

CITY OF TUSCALOOSA, ALABAMA



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING AND RELATED SERVICES
25th STREET BASKETBALL COURT PROJECT**

OCA File Number: OCA-24-0455

Issued by:

City of Tuscaloosa
Construction, Facilities & Grounds (CFG)
2201 University Boulevard
Tuscaloosa, Alabama 35401

Date Issued: 04/04/2024
Deadline for Proposals: 05/02/2024

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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PART 1 – OVERVIEW & PROCESS

The City of Tuscaloosa is requesting submissions of qualifications from firms for Professional Engineering and Related Services for The City of Tuscaloosa – 25th Street Basketball Court Project. Part 2 of this Request for Qualifications (hereinafter “RFQ”) provides a general description and abbreviated scope of services for the project.

The scope of services for the project may include but is not limited to basic engineering services such as preliminary and final design, plans and specifications, estimates of construction costs, bid phase services, services during construction, studies, investigations, and evaluations.

This is a procurement of professional services and will be conducted in a manner to provide full and open competition. A select group of City staff will review all proposals and evaluate firms based on criteria identified in this RFQ as detailed below.

City staff will select and recommend a firm to the Tuscaloosa City Council Public Projects Committee. Should the Tuscaloosa City Council Public Projects Committee authorize the selection of a firm, the City will enter into negotiations with the chosen firm. Pending successful negotiations, the Tuscaloosa City Council will authorize a contract with the chosen firm to provide professional engineering and related services for this project.

PART 2 – THE PROJECT AND SCOPE OF WORK

The City of Tuscaloosa seeks the services of a professional firm that has the knowledge, experience and expertise to perform the services as requested by the City:

Professional Engineering and Related Services for engineering of The City of Tuscaloosa –25th Street Basketball Court Project that includes the following: Develop a preliminary and final design, bid documents and construction plans with specifications. Provide bid phase and construction phase services.

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 to either expand or limit the scope of services as needed, subject to negotiation and agreement in writing with the selected firm.

The selected firm shall have sufficient personnel to complete the tasks required by this scope of service and shall complete the required tasks in a timely and efficient manner according to the terms and conditions in the contract negotiated by the parties.

PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

To facilitate City staff evaluation of the responses to this RFP, each firm shall include the following content in the following order:

- Experience
- Licensing and Professional Standing
- Conflicts of Interest
- Project Understanding and Approach
- Quality Assurance and Quality Control

Each of these items is discussed in more detail in the following sections.

3.1 Experience

a. Provide a brief narrative about the firm’s experience, history, ownership, primary expertise and clients served by the firm. Include a statement as to whether the firm is a Disadvantaged Owned Business Enterprise (DBE).¹

b. List the firm’s proposed project team and each team member’s qualifications, experience, and capacity to take on this project.

c. Provide examples of satisfactory performance of at least three (3) recently completed projects with the same or similar scope as this City of Tuscaloosa project performed by the firm within the last five (5) years. Relevant experience will be judged based on the experience of those individuals named to the firm’s project team for this project. The following elements of recently completed projects shall be provided:

1. Title of Project
2. Client Name and Address
3. Contact person for reference client including position/title, telephone number and email address.
4. Project cost and firm contract price
5. Firm’s status for Project (lead consultant firm, subconsultant, or other - please elaborate.)

¹ Definition of a Disadvantaged Business Enterprise (DBE)

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. See 49 CFR 26.5 “Socially and economically disadvantaged individual.”

3.2 Licensing and Professional Standing

a. Please include a brief statement confirming that the firm is legally authorized to do business in Alabama and in the City of Tuscaloosa, and that all staff assigned to perform services for the project are licensed or certified to perform such services in Alabama.

b. In addition, please include a statement confirming the firm is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.

c. Finally, for the five-year period preceding submission of the response for this RFQ, the firm shall identify:

(1) All contracts terminated (in whole or in part) to which the firm was a party- for convenience or default, by either the firm or by another party to the contract with the firm, including:

- contract value
- description of work
- project owner and project name
- name and telephone number for a representative of the project owner

(2) All claims made against the firm arising out of the firm's professional services; and

(3) All litigation (including any arbitration or mediation proceedings) to which the firm has been a party.² If no contracts have been terminated, or if the firm has not been a party to any claims or litigation, please include a statement to that effect.

(4) Any sale, merger, acquisition, assignment of contracts, business reorganization or name change that the firm has undergone in the previous five (5) years.

3.3 Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the firm from entering into a professional relationship with the City generally, or for this project specifically. If no such conflicts exist, please include a statement to that effect.

² The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The Selection Committee will review any matter disclosed, and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

3.4 Project Understanding and Approach

Discuss the proposed approach to completing the needed services and how your firm will coordinate the development of design solutions, the production of contract documents, and construction administration.

3.5 Quality Assurance and Quality Control

a. Describe how the responding firm will provide quality assurance (“QA”) and quality control (“QC”) for the project. Identify the individuals that will be involved in QA/QC services. If your firm has a structured QA/QC program, briefly describe the program and how it will be applied to the project.

b. Discuss the firm’s approach/method of designing to budget.

PART 4 – INSTRUCTIONS FOR PROPOSALS

4.1 Format of Proposals

Proposals shall be 8.5” x 11” in size. General brochure type information is to be kept to a minimum, and the proposal shall be a maximum of 6 one-sided pages or 3 two-sided pages. Proposals may be written in either Times New Roman or Calibri font, and the font size must be 12-point or larger.

