

- Dedicated warehouse parking lot to support 134 employee cars (Asphalt) – separate entrance and exit locations
- The standalone dedicated shipping drive and entrance to be constructed of 10” thick or greater 4,000 psi poured concrete with reinforcing rebar and steel mesh
- The standalone dedicated receiving drive and entrance to be constructed of 10” thick or greater 4,000 psi concrete with reinforcing rebar and steel mesh
- The standalone dedicated shipping truck lot is to be constructed of 10” thick or greater poured 4,000 PSI concrete with reinforcing rebar and steel mesh. The trailer staging lot to be secure and fenced
- The standalone receiving docks to total 10 dock doors with Kelly or equivalent brand automatic hydraulic “pit style dock levelers”
- Dock heights unless indicated to be standard 48” high docks with a level concrete surface for which trailers to “back in” upon approach. The lot is to be constructed from 10” thick or greater poured 4,000 PSI concrete with reinforcing rebar and steel mesh
- Warehouse building perimeter and parking lot lighting sufficient to support safe work environment and provide theft deterrence. Solar pole lighting where applicable
- A 20,000 Sq. Ft. secured / fenced staging lot for loaded and empty trailers

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- A receiving accumulation lane or staging sequence lot “cell phone lot” for inbound trailers to support no less than 15 tractor trailers where road staging is not necessary

### 3.4 Warehouse Management Requirements (WMS):

- State of the art WM solution and Warehouse Execution solution (Automation) with evolutionary updates not requiring update releases
- Cross-docking functionality with “Front of Line” priority receiving recognition of inbounds
- Automated conveyor based putaway solution to stock and retrieve the top 100 SKUs in a high cube “ASRS” (Automated storage and retrieval) type storage
- Perpetual cycle-counting functionality
- Directed putaway
- Supports / tracking of inventory based on lot management, serial number tracking, and product recalls
- Solution to support both wave and waveless approaches for order fulfillment
- Order section, receiving, replenishment and load management tracking via modern handheld mobile devices, voice recognition, and/or seamless material handling equipment (MHE) integration
- Integrates with external multi-carrier solutions
- Appointment Scheduling and ASN management of inbound and out bound transactions
- Dock Door Management – scan to load inbound and outbound tracking
- Yard Management functionality for managing inbound loads and outbound trailer staging
- Slotting Optimization
- Robust replenishment modeling solution supporting multiple forecasting factors and exponential smoothing for inventory management / storage optimization
- Real-time monitoring of all warehouse functions – receiving, putaway, order selection, cycle counting, manifest processes and loading
- Real Time / automatic notifications about deviations from expected bin location picks or putaway or variance thus result in an automatic cycle count
- On the fly adjustments to orders such as location and products / demand can be changed / corrected prior to order selection
- Historical retail and wholesale sales modeling for store-based CGO (computer generated order) models driving distribution center inventory replenishment / inventory levels utilizing multiple factors and smoothing best practices. (Continuous learning models creating smart order process fulfillment and optimization of inventory)
- 100% transactional tracking with alerts for human error – every transaction is tracked in real time
- Automated bin cube to product / dim weight functionality for inbound, replenishment, and outbound pallet and truck cube
- Real time dashboard BI (Business Intelligence) productivity metrics for LM (Labor Management) tracking. WM / LM solution to integrate with Microsoft D365, Kronos or other labor hour tracking software to



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determine real time productivity for all work functions – Receiving, order selection, loading, replenishment, putaway and cycle counting

- Options on paperless - scanner or voice order picking – if a bolt on software such as a voice pick solution is needed, then that software must be able to seamlessly integrate with the WM solution
- Supports handheld or Forklift mount computers for logical directed putaway
- Validates shipping and receiving – creates ASN’s and variance reports based on actual receipt versus ASN and PO (Two points of variance). Needed for both inbound shipments and out DDS (Direct Delivery Store) where we pick direct delivery orders for next day shipment delivery to the on-premises / private retail sector
- Utilizes advanced fulfillment logic for wave management, constraint-based selection, real-time replenishment, and advanced order consolidation for routing (DM integration based on truck cube and load weight (DOT) constraints)
- Streamline receiving processes with automated full pallet putaway and retrieval, and cross-docking of immediate need items
- Enterprise inventory management – views of all warehouses in the system to set up EOQ and min / max / safety stock for CGOs (computer generated orders)
- Multi warehouse tracking and collation of inventory to support efficient product sales / turnover. Logical internal store transfer suggestions in the system to relocate inventory to the best-selling (golden zone) location
- KPI / dashboard reporting and analysis to track business trends
- Material handling equipment “safe operating” features such as, pre-check for operators to perform based on log in by each operator
- Simulate warehouse workflows before implementing new procedures – sandbox parallel workflow functionality

### 3.5 Warehouse Automation and other Features:

- Automated putaway and retrieval of fast-moving high-volume SKUs – top 100 SKUs into bulk storage and then automated retrieval based on full pallet pick or prioritized replenishment into the pick area as designated
- 6 lane sortation to truck loading via telescoping truck loading utilizing technology and equipment via Adjustoveyor or comparable solutions. Plus, a single divert lane from the sorter to a consolidation lane to ergonomic height adjustable palletizing station of product for the Direct Delivery Store, Military and Costco customers. From palletizing, then rolling to an auto stretch wrapping station, and then to an accumulation lane staged for truck loading
- Minimum of 10 dedicated inbound docks, and 10 dedicated outbound doors- dock doors on the opposite sides of the warehouse
- Effective mix of high-density pallet flow, select rack, half pallet storage, case flow, and push back rack for efficient operations
- Structural steel racking required. Pallets of product are by GMA pallet specifications and the weight of product averages about 2,000 pounds with a small number od SKU’s up to 3,000 pounds. Pallet heights average about 68” tall with about 2% of the SKUs up to 80” tall

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- Hospital discharge lane for underweight cases, damaged cases, or unreadable bar codes
  - Batch or wave picking module
  - Spiral conveyors where needed
  - Minimum of 60 and up to 100 plus CPM (cases per minute) throughput through sortation
  - Voice activated or ring scan pick
  - Forklift mounted scanners / computer
  - Locatable warehouse at all bins
  - Four pallet high density pallet storage for all full pallet locations
  - Logical putaway functions tying into potential replen or pick logic for that operator in that aisle (priority labor management multi-tasking)

### 3.6 Warehouse and Support Areas:

- 6 Offices and 8 cubicles to support Warehouse Manager, leadership team, and IT support staff
- One men's restroom
- One lady's restroom
- IT Room – temperature controlled (separately) 10' X 12' space
- 1 Meeting / training multipurpose room
- Breakroom
- Separate receiving area / docks
- Separate shipping area / docks
- MHE – battery changing area for equipment
- Maintenance and equipment area – 2,000 square feet space, including an enclosed / secure dust free storage space for replacement parts and equipment
- Mezzanine for Hospital and breakage area (routed off the sorter)
- Misc. Supplies, surplus, and workshop for store equipment – total 15,000 square feet
- "Bottle Pick" area for future use – 25,000 square feet

### 3.7 Two Story Central Office Building:

- On the same property but separate from the warehouse – approximately 50,000 Sq. Ft. of office space, (25,000 square foot footprint)
- Office space to support 220 employees with adequate bathrooms, breakrooms, cafeteria with a full kitchen, conference rooms and 1,5000 Sq. Ft. State Government Style Board Room adequate for courtroom style operations

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- Office to cubicle mix to be approximately 135 offices and 85 cubicle type offices positions to support the following departments and headcount with potential growth for ten plus years:
    - Administration – 42 employees
    - Finance and Services– 26 employees
    - Human Resources – 15 employees
    - Information Technology (IT) – 32 employees
    - Licensing and Compliance – 25 employees
    - Product Management – 19 employees
    - Stores Support – 22 Employees
    - Tax and Trade – 22 employees
    - Growth factors for each department
  - Office parking lot to support 200 employees (Asphalt)
  - Office parking entrance and exit to be separate from any shipping and receiving truck traffic
  - Office building perimeter and parking lot lighting sufficient to support a safe work environment, meet security protocols, and provide theft deterrence
  - Office building to include a freight and passenger elevator – one of each

