

CITY OF TUSCALOOSA        )  
STATE OF ALABAMA         )

**REQUEST FOR PROPOSALS**

**TO:            Qualified Firms**

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

**RE:            Request for Proposals for Professional Consulting Services Related to Oversight of Participation of Minority-Owned Businesses**

**FILE NO:     A13-0415**

**DATE:         May 30, 2013**

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**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 consulting 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 experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide Professional Consulting Services Related to Oversight of Participation of Minority-Owned Businesses.
  
- 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.
  
- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating criteria 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 one or more 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, with price and other factors considered, 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 consulting services required. A number of firms may be asked to express their interest in regard to these services in the form of a proposal. Following the receipt of proposals, a certain firm or firms may be selected for further consideration or interview.

## **Section 2. General Scope of Services**

The City of Tuscaloosa seeks the services of a professional consultant which has the knowledge, experience and expertise to perform the services as requested. General scope of services is as follows:

The City of Tuscaloosa seeks the services of a professional consultant to oversee the participation of minority-owned and other disadvantaged businesses in the City's infrastructure / construction disaster recovery projects (DR-1 and DR-2).

The City of Tuscaloosa seeks to expand the base of qualified contractors and businesses to participate in City contracts and to encourage minority-owned business to participate in City contracts.

The City of Tuscaloosa seeks a professional consultant with the qualifications and experience to provide the following kinds of services:

1. Consultant must serve as a facilitator who works collaboratively with the City of Tuscaloosa's staff to realize the City's minority participation goals. As such, the Consultant must have a local Tuscaloosa office with standard operating hours open during the lifespan of all DR-1 and DR-2 projects.

2. Consultant must assign a dedicated minority participation coordinator who can provide consistent support and coordination of the City of Tuscaloosa's efforts throughout the term of the contract. The minority participation coordinator will be expected to work with a cross-section of city staff members.

3. Coordinate planning and oversight of minority participation activities and provide effective marketing of these activities and communication of these activities.

4. An examination of the City of Tuscaloosa's overall minority participation status and development of a plan for improvement. Identification of challenges and strengths of the City of Tuscaloosa as it relates to minority participation. Facilitate a comprehensive and objective needs assessment.

5. Identification of priorities and issues for the City of Tuscaloosa to address and assistance in development of a minority participation plan.

6. Consultant must be amenable to the needs and working style of the City of Tuscaloosa as a governmental entity.

7. The minority participation process involves various aspects of the City of Tuscaloosa as an organization, from philosophy to governance to daily operations, and as such may involve sensitive issues. The consultant should have a firm grasp of organizational development and an empathetic approach these dynamics.

8. Consultant must possess extensive experience with a broad range of diversity issues.

9. Consultant must approach diversity work as a process that naturally varies from organization to organization. Consultant must be willing to revise and rethink its plans and assumptions to respond to the City of Tuscaloosa's needs.

10. Ability to provide training to City of Tuscaloosa staff on issues related to minority participation in City construction contracts.

11. Ability to establish a collaborative planning process that helps the City of Tuscaloosa implement supporting activities to address issues related to minority participation (e.g., workshops, training sessions).

12. Ability to work with City of Tuscaloosa staff to develop or revise internal policies and/or procedures that have an impact on minority participation.

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 fifteen (15) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

**Responses are due by close of business Wednesday, July 17, 2013.**

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 RFP. Fancy binding and color displays other than those necessary are **highly discouraged**.

**Provide three (3) bound copies to:**

**Grant H. Wilson, Assistant 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 **and in the order indicated below (a., b., etc.):**

- a. Recently Completed Projects (within past 5 years). 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. (10 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. (10 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. (10 points possible)
  3. A statement of experience and work of similar nature that all the proposed personnel have performed. (10 points possible)
  4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 point possible)
  5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)
  6. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (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)
- e. Please include a detailed written narrative that addresses the City of Tuscaloosa's requirements as delineated in Section 2, and specifically whether or not the Firm can meet each of the requirements. (20 points)
- f. Present a plan on how you intend to educate, train, facilitate and promote the advancement of minority and disadvantaged businesses to assist in becoming job ready for City of Tuscaloosa projects. (20 points)

- g. Submit a proposed fee structure in the form of an hourly rate schedule or fixed-fee. The City reserves the right to negotiate the proposed fee structure.

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.**