

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A15-1397)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Proposals for Professional Engineering and Related Services: In-House Consulting Engineer

DATE: November 25, 2015

Section 1. Introduction.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition. To wit:

- a. Each firm’s and each individual’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide professional engineering and related services.

- b. The City will make an award only to a responsible firm possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. The City will require firms to execute a “Disbarment and Suspension Statement” certifying / verifying that the firm is not suspended or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of engineering professional services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services. Following the receipt of proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of a professional engineering firm which has the knowledge, experience and expertise to perform the services as requested.

- **The City of Tuscaloosa requires in-house consulting engineering services.**
- **The successful firm will provide one (1) in-house consulting engineer to the City of Tuscaloosa for a period of 3-6 months. The exact term of engagement will be determined by contract.**
- **The in-house consulting engineer will be required to devote 100% of his/her time to the City of Tuscaloosa.**
- **The in-house consulting engineer must be a licensed professional engineer in Alabama.**
- **The successful firm must have no conflicts with active City of Tuscaloosa projects.**
- **The in-house consulting engineer will work under the direction of the City of Tuscaloosa Office of the City Engineer.**
- **The in-house consulting engineer will be expected to provide services related to the following:**
 - **Capital project management**
 - **Review of plans for compliance with City of Tuscaloosa standard regulations**
 - **Engineering design of public works projects**
 - **Other engineering tasks as assigned by the City Engineer**

The firm must be able to perform the following types of services upon request from the City:

1. **Basic Engineering Services.** Basic Engineering Services would likely include Preliminary Design, Final Design, Bid Phase, and Basic Engineer Services During Construction (SDC) services.

2. **Additional Engineering Services.** Additional Engineering Services may include, but will not be necessarily limited to, providing the following: Design Surveying, Easement/Right of Way Preparation and Acquisition, Construction Staking, Record Drawings, all other SDC Services (i.e. those not included in Basic Engineering SDC), Design Testing, Construction Testing, Administration Reimbursement, Permitting, Licensing, Studies (e.g. archeological, historical, endangered species, wetland permitting, stormwater permit applications, CBMPP and termination, and stormwater inspections), Prequalification of Bidders, Traffic Control Plan, L.O.M.R., Additional Surveying, ALDOT Permits, Environmental Review, Testing and Remediation, Sales and Use Tax Savings Administration, N.E.P.A. Compliance, and identification of underground storage tanks.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to seven (7) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals are due by close of business Monday, December 7, 2015.

All proposals should be submitted in 8 1/2" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are **highly discouraged**.

Provide three (3) bound copies to:

Grant H. Wilson, Associate City Attorney
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140

Courier address:

Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above **in the order indicated below**.

- A) Provide a detailed statement regarding the experience and qualifications of the licensed professional engineer your firm proposes to serve as in-house consulting engineer during the term of the agreement. Provide the following at a minimum:
- 1) Name and resume. [pass/fail]
 - 2) Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. [15 points possible]
 - 3) Three (3) professional references. [10 points possible]
 - 4) Specific experience of the proposed personnel in the fields that the proposed services are requested, including relevant qualifications, years of experience, professional certifications, and availability to perform the work and services to be provided. [30 points possible]
 - 5) A statement of experience and example of work of similar nature of the proposed engineer. [10 points possible]
 - 6) A statement certifying that the proposed engineer will be able to devote 100% of his/her time to the City of Tuscaloosa during the term of the engagement. [pass/fail]
 - 7) A statement certifying that the proposed engineer has no existing conflicts with active City of Tuscaloosa projects that would prevent him/her from working as a consulting engineer for the City of Tuscaloosa in the capacity as described in this RFP. [pass/fail]
- B) Provide the following information regarding your firm:

- 1) The general experience of the firm. [20 points possible]
 - 2) A statement as to the firm's proximity to Tuscaloosa and whether or not it maintains an office in Tuscaloosa. [10 points possible]
 - 3) A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. [5 points possible]
 - 4) A statement as to professional standing, including any pending controversies outstanding. If none exists, such a statement should be made. [pass/fail]
- C) Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. [pass/fail]
- D) Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. [pass/fail]

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFP process.

END RFP.