## 3.8 IT and Security Requirements:

### **IT Data Center:**

- 1500 sq. foot room w/ separate HVAC and thermostat control
- Dedicated power and backup generator

### **IT Equipment Storage**

- 10' x 12' secure room

### **Equipment Staging & ERP Lab Setup**

- 12 x 18 room w/ 4 quad power and data jacks on each wall
- Installation & Configuration of registers, pc's, printers, other equipment

### **Infrastructure Requirements:**

- Include 1500 Sq. Ft. Technology component / IT room/ Main Distribution Frame (MDF) with separate HVAC system and separate thermostat control with remote option. This space is separate from the offices needed for IT. In addition, this room will require a standalone fire suppression system, chemical-based agents, to absorb the heat of a fire such as the 3M Novec 1230 or equivalent

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- Raised floor according to industry standard best practices
- MDF room temperature of 65 to 68 degrees with 30 to 55 percent humidity control with the full complement of equipment in the room
- Intermediate Distribution Frame (IDF) HVAC should be ducted in and designed to maintain a room temperature of 68 to 74 degrees with 30 to 55 percent humidity control with the full complement of equipment in the room
- Backup generator to supply emergency power to MDF ensure uninterrupted network services supporting ABC stores
- All work associated with MDF, and Network Facilities (NF) will comply with the National Electrical Code, and with state and local building codes. Follow the guidelines developed by ANSI/TIA/EIA and BICSI in both design and construction. ABC IT must approve all variances
- All usable personnel office space, breakrooms, and conference rooms to be wired at a minimum with two duplex CAT6A outlets in accordance with industry standards and best practices
- IT network equipment will not be installed in the IDFs until they are completely built, cleaned, and secured with ABC IT-approved key
- Doors and Locks for NFs — A windowless, solid core door measuring 36" wide by 80" tall and swinging open out of the room is the minimum requirement. All doors will integrate with Physical Access Control System
- MDF and IDF installed with fire suppression in accordance with NEC and NFPA standards 75 & 76
- Riser or distribution cables entering/exiting the IDF shall be via four-inch (4") conduits w/ sleeved cores or cable tray. Include two additional conduits, sleeved cores, or cable trays above the current requirement to allow for future growth
- MDF shall have at a minimum one complete wall with fire rated ¾" plywood and painted with 2 coats of a neutral color fire retardant paint; the fire rated stamp must be visible. Paint should be (or be equal to): Flame Control Coatings, LLC. Flame Control NO. 20-20A. Fire Hazard Classification, ATSM E-84 (NFPA 255) Class "A"
- IDF's shall have at a minimum 4' x 8' fire rated ¾" plywood, painted with 2 coats of a neutral color fire retardant paint; the fire rated stamp must be visible. Paint should be (or be equal to): Flame Control Coatings, LLC. Flame Control NO. 20-20A. Fire Hazard Classification, ATSM E-84 (NFPA 255) Class "A"
- Lighting should be maintained at 500 lumens, measured at 3 feet above floor level. Use timer- or motion-type light switches, placed immediately inside the door. Use LED bright white lighting

**Electrical Requirements for NFs:**

- All convenience electrical outlets shall be installed to a side wall in order that power cables can be run along the telecommunication racks. This will minimize the possibility of tripping hazards. There should be, at a minimum, one quad convenience outlet on every wall immediately to the left and right of the door for general purpose use. These should be installed at industry standard height
- At a minimum one 240-volt 30 AMP dedicated circuit with a NEMA L6-30R receptacle will be installed at each 7' floor mount rack at a height of 7 feet. Conduit and outlets shall be connected to the outside of the basket tray facing the rear of the equipment racks. At a minimum, there must be four 120-volt 20-Amp NEMA 5-20R dedicated outlets with each pair on a dedicated circuit with emergency generator back-up.

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These outlets must be located at a height of 7 feet. Conduit and outlets shall be connected to the outside of the basket tray facing the rear of the equipment racks

- All telecommunication electrical circuits are to be clearly labeled on circuit breaker panels and the circuit id number to be on the face plate of the outlet in the IDFs
- A grounding bar measuring 12" long by 2" wide by ¼" thick with pre-drilled ¼" holes shall be installed on the top right corner of ¾" plywood. The ground bar must accept 2-hole lug connectors. The ground bar shall be connected to the main building ground using #2 or greater AWG copper wire

#### **NF Equipment and Terminations:**

- ABC IT must approve the design and layout for the placement of racks, rack hardware, and wall fields within the IDFs
- IDF & MDF Equipment Racks — Heavy duty, aluminum, 73.6" floor mount racks with cable management channels on both sides and mounting rails for 24" equipment is required on equipment racks. Racks must be able to support 3kW per rack and be 42" deep. All racks are to be properly anchored, with space allocated between racks for installation of vertical cable managers. Racks are to be mounted side by side
- Patch Panels — All jacks will be Category 6E and Category 6A. Different colors are assigned to the various types of network connections. The exposed front of the jack must be the correct color. The jack colors are assigned as follows:
  - Red General purpose, office, and lab connection — other than Category 6A
  - Blue General purpose, office, and conference rooms, break rooms, etc. — Category 6A
  - Yellow Wireless access point connection
  - Purple Security camera and security device
- Rack Mounted Hardware — For MDF, a minimum of eight Units (8U) are reserved at the top of each rack for fiber enclosures. For IDFs, a minimum of six Units (6U) are reserved at the top of each rack for fiber enclosures

#### **Infrastructure Wiring and Cable Paths:**

- MDF must have entrance paths for AT&T data and phone circuits
- All cable trays and racks are to be grounded to the main building ground using #2 or greater AWG copper wire. Rack-mounted electrical outlets must be grounded to the rack ground in addition to any other NEC, state, or local building code grounding requirements
- To facilitate the proper installation, routing and placement of cables, NFs will be located to comply with TIA/EIA distance limitations and stacked one above the other whenever possible
- The total distance of the cable path between the telecommunication outlet and its termination in the NFs will be less than 90 meters
- No plumbing, HVAC, or electrical conduit will pass through or above the IDF, except for sprinkler systems. Sprinkler heads will be caged and rated high temperature
- Under no circumstances will electrical or any other utility panels be in an IDF

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- All network wiring shall be run using suspension hooks, conduits, or approved cable tray. Cable should never attach to the ceiling grid support system
  - Pull string shall be installed with cable when it is pulled in conduit that does not contain inner ducts
  - Cable Trays — Basket tray of 12" width shall be installed on three (3) walls at a height of 7' whenever possible with minimum clearance of 4" from ceiling. Basket tray spanning the width of the room shall be installed on top of the telecommunication racks. Radius drop-outs are to be used where the cable exits the tray to a lower elevation
  - All cable labeling completed in accordance with ANSI TIA 606-B Cable Labeling Standards to include a Wire Color Code for Data, Security, and WAP cabling. (See NF Equipment and Terminations section above)
  - Horizontal cabling will be 100 percent terminated in the MDF and IDF to an approved, 19-inch, rack mountable, 48-port, 8-pin modular-to-Insulation Displacement Connector (IDC) that meets Category 6 performance standards, pinned to T568B standards
  - IDC color codes shall mimic color standards above
  - 24-strand multi-mode fiber installed and terminated on LC patch panels between MDF and IDFs
  - The multi-mode fiber strands utilized in the cable specified shall conform to ANSI/TIA/EIA-568-C, IEEE, and TIA-492AAAC-A specifications
  - 12-strand single-mode fiber installed and terminated on LC patch panels between MDF and IDFs
  - The single-mode fiber strands utilized in the cable specified shall conform to ANSI/TIA/EIA-568-C and IEEE specifications
  - For cabling to Wireless Access Point (WAP) locations, run two Category 6E cables and install two jacks at each location to accommodate future needs
    - Jacks shall be installed in a visible and accessible location, preferably below the ceiling or on the walls.
    - For maintenance purposes, WAP/wall jack must be mounted in a space no higher than 10-feet high avoiding objects like air conditioning units, vents, sprinkler systems, or anything that will interfere with the performance of WAP
    - ABC IT must approve the design and layout for the placement of the WAP cabling
  - For cabling to camera locations, run two Category 6E cables and install two jacks at each location to accommodate future needs
    - Request that a certified Video Security Systems Design contractor engineer camera location layout based on final facility floorplan
    - Include a Security Room with Video Display Wall capable of displaying all camera feeds simultaneously for security personnel to monitor
    - Include a complete Physical Access Control system throughout the facility entry ways.
    - ABC IT must approve the design and layout for the placement of security camera, access control, and alarm system devices
  - To facilitate frequent additions, moves, and changes to the telecommunication systems, communications conduits are generously sized and labeled on both sides (to and from locations)
    - Conduits entering the building are to be a minimum of 4" with some type of sub-space partitioning
    - Conduits between building telecom rooms are to be a minimum of 4"
    - Conduits outer diameter will be located within 4" of room walls