4.2 Questions

The City will accept questions on the contents and requirements of this RFQ in electronic form only to:

Eric Thompson
Executive Director of Construction, Facilities, and Grounds
ethompson@tuscaloosa.com

Questions must be submitted at least seven (7) days before the deadline for submission of proposals. **For this RFQ, the deadline for questions / inquiries is 04/25/2024 at 12:00 midnight Central Time, after which time no further inquiries will be addressed by the City.**

If the City chooses to respond to any question/inquiry, the City may choose to do so in writing in the form of an addendum to this RFQ which will be posted to the City’s website at www.tuscaloosa.com/bids. Each addendum issued by the City shall become part of this RFQ and no addendum will be issued or posted less than 72 hours before the deadline for submission of responses to this RFQ.

4.3 Submissions

Submissions from firms must be received by the City no later than 05/02/2024 by 12:00 midnight Central Time. Late proposals will not be accepted or reviewed. It is the firm's responsibility to ensure that their submission is received by the City within the time required by this RFQ.

Firms MUST submit proposals electronically. Electronic submissions should be made in Portable Document Format (PDF) file format, and should be sent to via email to:

Eric Thompson
Executive Director of Construction, Facilities, and Grounds
ethompson@tuscaloosa.com

Proposals should be clearly labeled with the following information:

RFQ for Professional Engineering and Related Services for The City of Tuscaloosa – 25th Street Basketball Court Project (OCA-24-0455)

The firm is responsible for obtaining confirmation that the City received their proposal.

4.4 Additional Items Related to submissions by Firms

a. Submission rejection/costs

By issuing this RFQ, the City **does not** commit to entering into a contract; to paying any costs incurred in the preparation of a submission or proposal; or to procuring or contracting for services. The City reserves the right to accept the submission and proposal it considers the most favorable to the City's interests in its sole discretion and to waive irregularities or informalities in any submissions or in the submission procedures. Issuance of this RFQ does not guarantee that the City will make any contract award. The City reserves the right to modify, amend, or withdraw this RFQ, in whole or in part, at any time and for any reason, in its sole discretion. The City also reserves the right to reject all submissions, in its sole discretion. All submissions and proposals and other materials submitted in response to this RFQ will become property of the City.

b. Contract and Insurance Requirements

The City has standard contract terms and insurance requirements for professional services contracts and is unable to make substantial changes to the requirements for the contract to be used for this project.

The laws of the State of Alabama shall govern any contract executed between any firm selected to perform work for the City and shall govern any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in the City

of Tuscaloosa, Alabama. In the event of litigation, the exclusive venue and place of jurisdiction shall be Tuscaloosa County, Alabama.

c. Requests for Additional Information

The City reserves the right to request additional information from firms to clarify the submissions.

4.5 Public Records

Each firm is hereby informed that, upon submission of its proposal to the City in response to this RFQ, the submission becomes the property of the City.

Unless otherwise compelled by a court order, the City will not disclose any submissions while the City conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the City either awards an agreement to a firm or after the City rejects all submissions, the City shall consider each submission from firms subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) and Tuscaloosa City Code § 2-4, unless there is a legal exception to public disclosure.

If a firm believes that any portion of its proposal is subject to a legal exception to public disclosure, the firm shall: (1) clearly mark the relevant portions of its proposal “Confidential”; (2) upon request from the City, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the qualifications submittal.

PART 5 – SELECTION PROCEDURE

A select group of City staff will review all proposals and evaluate firms based on criteria identified in this section of the RFQ. City staff will select and recommend a firm to the Tuscaloosa City Council Public Projects Committee. Should the Tuscaloosa City Council Public Projects Committee authorize the selection of a firm, the City will enter into negotiations with the chosen firm. Pending successful negotiations, the Tuscaloosa City Council will authorize a contract with the chosen firm for professional services with the City for this project. City staff will review the submissions submitted in response to this RFQ based upon on criteria including the following factors, which include pass/fail criteria:

<u>Criteria</u>	Weight
Experience, DBE Status, Similar Projects	40
Professional Reputation and Staff Capacity	30
Project Understanding and Approach	20
Quality Assurance and Quality Control	10

<u>Pass/Fail Criteria</u>	
• Compliance with RFQ Instructions	P/F
• Licensing and Professional Standing	P/F
• Conflicts of Interest	P/F

City staff will eliminate from consideration any firm submission which receives a “Fail” grade on any one or more of the pass/fail criteria for evaluation.

After review and evaluation of the submissions, City staff may select one or more firms for interviews. However, City staff are not required to conduct interviews as they may determine that interviews are not necessary for the selection process, and such decision is within the sole discretion of the City staff charged with selecting and recommending a firm to the City Council Public Projects Committee.

When City staff evaluating firms concludes their work, they will make a recommendation to the City Council’s Public Projects Committee and request authority to begin negotiating an agreement which includes the final scope of work and fees for services with the firm. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time as determined by the City, then City staff will terminate negotiations the firm and will request authority from the Public Projects Committee to begin negotiations with another firm. Any compensation discussed with one firm will not be disclosed or discussed with any other firm.

Once an agreement between City staff and the firm is reached, the Tuscaloosa City Council will authorize a contract with the chosen firm for professional services with the City for this project. This contract shall not be in force until it is authorized by the Tuscaloosa City Council and it is signed by the Mayor. The City cannot pay for any work or services performed prior to the approval of the contract by the City Council, execution by the Mayor and the issuance of a notice to proceed by the City.

END OF RFQ