

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

(A17-1273)

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

**RE: Request for Proposals for Infrastructure Asset Inventory and
Pavement Condition Rating for the City of Tuscaloosa**

DATE: October 6, 2017

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 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: (1) an accurate inventory of the City’s street network and a baseline evaluation of the network and assets (including but not limited to: right-of-ways, pavements, structures, traffic signals, signs, street lights, storm drains, etc.) to the City of Tuscaloosa’s Transportation division within the Infrastructure and Public Services department (2) Process pavement condition data and configure for use in analysis and reporting as well as develop pavement management reports documenting project activities, results and recommendations. (3) Provide a detailed database of right of way assets in a file geodatabase format that is fully functional with ArcGIS 10.3.1 and the computerized maintenance management software (hereinafter “CMMS”), Lucity. (4) All data provided should be in a format compatible for importing into the appropriate CMMS. The appropriate modules within the CMMS shall be populated with appropriate data and should be fully functional and ready for use by the City of Tuscaloosa upon completion.

- 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 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 Proposal. 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 firm which has the knowledge, experience and expertise to perform the services as requested.

The project of interest is as follows:

The City of Tuscaloosa Infrastructure and Public Services Department (hereinafter “IPS”) has an Infrastructure division including traffic systems, signage, Right of Way and Landscaping, and storm drainage. The Infrastructure division within IPS operates and maintains approximately 200 traffic signals, 5,000 stop signs, over 400 miles of paved roads, and is responsible for the maintenance of all existing city streets, sidewalks, curbs

and gutters, storm drains, as well as providing labor for the construction of any new structures.

IPS desires to develop and maintain an accurate asset inventory of the City's streets network and right of way assets for the City of Tuscaloosa Infrastructure division. In order to accomplish the stated goal, IPS shall acquire a Pavement and Asset Inventory and Condition Rating. First, an accurate inventory of the City's streets network shall be provided along with a baseline evaluation of the network and assets pertaining to the Infrastructure division. IPS is requesting a deliverable of pavement management reports documenting project activities, results, and recommendations. In addition, IPS desires a detailed database of right of way assets. In order to produce and maintain a detailed database of right of way assets, the deliverable data must be formatted for importing into the appropriate Computerized Maintenance Management Software (hereinafter "CMMS") requiring the data to be delivered in a file geodatabase format that is fully functional with ArcGIS 10.3.1. The CMMS and ArcGIS 10.3.1 will house all asset inventory information which will be used for daily operations throughout IPS.

Scope of Work:

The selected firm shall deliver project initiation information, field surveys, data management information, and a detailed database including right of way assets in order to offer a complete pavement and asset inventory and condition rating for the City of Tuscaloosa IPS. The selected firm shall deliver the final product within 6 months of contract award.

The objective of the Pavement and Asset Inventory and Condition Rating is threefold. To provide a database that will allow the City of Tuscaloosa to maximize the effectiveness of the existing transportation system through preventative maintenance and rehabilitation recommendations.

- A. Develop an accurate inventory of the City's street network and a baseline evaluation of the network and its assets to allow the City to obtain the greatest payback from its investment in the system. Field survey shall include:
 1. Pavement surface distress, rut, roughness, digital image, and curb & gutter and drainage information of roadways. Major roadways, defined as a road that is commonly used and goes through the main part of the City, will be surveyed in two passes. Minor roadways, defined as a side road typically leading to a major roadway or a road of less importance to the one it is joining, will be surveyed in a single pass. Pavement

condition surveys will use established protocols for the selected software.

- B. Process pavement condition data suitable for use in the appropriate CMMS software to be used for analysis and reporting. Develop pavement management reports documenting project activities, results and recommendations to include the following analysis and reports:
1. Network Inventory.
 2. Present Condition report.
 3. Operating parameters report and unit prices.
 4. Fix all and do nothing pavement rehabilitation programs.
 5. Draft and final pavement rehabilitation plans based on Tuscaloosa's constraints and local conditions.
- C. Provide a detailed database of right of way assets in a file geodatabase format that is fully functional with ArcGIS 10.3.1 and formatted for importing into the appropriate CMMS software.
1. Detailed database containing inventory, location, materials, and geometrics information for curb & gutters and sidewalks and ADA ramps. Good – fair – poor condition ratings will be included.
 2. Detailed database containing inventory, location, materials, MUTCD code, and geometrics information for traffic and regulatory signs.
 3. Detailed database containing inventory, location, and GPS coordinates of on-street drainage catch basins and other drainage structures.
 4. Detailed database containing inventory, location, materials, head count, and geometrics information for signals and cabinets.

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 twelve

(12) 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 November 17, 2017, before 5:00 p.m. CST.

All proposals should be submitted in 8 ½" x 11" paper size, with directions as follows: 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:

**Glenda Webb, 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. Recently Completed Projects. Include three (3) recent Infrastructure Asset Inventory and Pavement Condition Rating projects. Municipality and/or public water utility references preferred, include at least two (2) public works or public water utilities as references. Elements of recently completed projects are as follows:
 1. Name of project.
 2. Contact person for Owner/Municipality/Government Agency.
 3. Detailed Project Description.
 4. Time required to produce deliverables. (40 points possible)

- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work. The statement should include the following:
 1. The general experience of the firm. Description of firm to include: Name of company; Address of corporate headquarters;

Telephone, Email, website and fax number; Form of company; i.e. corporation, partnership, sole proprietor; Provide the Federal Employer Identification Number (FEIN); Date company was formed; date incorporated if a corporation; Company principals including President, Chairman, VPs, COO, CFO, general manager(s); Licenses (provide a list of all licenses and/or permits the firms holds that are required to do business in the State of Alabama); Number of Employees; and Number of Accounts. (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. A statement of experience and work of similar nature that all the proposed personnel have performed. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. Please include a statement as to the firm's proximity to Tuscaloosa and whether or not it maintains an office in Tuscaloosa. (20 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. (Including, but limited to, mediation, arbitration, litigation- present, pending and/or in the last five (5) years that your firm was a party to.) If none exists, such a statement should be made. (Pass/Fail)

5. A list of qualified persons in other disciplines required for the proposed services to be acquired from outside sources, if applicable. (Pass/Fail)

- d. Discuss the proposed approach to completing the needed services and provide a sample project plan which outlines the implementation, training and acceptance plan. (10 points possible)
- e. Discuss your firm's approach/method of designing to budget. (20 points possible)

- f. Describe your firm's experience and knowledge in resiliency. List any previous projects that the Principal or Firm have designed and/or constructed that include resilient features. List all the steps the firm will take to ensure a resilient project which will increase the overall resiliency of the City by completing this project. (5 points possible)
- g. 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)
- h. 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.