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- Conduit’s servicing end user spaces are usually 1". Exceptions are made for outlets for wall phones, etc. where only one cable is needed. This conduit may be 3/4"
- The use of flexible conduit is discouraged. If it is the only solution, increase its size by one trade size
- Conduits between floors that interconnect telecom rooms are stubbed 2" into the rooms.
- The 1" conduits servicing end users’ information outlets are to be "stubbed" to above the ceiling, and from there to the nearest corridor/hallway telecommunications horizontal pathway leading to the IDFs
- Minimum radii for conduit bends are:
  - a. Internal diameter of less than 2" — bending radius is 6 times the internal diameter
  - b. Internal diameter of 2" or more — bending radius is 10 times the internal diameter
  - c. All sleeves must be fire sealed. Initial sealing of the sleeve penetration is to be completed by the sleeve installer
  - d. To prevent cable damage, all sleeves will be reamed, and grommets placed before cable installation
- Riser and distribution cables leaving the MDF to IDF spaces shall be via four-inch (4") conduit, sleeved cores with basket cable tray for horizontal runs. At least two additional conduits, sleeved core or cable tray with sufficient available space must be included in the design to provide for future growth. The number and size of conduits are determined by building square footage. All conduits will be sealed with appropriate fire stopping materials.
- The MDF must have sufficient conduit runs to all IDFs. Two additional cores/conduits must be provided for future growth

**Definitions:**

- Main Distribution Frame (MDF) is the main telecommunications service entrance into the building. It may or may not be where the BDF is located
- Intermediate Distribution Frame (IDF) provides for demarcation between the per-floor horizontal customer service cabling and the building’s video, data, and voice backbone cabling
- This room contains the electronic equipment that transitions between the building backbone and the end user’s telecommunications equipment. This securable room is to be dedicated to this purpose, with no other building services sharing the space
- Network Facilities (NF) is the term used to describe rules that apply to all three types of distribution facilities on campus (MDF/BDF/IDF)

### 3.9 Parking Lot Requirements:

The Alabama ABC Board will require three main parking lots to support the organization mission and efficiency of the operation:

1. Central Office Parking Lot – 220 employees (Asphalt)
2. Warehouse Employee Parking Lot – 134 employees (Asphalt)
3. Secured Tractor Trailer Staging / Parking Lot – must be large enough to securely park, stage, and maneuver up to 40 tractor trailers on-site. The tractors will be day cab, and the trailer size is 53’ X 102”. Consideration of static

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and dynamic loads means this lot will need to support up to 85,000 pounds on the surface area of the tractor trailer. This will require the need for a concrete staging lot with load bearing thickness and strength qualities to support such loads. This lot should be fenced with secure access with a lot monitoring system.

**Features:**

The parking lot must foremost deal with the Functional/Operational need for the Alabama ABC Board in providing for safe and efficient passage of the automobile and driver. This includes ADA compliance, security systems, adequate solar lighting systems, and solar derived parking and exterior building lighting solutions. This is a very complex challenge as automotive, engineering, and traffic issues relative to the site location must be integrated to create the appropriate solution. Since the Alabama ABC Board is looking for a 10 and 25-year solution the complexity of parking and changing environmental automotive requirements (electric vehicles) must also be taken into consideration.

**Functional Requirements:**

- The facility should account for the complex spatial needs of the driver and the automobile:
- The size and turning radius of current automobiles as well as past and future trends of automobile size and statistical quantity must be considered (parking geometries)
- The streets surrounding the facility and their traffic flow must be taken into consideration when planning entrances and exits and deciding on ramp designs if applicable
- The entrances and exits are very important to the smooth functioning of the facility, with the type of use again determining the length from the opening and placement of the entry security booths, as well as the quantity of entrances and exits
- The type of equipment and the necessity of a security booth and truck security office are also determined by the needs of the Alabama ABC Board
- Zoning issues require the number of spaces for parked automobiles. The designer must work within local codes to meet these requirements
- Optimizing site potential, by choice of site and its relationship to walking, driving, other transportation linkages and good design opportunities to the Central Office entrances and to the Warehouse entrance
- Accommodate technological tools for future upgrades of operational systems and facility expansion
- Plan for a backup power system for lighting in the event of power outage or emergency event
- Lighting is a crucial aspect of parking and type, placement, and quantity needs to be carefully studied to provide enough light for the users of the parking garage and not to spill out of the parking facility affecting surroundings
- Employee growth and future needs must be planned – figure 2% growth per year in parking: both tractor trailer staging and employee parking lots
- Propose solutions for electric battery charged vehicles and charging stations, especially beyond 2035
- The parking lots should include a plan for bicycle commute and spots for motorcycles



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## 3.10 Facilities Design Attributes

The intent of the Alabama ABC Board is to operate out of one Warehouse Distribution Hub and Central Office to support operations and distribution to ABC retail and wholesale stores.

The proposed project will be an EPC project (Engineering Procurement Construction) where the contractor / investor is responsible for the project from start to finish encompassing the entirety of the scope of work. This will be a turnkey project encompassing the sum of the proposal. This includes the Commission of the Facility.

### **General Warehouse:**

The Warehouse facility must provide the proper environment for the purpose of storing alcohol spirits that require protection from the elements. The warehouses must be designed to accommodate the loads of the materials to be stored, the associated handling equipment, the receiving and shipping operations and associated trucking, and the needs of the operating personnel. All design considerations should focus on Green Energy initiatives (LEED Certification Policies) including space design, materials, solar assist energy solutions / solar lighting and panels and reusable and renewable materials.

The state-of-the-art design of the warehouse must be planned to best accommodate business service requirements for the Alabama ABC Board and the products to be stored/handled. The economics of modern commercial warehouses dictate that goods are processed in minimal turnaround time with a focus on safety and efficiency. Additionally, the Alabama ABC Board requires a modern operation supporting warehousing best practices and state of the art material handling for high-tech receiving of goods, storage, order picking, inventory tracking, product loading and shipping.

Features in the warehouse designs must include four-high racking bays or comparable space requirements to support high cube storage, sophisticated materials-handling equipment, ASRS (automated storage and retrieval) functionality, broadband connectivity access, and a sophisticated wave pick solution, and a WM (warehouse management) solution must integrate with the Alabama ABC ERP solution, Microsoft D365. Warehouse storage must include a variety of racking storage alternatives for full pallet, partial pallet, and case-flow picking, as well as utilizing material handling equipment to meet the physical and operational requirements of the warehouse. The warehouse spaces must also be flexible to accommodate future operations and storage needs.

### **Building Attributes for the Warehouse:**

The warehouse designer must focus on making the warehouse spaces functional and efficient, while providing a safe and comfortable environment for the workers to increase productivity, reduce operating costs, and improve customer service. Building image and aesthetics, landscaping, and worker safety and comfort, must be important components in the design.

