CITY OF TUSCALOOSA)
STATE OF ALABAMA)

ADDENDUM 1 TO REQUEST FOR STATEMENT OF QUALIFICATIONS

(A12-0556)

TO: **Qualified Firms**

FROM: **The City of Tuscaloosa, Alabama**

RE: **Addendum 1 to Request for Statement of Qualifications for Professional Engineering and Related Services**

DATE: **May 30, 2012**

The Request for Statement of Qualifications ("RFQ") issued by the City of Tuscaloosa on May 21, 2012 for Professional Engineering and Related Services is amended as follows:

Delete Section 3.e. (Hourly Rates). Firms are not required to attach a proposed hourly rate schedule. Inclusion of an hourly rate schedule will not defeat responsiveness, but the City will not consider hourly rates in its evaluation of firms' qualifications. This is a qualifications-based procurement of engineering professional services whereby competitors' qualifications will be evaluated and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation.

End Addendum 1.

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR STATEMENT OF QUALIFICATIONS

(A12-0556)

TO: **Qualified Firms**

FROM: **The City of Tuscaloosa, Alabama**

RE: **Request for Statement of Qualifications for Professional Engineering and Related Services**

DATE: **May 21, 2012**

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 services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 24 CFR § 85.36. To wit:

a. Each firm'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 awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. The City will require contractors to executed a "Disbarment and Suspension Statement" certifying / verifying that the contractor 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 competitor

r 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 engineering firm which has the knowledge, experience and expertise to perform the services as requested.

The projects of interest involve street, highway and intersection design for grade, drain, base, pave, utilities, relocation, landscape, sidewalks and/or shared bicycle / pedestrian paths.

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 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.

Proposals are due by close of business (5:00 pm) on Friday, June 1, 2012.

All proposals should be submitted in 8 ½" 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:

Timothy H. Nunnally, 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. 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. Provide at least three (3) references. (5 points possible)

b. Experience and Qualifications. 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. (5 points possible)

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. (5 points possible)

3. A statement of experience and work of similar nature that all the proposed personnel have performed. (5 points possible)

4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (1 point possible)

5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (1 point possible)

6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (1 point possible)

c. Please include a very specific statement as to the firm's experience with federal government grants, such as grants from the Department of Homeland Security's Federal Emergency Management Agency,

Department of Housing and Urban Development, and the Department of Energy. (5 points possible)

d. 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. (1 point possible)

e. Hourly Rates. The firm should attach a proposed hourly rate schedule, and the hourly rate schedules of any proposed subconsultants. The attached hourly rate schedule(s) will not count against the 7-page proposal limit. (5 points possible)

f. 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.

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

END RFQ.

TO: City of Tuscaloosa Projects Committee

FROM: Robin Edgeworth, Incident Commander
David Griffin, Deputy City Engineer / Traffic Engineer
Grant Wilson, Assistant City Attorney

RE: Selection of engineers; A12-0556

DATE: June 12, 2012

On May 21, 2012, City of Tuscaloosa issued a Request for Statement of Qualifications ("RFQ") to determine the interest or non-interest and the qualifications of professional firms to provide engineering and related services for certain federally-funded projects. The RFQ was publicly advertised, and several local firms were contacted directly.

Firms were notified in the RFQ that the City requires the services of a professional engineering firm with the knowledge, experience and expertise to perform a wide range of engineering services related to projects involving street, highway and intersection design for grade, drain, base, pave, utilities, relocation, landscape, sidewalks and/or shared bicycle / pedestrian paths.

Ten firms submitted responses to the RFQ, which were due by close of business on Friday, June 1, 2012. On Friday, June 8, 2012, a three-person committee consisting of Robin Edgeworth, David Griffin and Grant Wilson met to evaluate and grade each response. Because this is a qualifications-based procurement of engineering services, firms' hourly rates were not considered. The committee sought to evaluate each firm and to select the most qualified firm or firms, based upon the following criteria:

a. Recently completed projects. Firms were required to provide evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated in the RFQ. Relevant experience was judged on the basis of the experience of

those individuals named to the firm's project team. A minimum of three (3) references were required.

b. Experience and qualifications. Firms were required to provide a statement of their general qualifications and years in business. Additionally, firms were required to state the experience of proposed personnel, a statement of experience and work of similar nature that all the proposed personnel have performed, a statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise, a statement as to professional standing, and list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources.

c. Experience with federal grants. Firms were required to submit a very specific statement as to the firm's experience with federal government grants, such as grants from the Department of Homeland Security's Federal Emergency Management Agency, Department of Housing and Urban Development, and the Department of Energy.

In addition, firms were required to include a statement as to potential general conflicts of interest and a statement that the firm is licensed and approved for work in the State of Alabama.

Walker Associates, Inc., McGiffert and Associates, LLC, Almon Associates, Inc. and Burk-Kleinpeter, Inc. were the four highest-scoring firms. Committee members reached a unanimous consensus that the these firms possess the necessary experience and qualifications to provide the required scope of services.

The evaluation committee recommends to the Projects Committee selection of the four highest-scoring firms for the following project assignments, and requests authority to place these matters before the City Council and to begin negotiation with the selected firms for not-to-exceed contract amounts based on each firm's hourly rate schedules:

Alberta Parkway	→	Walker Associates, Inc.
Hargrove / Hackberry and Forest Lake City Walk	→	McGiffert and Associates, LLC
25th Ave. E / 26th Ave. E realignment	→	Burk Kleinpeter, Inc.
10th Avenue	→	Almon Associates, Inc.