

CITY OF TUSCALOOSA )  
STATE OF ALABAMA )

**REQUEST FOR PROPOSALS  
(A18-1468)**

**TO: Qualified Firms**

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

**RE: Request for Proposals for: Engineering and Related Services for  
Upper Cribbs Mill Creek Tributary 5 FEMA Advanced Assistance  
Grant Drainage Basin Study**

**DATE: November 8, 2018**

**DUE DATE: Proposals are due by close of business December 6, 2018 before 5:00  
p.m. CST.**

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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 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. The firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide **Engineering and Related Services for the Upper Cribbs Mill Creek Tributary 5 FEMA Advanced Assistance Grant Drainage Basin Study**
- 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 engineering 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 engineering 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 has obtained FEMA Advanced Assistance Grant funding through the Flood Mitigation Assistance Program. The requested scope is to develop mitigation strategies, and obtain data to prioritize, select and develop viable community flood mitigation projects for the Patton Lake Watershed (33.550754, -86.803389). The objective for this Advanced Assistance is to facilitate a viable project for future grant application. For purposes of this grant award, the scope of work does not include any construction related activities.**

Scope of Work Deliverables:

- Completion of a Field Survey
- Hydrologic & hydraulic analysis
- Development & Selection of alternative solutions
- Development of Schematic Designs

- Study Report
- Property Inventory
- Cost Estimates
- Benefit cost analysis
- Environmental & historical consultations

FEMA has directed the City of Tuscaloosa, as the grantee, that these deliverables will be submitted to FEMA with the grant closeout request.

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 twenty (20) 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 December 6, 2018 before 5:00 p.m. CST.**

Proposals should be clearly labeled with the Project name and number: "Engineering and Related Services for Upper Cribbs Mill Creek Tributary 5 FEMA Advanced Assistance Grant Drainage Basin Study, A16-1468."

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 five (5) bound copies of Proposals to:**

**Kristen L. Miller, 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**

**Contact Person for Questions:  
Bryan Gurney  
Civil Engineer  
Infrastructure & Public Services  
[bgurney@tuscaloosa.com](mailto:bgurney@tuscaloosa.com)  
Office: (205) 248-5383**

**Explanations desired by a Proposer shall be requested from the City in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be posted on the City's website for this bid listing at <https://www.tuscaloosa.com/bids> and also forwarded to each known Proposer. Every request for such explanation shall be in writing (email) addressed to Bryan Gurney at [bgurney@tuscaloosa.com](mailto:bgurney@tuscaloosa.com)**

**Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding. Addenda issued to Proposers prior to the date of receipt of Proposals shall become a part of the RFP and Proposals shall include the work described in the Addenda. No inquiry received with five days of the date fixed for the submission of Proposals will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, not later than five days prior to the date fixed for the submission of Proposals (no later than November 30, 2018 before 5:00 p.m. CST).**

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 recent engineering projects or studies relevant to the project scope. Elements of recently completed projects are as follows:

1. Name of project.
  2. Contact person for Owner/Municipality/Government Agency.
  3. Detailed Project Description. (15 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 proposed personnel in the fields that the service is being requested, personnel qualifications and professional certifications, years of experience and availability to perform the work and services to be provided. 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 indicating the location of the office or offices where the work and services will be provided. (30 points possible)
  2. Please include a very specific statement providing examples of similar evaluations and projects performed by the firm and the time required to produce the deliverables to past industry clients. (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)
- c. Discuss the proposed approach to completing the needed services and provide a sample project plan which outlines the evaluation process. (30 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 RFP. If none exists, such a statement should be made. (pass/fail)

- e. 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. 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**