### **Configuration:**

- Design the warehouse based on current and future needs of the Alabama ABC Board as specified in the RFP
- The design must accommodate the need for future loading docks, truck space, and car parking spaces if space configuration changes through effective site design

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- Design with fire protection capacity to accommodate storage of materials with a greater fire hazard; especially needed with spirit-based product, content and packaging, and plastic shrink-wrapped alcohol on wooden pallets
  - Maximize utilization of space while providing adequate circulation paths for personnel and material handling equipment such as forklift trucks
  - High cube capacity warehousing to take advantage of height allowances in the space to optimize the overall warehouses footprint
  - Relate interior and exterior receiving and shipping operations to the process flow of goods through the warehouse. Design for the shipping and receiving docks to be on opposite walls for a flow through processes during single warehouse shift operation. This is to avoid congestion at the loading dock areas in the building, in the forklift maneuvering areas, and create a safer operating environment
  - The design should include alternative material handling methods to determine other building aspects, such as aisle widths, lighting design, need for mezzanine space, fire protection and egress design
  - Focus on space utilization and the efficient load design / placement of column roofing supports as to not restrict efficient warehouse flow

#### **Durability in Design:**

- Tilt wall concrete construction is preferred with the plan to accommodate loads of stored materials as well as associated handling equipment. Other building methods will be considered
- The design of warehouses should be based on the static and dynamic load requirements of the structure as it will be built. Weather elements must be considered where they are applicable as Alabama is prone to tornados and high winds and rain. Montgomery, Alabama is a 0 seismic rated area
- Design perimeter walls to permit any infiltrating water to evaporate harmlessly without collecting in the wall cavities or damaging stored product
- The warehouse space must be floored with a concrete slab to support static and dynamic loads and withstand the abrasion generated by the continual use of hard rubber and steel-wheeled forklift trucks. The concrete should contain hardener additives and dust proofers to protect the concrete. Epoxy coating on concrete floors should be applied around battery charging areas
- Floor flatness and levelness requirements are critical, especially for high cube storage space and safe operation of high-lifting equipment
- Adequate aisle space must be provided on-site for forklift maneuvering
- Receiving and shipping dock heights must be approximately 4'-4" above the pavement. The tractor / trailer approach to the warehouse door should flat for loading and unloading of product
- Tops of dock doors must be high enough to accommodate full height pallet handling from the highest trucks and forklift operators
- Dock widths and areas inside exterior doors leading to dock space must be planned for maneuverability of forklift trucks and electric riding pallet jack material handling equipment. Use a non-slip finish on the concrete floor near loading areas for safety

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## Sustainability:

- The location for the Alabama ABC Board Warehouse and Central Office buildings should be within close range of major highways and logistics hubs to reduce energy use and transportation costs
- The warehouse should be designed to reduce energy loads, use of high efficiency lighting, motion sensor instant-on lighting systems, wherever feasible
- All heating and air solutions should incorporate high efficiency systems and incorporate state of the art low emission refrigerants I.e., Zoetic Refrigerants (<https://zoeticrefrigerants.com/>) that generate a 20% to 40% reduction in cooling costs
- The roof should be an energy star rated roof to reflect a large percentage of solar radiation, reducing HVAC loads, and energy consumption. The roofing systems must have heat reflection properties to reduce heat transfer inside the building per energy star rating standards ([https://www.energystar.gov/products/cool\\_roofs\\_emissivity](https://www.energystar.gov/products/cool_roofs_emissivity))
- The warehouse should have large ceiling mounted fans (e.g., Big Ass Fans) to reduce heat stratification and provide air movement, thus increasing worker comfort in both summer and winter. Fans should be mounted above highest forklift level for worker safety
- Interior design plan to provide white painted metal roof decking, thereby increasing ceiling surface reflectivity, lighting efficiency and worker comfort without any added energy cost.
- The design should incorporate water saving fixtures and equipment to protect and conserve water. Reduce the amount of hard surface / paving around the warehouse when possible and landscape to provide shade for the building and surrounding paved areas

## Safety and Security

- The warehouse design should address life-safety and health in the concept as it pertains to the high-volume storage and distribution of spirit-based alcohol
- There should be proper signage to clearly warn of hazards or to direct personnel to take precautions especially around the automated material handling equipment
- The floor should include non-slip surface treatments that are subject to wetting, such as outdoor docks, to eliminate slips and falls to personnel
- The warehouse design must include fire suppression / sprinkler system engineered to cover the storage and distribution of spirit-based alcohol by classification
- The warehouse concept should include the appropriate security systems incorporated into the overall warehouse design
- The design of the building should prevent pests and rodents from entering the facility and damaging wires, equipment, and materials. Include in the design features such as door sweeps; seal cracks; and eliminate gaps around utility lines and boxes. Vegetation planted should not touch the roof or other access points of the building; cover exterior drains and vents with metal mesh; and install plastic, one-way rodent-proofing valves inside all drains

## Health/Comfort:

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- The design should provide proper warehouse ventilation under all circumstances. The inside temperature of the warehouse should maintain temperature no greater than 20 degrees cooler than ambient high (outside) and 20 degrees warmer than ambient low (outside)
  - Facilitate the local exhaust for restrooms, breakrooms, janitor's closets, warehouse offices, battery-charging areas, etc.
  - Minimize HVAC system noise in occupied space
  - The Alabama ABC Board warehouse must be designed to meet all local building, fire, and life-safety codes

### **General Office:**

### **Building Attributes for the Central Office:**

The Central Office of the Alabama ABC Board is a dynamic workplace supporting multiple departments and functions. The design build should incorporate flexible and technologically advanced working environments that are safe, healthy, comfortable, durable, aesthetically pleasing, sustainable and accessible. The Central Office must be able to accommodate the specific space and equipment needs for each department. As a state agency, special attention should be made to the entry spaces, conference rooms and other areas with public access reflective of the Alabama ABC Board.

### **Types Of Spaces:**

The office building design should incorporate several space types to meet the needs of staff and visitors. These will include:

- Courtroom style layout for board meetings and public reviews
- Offices and cubicles
- Conference rooms
- Employee/Visitor Support Spaces
- Lobby / central location for building directory, schedules, and general information
- Common Space Informal, multi-purpose
- Cafeteria with food preparation area with kitchen
- Restrooms
- Administrative support spaces
- Executive and administrative offices
- Operation and maintenance spaces
- General Storage: For items such as stationery, equipment, and instructional materials
- Computer/Information Technology (IT) Closets or data processing areas
- Maintenance Closets
- Security room with camera viewing area
- One passenger elevator and one freight elevator

### **Important Design Considerations:**

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## Accessibility

- The ADA <https://www.ada.gov/> requires that all new construction of places of public accommodation, as well as of commercial facilities such as office buildings, be compliant to ADA guidelines and regulations
- Accessible Parking, Entrances, and Routes: Office buildings should have accessible parking, entrances, and accessible routes within the spaces that can accommodate persons with various disabilities, including wheelchairs. Office furniture should be placed a minimum of 32" from walls and other obstructions to allow for smooth wheelchair passages. Allow 60" clearance so wheelchairs can rotate and turn around corners

## Design Aspects:

- The Alabama ABC Board is a State Agency. The exterior and interiors of the office building should incorporate a design where people want to work. Design / workflow aspects are extremely significant to both morale and productivity within the workplace. The office building should also be planned to accommodate changes in use or workflow. Every consideration in design and functionality should follow LEED criteria (**Green Building Design Construction**) <https://www.usgbc.org/policies/leed-certification>
- The design should utilize color, pattern, and texture in the building to create an inviting and safe environment. Finishes should reflect the nature of the work within the building and be well taken care of and provide supportive and comfortable environments. Provide access to views and nature whenever possible to improve the quality of the work environment

## Functional/Operational:

- The building design must consider the integrated requirements of Alabama ABC Board. This includes the desired image, degree of public access, operating hours, growth demands, security issues, and vulnerability assessment results, organization and group sizes, growth potential, long-term consistency of need, group assembly requirements, electronic equipment and technology requirements, acoustical requirements, special floor loading and filing/storage requirements

## Flexible:

- Offices must easily and economically accommodate frequent renovation and alteration, sometimes referred to as "churn"
- Raised floors where relevant to business needs such as the IT control room and the security room. This to allow for easy access to cabling and power distribution, as well as advanced air distribution capabilities to address individual occupant comfort
- When selecting the new Central Office and Warehouse office locations, consideration must be given to the travel distance most occupants will have to reach the office. Consideration must include commuter travel and bus line transportation

## Productive:

- The design should be an effective office layout based on departmental needs

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- Utilize strategies such as increased natural ventilation rates, the specification of non-toxic and low-polluting materials and systems, and indoor air quality monitoring
  - Each department should have climate control to set their own localized temperature, ventilation rate, and air movement preferences
  - The design should have access to windows and views, opportunities for interaction, which are some of the factors that contribute to improved workplace satisfaction
  - Natural light is important to the health and psychological well-being of office workers. The design of office environments must place emphasis on providing each occupant with access to natural light and views to the outside. A minimum of 30-foot candles per square foot of diffused indirect natural light is desirable
  - The acoustical environment of the office must be designed and integrated with the other architectural systems and furnishings of the office. Special consideration must be given to noise control in open office settings, with absorptive finish materials, masking white noise, and sufficient separation of individual occupants

