

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR STATEMENT OF QUALIFICATIONS

(A16-0585)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

RE: Request for Statement of Qualifications for Professional Planning, Design, and Economic Development and Related Services: Community and Area-Specific Blight Study

DATE: August 9, 2016

Section 1. Introduction.

This is a Request for Statement of Qualifications (“RFQ”) 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 consulting services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 2 CFR 200.320(d). To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide Professional Planning, Design, and Economic Development and Related Services, with price under consideration as an evaluation factor.
- b. The City will make awards only to responsible firms 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 planning,

design, and economic development 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 in the form of a Statement of Qualifications. Following the receipt of Statements of Qualifications, 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 firm which has the knowledge, experience and expertise to perform the services as requested.

The project of interest consists of a community and area-specific blight study to be conducted in the City of Tuscaloosa in areas west of I-359. The study will analyze and provide recommendations regarding infrastructure improvements, land use, and economic development or incentive zones. Firm should provide a recommendation for full project boundaries, with the understanding that the City will ultimately make the determination regarding project boundaries.

Expected tasks:

1. Infrastructure

- a. Existing
 - Transportation (vehicular, pedestrian, bicycle, etc)
 - Utilities (Water, Sewer, etc)
- b. Proposed/Current Capital Improvements
- c. Recommended Future Improvements

2. Land Use

- a. Existing land uses, zoning, etc
- b. Blight/Property Maintenance Study
- c. Proposed/Future land uses, zoning and design guidelines
- d. Tie any proposed changes into Comprehensive plan. The Comprehensive plan will be updated in the future; the two documents should sync.

3. Economic Development/Revitalization

- a. Existing conditions and impediments
- b. demographic analysis
- c. Funding mechanisms for revitalization: state, federal, local (e.g., incentives, TIFs, etc)

Services may include studies, investigations, evaluations and engineering services if required.

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 Statement of Qualifications 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.

Qualifications statements are due by close of business Friday, September 9, 2016.

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 RFQ. **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:

- a. Recently Completed Projects (20 points possible). Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project.
- b. Experience and Qualifications (20 points possible). A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
 1. The general experience of the firm.
 2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided.
 3. A statement of experience and work of similar nature that all the proposed personnel have performed.
 4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise.

5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made.
 6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable.
- c. Price (10 points possible). Submit a proposed hourly-rate schedule to perform the above-described Scope of Work, as well as any applicable rates for sub-consultants, and discuss your firm's proposed approach to completing the needed services in the most cost-effective manner practicable.
 - 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 RFQ. 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 RFQ. This RFQ may be modified or amended at any time and for any reason, in the discretion of the City.

All questions by firms related to this RFQ must be submitted in writing to gwilson@tuscaloosa.com. Responses to questions shall be posted on the City's website in the form of an addendum; the deadline for submitting questions is Friday, August 26, 2016 by close of business. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFQ process.

END RFQ.