### **Technical Connectivity:**

- The plan for the new Central Office Building for the Alabama ABC Board is to have a distributed, robust, and flexible IT infrastructure, which allows technological access in virtually all spaces.
- During the planning stage, identify all necessary technological systems (e.g., voice/cable/data systems such as audio/visual systems, speaker systems, Internet access, and Local Area Networks [LAN] / Wide-Area Networks [WAN] / Wireless Fidelity [WI-FI]), and provide adequate equipment rooms and conduit runs
- Accommodate wireless technologies, as appropriate
- Combine smart building technologies, smartphone apps (VOIP), and wearable sensors to transform the post-pandemic workplace into much safer spaces. Data can also be captured from these technologies to optimize the spaces and make them more convenient for users

**\*\*\* Specific IT requirements will be outlined further in this document**

### **Security and safety:**

- The Alabama ABC Board is a state agency that controls the warehouse and sale / distribution of alcohol for the state. The office building security begins at the site perimeter or property line. This includes planning for access to the site, parking, walkways, and security elements that protect the building during the day and at night. Focus the design on protection of occupants and assets against manmade attacks as well as natural hazards. Through comprehensive threat assessment, vulnerability assessment, and risk analysis, security requirements for individual buildings are identified, and appropriate reasonable design responses are identified for integration into the office building design
- For the Central Office design, entrances should not face uncontrolled vantage points with direct lines of sight to the entrance. The site security plan should incorporate intrusion detection, entrance screening, package control, and open areas that allow for easy visual detection by state employees. All employees regardless of department shall have electronic badge entry or equivalent for safety and security reasons. This includes intra-departmental access

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**Sustainable: <https://www.buildinggreen.com/leed>**

- Create a design plan to manage the building's energy loads (by integrating the building with the site, optimizing the building envelope [decreasing infiltration, increasing insulation], etc.)
- Correctly size and optimizing the heating, ventilating, and air-conditioning systems (HVAC)
- install high-efficiency equipment, lighting, and appliances
- Consideration should be given to the application of renewable energy systems such as building-integrated photovoltaic systems that generate building electricity / lighting and solar thermal systems that produce hot water for domestic hot water (DHW) or space conditioning

**Materials and Resource:**

- Building materials and resources should be durable and sustainable to reduce environmental impacts, long-term operations and maintenance costs, and promote indoor environmental quality
- The design should incorporate water saving fixtures and equipment to protect and conserve water. Also plan for landscaping that requires little to no water use. Recover non-sewage and graywater for on-site use (landscape irrigation), and more generally, consider the water quality requirements of each water use

**Commissioning:**

- With the continuation of improved building technologies and controls it is crucial that high-performance buildings such as the New Alabama ABC Board Central Office and Warehouse are properly commissioned as part of a comprehensive quality assurance plan. This includes “Preventive” and “Predictive” maintenance plans

**RELEVANT CODES AND STANDARDS:**

- Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines U.S. Access Board
- PBS-P100 Facilities Standards for the Public Buildings Service by the General Services Administration (GSA)
- Requirements and Specifications for Special Purpose and Support Space Manual, Volume 1–4 by the General Services Administration (GSA)
- UFC 4-610-01N Administrative Facilities
- Fire code and NFPA guidelines
- U.S. Courts Design Guide Judiciary Conference
- WELL, Building Standard International WELL Building Institute

**IT / Technology:**

Because of the computer and electronic equipment housed within the ADP (automatic data processing) PC, the spaces require regulated temperature and humidity (usually accomplish by zoned systems), and reliable power

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24 hours per day. Typical features of ADP PC space types include the list of applicable design objectives elements as outlined below

### Functional / Operational:

- Occupancy: Occupancy Classification for ADP PC is Business Occupancy B2, with sprinkler protected construction and GSA Acoustical Class B2 for spaces with concentrations of noisy equipment
- Raised floors: Raised floors are the preferred system for distribution of critical services (power, voice, data, and HVAC) in ADP PC space types. Raised floors for ADP PC may have low-pressure high induction diffusers and be constructed of concrete filled metal pans at 24", modules with pedestal and stringer support, with intermediate support
- Raised flooring offers ease of access and storage of distribution systems
- Dual path service lines for power: Dual path service lines ensure a constant power supply, which is critical to the operations of ADP PC with concentrations of noisy equipment
- Redundant cooling unit: ADP PC space types are usually equipped with redundant cooling capacity to maintain the low temperature required by the computer equipment. This could consist of a split air-cooled, air-conditioning unit with 24-hour operation and setback thermostats
- Acoustical transfer ducts should be installed at all acoustically rated partitions for noise control
- The computer room should have chemical solution fire suppression. Clean agent fire suppression systems use chemical-based agents to absorb the heat of a fire. Novec 1230 is a leading product in fire protection for computer rooms, data centers

*"3M™ Novec™ 1230 Fire Protection Fluid is a clean agent fire extinguishant which was developed as a halon 1301 replacement and hydrofluorocarbon (HFC) alternative. Novec 1230 fluid has the highest margin of safety for human occupancy among clean agents, including inert gas."*

### Productive:

- Acoustic control: Sound baffles are provided at all acoustically rated partitions for the air supply system to control noise
- Uninterruptible Power Supply (UPS): Emergency power and uninterruptible power supply (UPS) are provided to meet all electrical requirements of the entire ADP PC (server) facility for at least 30 minutes

## 4.0 Required Format of Proposal

The proposal is to be presented in a written format. The following steps should be included:

- At the beginning of your proposal, or on a cover sheet, write a two- or three-sentence summary of the proposal.
- In two or three paragraphs, tell the Alabama ABC Board, the State of Alabama, about your organization and why it can be trusted to use State funds effectively. Briefly summarize your organization's history, state your organizational mission, and your track record of projects completed that are similar in scope



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- Identify / describe what project planning has already taken place to meet the RFP requirements. Identify participants who have done the initial work and their credentials
  - In detail, go over the process steps of the proposal and the timelines to completion of each phase: site selection due diligence, design concepts and construction of the offices and warehouse and the integration of automation and technology
  - <https://purchasing.alabama.gov/fiscal-procedures/>

## 4.1 Proposal Outline

Bidders must outline how their proposed solution addresses each requirement in the Request for Proposal and all efficiencies and benefits regarding how their proposal if chosen is in the best interest for the State of Alabama, ABC Board.

## 4.2 Layout of Proposal

Proposals must be structured in accordance with the following headings.

- Proposal Summary Warehouse and Central Office Plan
- Proposed Solution / including Automation Options
- Parking lot design and egress / exit of all vehicles (plan) including security protocol and measures
- Project Management
- Costs
- Bidder Information
- Key Personnel

## 4.3 Management Summary

The management summary must contain the following:

- General bidder information
- High-level approach to the proposed solution including an outline plan
- Summary of services to be supplied and products, if applicable
- Firm Fixed Price costing

## 4.4 Proposed Solution

**Project plan for construction:**

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- Key deliverables
  - Timescale for completion
  - Software and automation.
  - Integration with Microsoft D365

## 4.5 Project Management

The bidder must nominate a project manager / key contact to the Alabama ABC Board for the purpose of implementing and managing the proposed project. Provide full details in the response to this proposal.

Where applicable, the bidder can outline its approach to project management including specific project management methodologies

## 4.6 Costs

In the costs section, note the following guidelines:

- Quote the itemized fixed price costs totaling the Firm Fixed Cost breaking down into the lease proposal
- This must be the Bidder's best and final offer
- The bidder must confirm that the proposal, including all costs, holds good for not less than 60 days from the final date for receipt of tender responses. This must be broken down in the lease cost monthly and acceleration periods if applicable

## 4.7 Bidder's General Information

The following information, in this format, is required by each proposal submitted:

- Name, address, telephone, and email of bidder
- Contact person dealing with the proposal
- Description of role, or element of contract, to be fulfilled by any consortium/ third-party
- Identification of party who will carry overall responsibility for the contract
- Confirmation of acceptance by the Bidder and any third parties of the terms and conditions of tender
- Confirmation of acceptance by the tenderer and any third parties regarding overall responsibility for successful delivery

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## 4.8 Bidder's Profile

The following information, in this format, is required by each bidder when submitting its proposal:

- Length of time in existence
- Number of employees
- Brief description of the company's principal areas of activity
- Any additional information in support of this proposal
- Provide a brief profile of the key personnel who will be delegated to this project
- Identify the key personnel responsible for carrying out each service/task
- Technical knowledge of the personnel responsible for each service/task
- Qualifications of the personnel responsible for each service/task
- Provide a brief description of the role to be fulfilled by any consortium or third-party

## 4.9 Third Party / Consortium Profile

The following information, presented in this format, is required for any third-party or consortium bidding for this proposal:

- Name, address, telephone, and fax number of third-party or consortium
- Contact person dealing with the proposal
- Description of role, or element of contract, to be fulfilled by this consortium/ third-party
- Person within third party business dealing with matter

## 4.10 Customer Base

Bidders shall provide details of relevant customers from its existing customer base including the percentage of revenues obtained from the different service types.

## 4.11 Financial Details

Bidders shall provide a financial profile for the last three financial years including independently audited certified accounts. In the absence of said accounts, sufficient data should be supplied to enable the Issuer to determine the bidder's financial stability.

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## 4.12 Technical Capability

Bidders shall provide sufficient evidence of competence and experience of providing similar services in accordance with the Specification of Requirements.

## 4.13 Quality Certification

Bidders with formal quality certification may provide details of the said certification.

## 4.14 Industry Standards

Bidders who participate in industry forum and standards bodies may provide relevant details.

## 4.15 Tenderer Qualifications

Bidders may provide evidence of competence and experience in providing similar services to those specified in this Request for Proposal.

## 4.16 Relevant Services

Bidders shall provide details of all principal relevant services, provided in the last three years, including:

- Name of organization
- Services provided
- Value of contract

## 4.17 Specific Skills and Experience

Bidders shall provide details of the following skills and experience in respect of the Request for Proposal:

- Experience in the successful delivery of similar services
- Experience of working in this industry sector

## 4.18 Details of Management and Key Personnel

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Bidders shall provide profiles of the key personnel who will be involved in the project, including the following information:

- Identity of the key personnel who will be responsible for performing each services/task
- Technical knowledge of the personnel who will be responsible for performing each service/task
- Bidders should also outline the proposed arrangements to manage this contract with details of the proposed reporting and liaison arrangements
- Bidders shall provide details, including curriculum vitae, of all personnel who will be engaged in the management of the services required by this Request for Proposal

Specifically, bidders shall provide this information in relation to personnel who will be responsible for:

- Documentation
- Infrastructure setup and management
- Project Management
- Quality Assurance
- Construction Development
- Software and Automation Integration
- Training
- Relevant qualifications and training
- Length of time with the Bidder's organization
- Position now held with the Bidder and length of time in this position
- Experience (and role) in providing similar services over the past three years

## 4.19 Format and Number of Proposals

- State the number of copies that must be submitted, with any other special instructions, e.g., number of hard-copies, electronic file formats
- Provide 3 copies of the proposal in hardback and 3 copies in PDF format on a CD-ROM
- All proposals must be typed and double-spaced, one-inch (1") margins, on standard 8 ½" x 11" paper and bound appropriately
- Large paper is permissible for charts, such as maps
- Late, faxed, or emailed proposals will be automatically disqualified
- Price the proposal with a Firm Fixed Price

*Note: The hardcopy proposal is deemed as the official and legally binding version.*

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## 4.20 Reference Projects

- Provide details of 5 reference projects at which the Bidder has provided similar services as per the proposed specifications

The following information is required for each reference site:

- Name of Company
- Contact name
- Telephone number and/or email address

Summary of building construction, relevance to the current bid, software, system configuration etc. and other information that Bidder feels is appropriate to this Request for Proposal.

These references may be contacted to verify the ability of the Bidder to implement the requirements as described in this Request for Proposal.

## 5.0 OPR Listing (Owner's Project Requirements)

### Design and construction:

- Complete sets of plans and specs
- Line item take offs
- Design build cost estimate
- Focus on IT and automation aspects
- Parking and lighting design

Create a top-down cost estimate based on the detail of the attached specification (spectrum of certainty). Submit a Firm Fixed Price / top down on different approaches and a lease rate and acceleration of cost estimate based on lease assumptions in section 1.4. Scenario of finishing early reward and or liquidated damages for late performance. Liquidated damages provide a reason for timeliness and / or acceleration. Provide the proposal addressing unseen site condition and selection. Under this proposal the contractor owns all site conditions and must perform their own due diligence regarding evaluating the proposed site.

- Proposer to provide a feasibility study regarding site selection
- Create protection for the contractor coming back to the state for compensation
- The site must be clear of geological / archeological issues
- The site must be clear of environmental issues (ADEM)
- It must be a property where utility easements do not impact buildable acreage
- A site free of Flood Plain designation

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- Potential unexploded ordinance if a potential build site is former military site such as Maxwell and Gunter AFB – potential stop work order <https://www.epa.gov/fedfac/military-munitionsunexploded-ordnance>
- Environmental due diligence / site assessment – Phase 1, Phase 2, and Phase 3 assessment

**Site Survey Evaluation Criteria:**

- How close the new site is to the existing Alabama ABC Board
- How close to utilities, above ground and or underground – rate changes from the current utilities
- Fiber optic cabling for high-speed internet and wireless broadband services
- Distance to the Fire Department / Emergency Response Team
- Distance to public transportation / bus stops etc.
- Ease of access to transportation networks / highways etc. for statewide distribution access
- Commute distance to existing employees

**Realistic timelines for proposers:**

- 60 days for a design build concept completion and approval – completed feasibility study
- Set up periodic design review meeting – 30% / 60% / 90% design reviews (pre-performance meeting)
- Proposer to provide milestone project planning – for example preconstruction conference

After the design is accepted proposer to provide the following regarding site preparation and construction on the site – protect the state from litigation:

- Shop drawings
- List of submittals / register
- Site Safety Plan
- Security Plan regarding contractors’ equipment and materials
- Environmental spec sheets for onsite hazardous materials management (HAZMAT)
- Proof of Contractor & Construction Bond

**Contractor Qualification / Requirements:**

- Provide documentation of 5 major construction design build projects of Warehouse Distribution Centers and Office Buildings similar or greater in scope

**Qualification on scope of project to include:**

- State of the art warehouse and office building construction
- Warehouse automation solutions (WX) and warehouse management solutions (WM)
- Licensed projects in the state of Alabama and or adjacent states
- If applicable, other ABC warehouses of similar scope

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- Energy rated roofing solutions
- Integration of IT support infrastructure
- Truck traffic and parking lot solutions

**Other considerations:**

- Commissioning of property – OPR - <https://constructandcommission.com/what-is-an-owners-project-requirement-document/>
- <https://greenbusinessbureau.com/industries/building-and-construction/leed-certification-checklist-for-building-design-and-construction-bdc/>
- <https://ashrae.org/> - HVAC
- Wbdg.org – whole building design guide
- LEED Certification - <https://www.usgbc.org/tools/leed-certification/commercial>
- ADA - <https://www.ada.gov/resources/opdmds/>
- Southeastern Warehouse Association - <https://swaonline.org/>

**Construction Mobilization:**

- Site protection plan
- Fuel exhaust and reclamation
- Storm water management / retention
- Security site plan for lay down area

**Contractor Design Team and Deliverables / Compliance:**

- Basis of design – facts and assumptions
- Basis of design – selection process of systems / solutions
- Design Criteria – ASHARA (HVAC) etc.
- Fire Protection – Fire Marshall input and compliance to NFPA guidelines
- Preventive Maintenance and Predictive Maintenance plans
- Performance Technical Specs
- Credential i.e., LEED, etc.
- Compliance to state building codes

**Timelines to meet:**

- To submit a proposal on October 20, 2023
- RFI (queries) response time from the AABC – 2 weeks
- Submittal criteria must be presented in writing



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- Construction performance period – 18 to 22 months from the award of the contract

## 5.1 Deliverables – define in phases

- RFI definitions
- QM Plan (Quality Management)
- Design Documents – with site safety plan
- Shop drawings and equipment spec sheets
- Hazardous material sheets / binder book

## 5.2 Project Duration

It is anticipated that the project will be completed within a **22-month timeframe** from the award of the bid. Bidders are encouraged to propose staged work programs with multiple deliverables where appropriate.

## 5.3 Skillsets Desired but not mandatory

- Large turn-key projects that include state of the art warehouse and office construction plus integration with warehouse management technology solutions and conveyor systems
- Past projects in food and beverage distribution centers especially including alcohol distribution
- Project management qualifications – how you would approach and timeline the project and coordinate with the AABC
- Proven communication skills
- Understanding of software development methodologies in discussion with technology providers
- Experience in warehouse automation projects
- Major construction projects similar in scope

## 5.4 Other Requirements – must be definitive

- All project design sheets must be stamped by licensed professional engineer
- Mandatory requirements that the bidder MUST provide per AABC and State Requirements
- Proven expertise in the provision of personnel to meet the requirements
- Track-record in partnering the Issuer and other companies involved
- Available to provide the services required at the time required
- Sufficient staff with the relevant skills for this project

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## 5.5 Timescales

Investor / Proposer- plans to have the project completed—in accordance with the specifications in this RFP —by November 30, 2025.

Timeline is determined by State Finance, Alabama ABC Board Administrator Mr. Curtis Stewart, and Alabama ABC Boards, Board of Directors.

## 5.6 Quality Measures

Proposers must provide a quality installation, provide training, and technical support, including details of the quantifiable measures (including third party involvement) which will ensure that quality services will be provided. Third party includes Petrey Distribution Service (Third Party Trucking Provider) etc.

## 5.7 Project Management Timeline

Outline the estimated effort required during the project lifecycle, e.g., number of days required for project management meetings. Chart below is only an example...

	(Man days)	Description of effort required
Project Management		
Explanatory Meeting		
Concept Design		
Documentation		
Business Input		
Sign-Off		
TOTAL		

## 5.8 Sample Requirement -Construction and Technology Solutions

Presentation / sample for design review – example of warehouse, office, automation and building grounds.

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## 5.9 Sample Requirement — Training model for facility turnover

Sample of training requirements, e.g., training will be required to enable technical and non-technical staff regarding:

- Integration of new technologies with Microsoft D-365
- Use of new warehouse automation, include PM and service
- Security features such as truck guard shack access of inbounds, scan-based entrance and exit to the employee lots
- Outline sample of Interactions and timelines with Alabama ABC Board IT staff
- Outline sample with Alabama ABC Board maintenance staff
- Outline sample with Alabama ABC Board security staff

## 5.10 Sample Requirement — Documentation

Provide a full suite of documentation in relation to the website design in printed and electronic format. This **MUST** include the following:

- Administration Guides – Wm and Automation plus ASRS racking solutions
- Installation Guides as determined
- Procedures for maintaining the new equipment and technologies
- Security Procedures – camera systems and entrance / exit protocols
- User Guides
- Any other documentation that the Issuer deems necessary
- Copies of manuals for all software and technology must be provided in printed and electronic format to the Alabama ABC Board Technology Department Head

## 5.11 Sample Requirement — Maintenance and Support

Provide maintenance and support services that include the following:

Note commissioning

## 5.12 Schedule of Costs

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Describe the proposed schedule of costs, e.g., payment schedule, arrangements, costs details, and other conditions that relate to the proposal. *Detail the Firm-Fixed-Price costs of the project, listing hourly rates, costs of equipment etc., where required*

## 5.13 Payment Schedule

Lease options must be presented in the proposal.

## 5.14 Payment Arrangement

The payment arrangement will be based on the STARS

## 5.15 Details Costs itemized

Breakdown as an example below.

Resources	Daily Rate	Total \$
Construction	Cost	\$
	[Cost Per day]	\$
	[Cost Per day]	\$
	[Cost Per day]	\$
Software / WM and WX	Total	\$
	[Cost Per day]	\$
	[Cost Per day]	\$
	[Cost Per day]	\$
Automation	Total	\$
Project Management	[Cost Per day]	\$
Training	[Cost Per day]	\$
Services	[Cost Per day]	\$
Grand Total	Total	\$

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## 5.16 Technical Support Costs for Warehouse and Automation

All charges incurred in respect of communications, e.g., labor, travel and subsistence costs are charged to the customer.

Example.... Labor rates and ad hoc miscellaneous support are as follows:

Item – Automation Training	Total \$
WMS Training per hour	[\$]
Training – travel cost	[\$]
Training lodging and meals per diem	[\$]
Total – Warehouse Automation Training	\$

## 5.17 Further Conditions

Additional items purchased by the Issuer from the supplier during the contract will be considered as part of the contract.

Any errors or omissions from the proposal in terms of price, quantity offered, or other relevant information shall be the responsibility of the proposer. The Alabama ABC Board will not in any circumstances accept requests to amend any item on the proposal once the closing date has elapsed.

To assist in the proposal evaluation process, the Alabama ABC Board may ask Bidders for clarifications of their proposals, e.g., specific questions in relation to the proposed solution.

## 6.0 Evaluation & Award Criteria

[chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dcm.alabama.gov/PDF/manual/Chapter\\_6.pdf](https://dcm.alabama.gov/PDF/manual/Chapter_6.pdf)

Utilize the above link for “BID PROCEDURES AND AWARD OF CONTRACTS FOR PROJECTS OF STATE AGENCIES”

## 6.1 Qualification Process

Proposals which do not satisfy ALL qualification criteria will be excluded from this bid including:

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Late submissions

Incomplete submission

Bidders should note that only those submissions which meet all the qualifying criteria will be eligible for inclusion in the award process.

The contract will be awarded from the qualifying submissions determined by the Alabama ABC Board to meet the proposal objectives:

- Quality of the proposal and methodology
- Demonstrated understanding of the requirements
- Range of previous relevant experience
- Quality of resources available for this project
- Ability to meet the project timescale
- Cost

## 6.2 Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Proven track record of key personnel in providing required services
- Financial viability
- Technical ability
- Understanding of requirements
- Appropriateness of the proposed solution
- Approach to standards issues, e.g., interoperability
- Project Management and execution of pre-construction documents
- Quality of prior projects and customer reviews
- Ability to meet project timeframes
- Cost, including daily rates, payment schedule, and non-financial incentives e.g., using existing licenses

## 6.3 Confidentiality of Evaluation

Information relating to the examination, clarification, evaluation, and comparison of proposals will not be disclosed to Bidders or other external individuals.

Confidential information shall not be disclosed at any time.

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## 6.4 Determination of Responsiveness

After the official opening of the proposal, the Alabama ABC Board Evaluation Team will determine whether each proposal is substantially responsive to the Request for Proposal's requirements.

## 6.5 Correction of Errors

Those Bidders determined to be substantially responsive will be checked for any material errors in computation such as:

- Discrepancy between Firm fixed Price in figure and words. In this case the amount in words will govern.
- The amount stated will be adjusted by the Evaluation Team in accordance with the above procedure for the correction of errors and, with the Bidder's agreement, shall be considered as binding.
- Proposer who does not accept the correction or errors will have their submission rejected

## 6.6 Clarification of proposals

To assist in the examination process, the proposer may request points of clarification as regards their proposals, e.g., details of the proposed solution.

## 6.7 Interference

Any effort by the proposer to influence the Alabama ABC Board Evaluation Team during the examination, clarification, evaluation of proposals, and during the award of contract, shall result in disqualification.

If any proposer attempts give gifts, inducements, or rewards to secure the contract, the Alabama ABC Board shall be entitled to reject the proposal or cancel the contract.

## 7.0 Award Criteria

The contract will be awarded from the qualifying proposals based on the most advantageous proposal applying the following award criteria:

- Quality of construction
- Compatibility / integration with existing system and/or equipment
- Completeness of proposal documentation
- Cost
- Technology package meeting all criteria
- Demonstrated understanding of the needs of the Alabama ABC Board
- Economic Standing

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- Environmental considerations / Green initiatives and design integration
  - Expertise of the specific proposed individuals
  - Financial capacity
  - Qualifications
  - Quality of proposal document submitted
  - Reference Sites
  - Relevant experience
  - Stated ability to meet all the minimum requirements
  - Supplier technical ability
  - Technical merit
  - Time scale for delivery
  - Total lifecycle costs
  - Understanding of Issuer’s requirements
  - Timelines to “Go Live” being met

## 7.1 Most Economically Advantageous Proposal

The Alabama ABC Board reserves the right to reject any proposal not meeting all criteria. The lowest cost proposal may not necessarily be the most economically advantageous proposal for the State of Alabama.

## 7.2 Bidders Qualifications

Bidders must submit statements as to their financial and economic position and technical knowledge or ability to split contracts

## 7.3 Conformity to Specification

Proposers shall provide detailed specification on all products being offered for the contract, which must be acceptable to the Alabama ABC Board.

All goods, articles and materials being offered must comply with recognized standards during the contract period.

Acceptance of articles, goods or materials shall be subject to any test, which the Alabama ABC Board may determine.

## 7.4 Product Liability Insurance

Bonding / Liability Insurance is required in respect of all construction, products, equipment, and services being provided. Proposers must provide the name of underwriter and the indemnity value. Bonding value based on Real Property.



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Where applicable, the Alabama ABC Board may order quantities greater or lower than any estimate and may require them to be delivered to places named in the order.

## 7.5 Tax certificates

Successful Bidders will be required to submit a Tax Certificate and Legal Forms from the appropriate authority in the State in which the company carries out its business.

## 7.6 Status of Parties

On acceptance of the contract, the successful proposer shall be bound to supply the certifications of compliance, articles, goods, or services covered in the FRI in accordance with such specifications as may be issued by the Alabama ABC Board during the contract period. I.e., Energy Star Rated Roofing system

## 7.7 Contract Performance

The Contractor shall be bound to deliver, at its own expense and risk, all contracted construction, warehouse technology and automation, and all other specifications as required for this project; delivery shall not be complete until these are received and signed on behalf of the Alabama ABC Board.

## 7.8 Technical Obsolescence

If during the contract new products become available which, in the view of the Alabama ABC Board will improve the project, the proposer will be given the opportunity to substitute for these items.

## 7.9 Contract Termination

The Alabama ABC Board shall terminate the contract in the event of the proposer (i.e., Contractor) failing to comply with any of the contract's terms and conditions and shall be entitled to recover from the Contractor any loss resulting from such termination.

## 7.10 Request for Additional Information from Bidders

The Alabama ABC Board reserves the right to request additional information from the Bidders after the closing date. If necessary, the contractor may be invited to attend for interview and make a presentation based on the proposal and to answer any questions arising. The Alabama ABC Board nominated support personnel will be among those present during the presentation.

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## 7.11 Cost of preparation of proposal

The Alabama ABC Board / State of Alabama will not be held responsible for any expenses or losses incurred by the proposer in the preparation of the document. The proposer shall bear all costs associated with the preparation and submission of their proposals.

## 7.12 Acknowledgment of Receipt

Bidders must confirm in writing that they have received the proposal documents.

## 7.13 Pre-Proposal Conference

A pre-proposal conference will be scheduled for 8 September 2023. The date, time and location will be published and confirmed to all interested proposers

Bidders are encouraged to prepare written questions in advance of this pre-proposal conference. All written questions will be answered at the pre-proposal conference.

The Alabama ABC Board has designated Michael Bedford as the Project Manager. A record will be kept of the names of potential bidders that attend this conference.

## 7.14 Discussions with Bidders

Discussions may be conducted with Bidders whose proposals have the potential for being selected for award to:

- Explore the Alabama ABC Board 's requirements and the proposers submission
- Facilitate arriving at a contract that will be most advantageous to the Alabama ABC Board taking into consideration lease cost / Firm Fixed Price and other evaluative factors
- Proposers with submissions that are unacceptable will be notified promptly

## 7.15 Amendments to the Request for Proposal

Any amendment(s) to this Request for Proposal will be emailed to all bidders. The prospective supplier MUST acknowledge receipt of all amendments issued.

## 7.16 Contractual Terms and Conditions

Where a contract is agreed, it becomes binding only upon the approval of the State of Alabama and services cannot be rendered until such time.

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The contract amount will be payable upon completion of the services in a manner determined by the Alabama ABC Board.

## 7.17 Amended Proposals

The Bidder may submit an amended proposal before the due date. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such.

The Alabama ABC Board will not merge, collate, or assemble any proposal materials.

## 7.18 Bidders Rights to Withdraw Proposal

The Bidder can withdraw its proposals at any time prior to the deadline for receipt of the proposal. The bidder must submit a Written Withdrawal Request signed by its authorized representative(s) addressed to the Alabama ABC Board Procurement Manager.

## 7.19 Termination

The Alabama ABC Board reserves the right to cancel this Request for Proposal at any time, and to reject any or all proposals submitted, where such action may be in its best interest.

Any contract awarded because of this process may be terminated if sufficient authorizations do not exist.

## 7.20 Legal Review

The Alabama ABC Board requires that all Bidders agree to be bound by the requirements as outlined in this document. It is recommended that proposers have these requirements reviewed with its legal counsel.

## 7.21 Contract Deviations

Any terms and conditions which may be the subject of negotiation will be discussed between the Alabama ABC Board and the proposer. This process will NOT be deemed an opportunity to amend the proposers document or adjust the lease cost.

## 7.22 Subcontractors

The role of subcontractors must be clarified in the proposal. Identify the major subcontractors by name. The prime contractor will be wholly responsible for all tax withholdings that may be required on behalf of any of the subcontracts.

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## 7.23 Conflict of Interest

The proposer must agree that it has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner with the performance of services required.

## 7.24 Governing Law

The laws of the State of Alabama will govern this procurement. <https://purchasing.alabama.gov/fiscal-procedures/>

## 7.25 Compliance with the Applicable Law

The proposer agrees, upon successful contract award, that services will be performed within applicable federal and state laws and applicable regulations of the State of Alabama.

## 7.26 Presentation of Proposal

The completed proposal shall be enclosed in a sealed envelope, sample provided, with return address clearly marked on envelope, and shall be delivered not later than 1700 hours on October 20, 2023, stated in the covering letter. Late proposals will be disposed. A proposer can propose utilizing electronic delivery, or both, which will be followed by a confirmation of receipt

## 7.27 Additional Costs

The Alabama ABC Board may ask the proposer to make a presentation of their submission. All costs and expenses associated with such presentations shall be borne by the proposer.

Where samples are required to determine conformity to product specification, fitness for purpose and suitability for contract, these shall be provided free of charge and delivered to the relevant location at the proposer's expenses.

## 7.28 Closing Date for Receipt of Proposal

The closing date for document proposals is October 20, 2023, at 1700 hour.

Proposals need to be sent to the following:

Alabama ABC Board  
Attn: Michael Bedford

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2715 Gunter Park Drive West  
Montgomery, Alabama 36109

## 7.29 Evaluation of proposal

Evaluation and Award Criteria by State Finance and the Alabama ABC Board

## 7.30 Contract Award Scorecard

To be awarded by the State of Alabama, Department of Finance, and the Alabama ABC Board.

Competencies / Metrics	Weight	Score
Meeting all design and spec requirements	20%	
Overall cost per annum – lease cost per year	20%	
Meeting 22-month timeline of completion (time begins at the time of award)	20%	
Contractor's experience with projects similar in scope / scale (liquor distribution)	15%	
Logistical efficiencies to distribution based on facility location	15%	
Meeting / exceeding green initiatives in design and application	10%	
TOTAL	100%	

## 7.31 Request for Information (RFI) Queries

This may depend on the volume of RFI's. (Must have a feasibility study done) Contractors who respond to this must have a minimum of 5 prior contracts via EPC. Licensed in the state

The State of Alabama ABC Board will respond to RFI questions based on the following:

- RFIs must be written in written form and be dated of the time of submission
- For example, RFIs received by September 1 will be replied to by September 15, 2023
- The Alabama ABC Board will not respond to any communications, RFIs received after 1700 hours on 6 October 2023

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Please send RFIs to the following:

Alabama ABC Board  
Attn: Michael Bedford  
2715 Gunter Park Drive West  
Montgomery, Alabama 36109

## 7.32 Contract Overview

Members of the Alabama ABC Board, State Legal Departments, and the Alabama Department of Finance.