

CITY OF TUSCALOOSA )  
STATE OF ALABAMA )

**REQUEST FOR PROPOSALS  
A19-0584**

**TO: Qualified Firms**

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

**RE: Request for Proposals for Professional Engineering Services for The Downs Drainage Improvements**

**DATE: May 14, 2019**

**DUE DATE: Proposals are due by close of business before 5:00 p.m. CST. June 21 2019.**

---

**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: Professional Engineering Services to alleviate upstream localized flooding within The Downs and Glendale Gardens by constructing a new outfall storm sewer pipe system. The project will utilize federal funding and will therefore require the environmental studies associated with such.
- 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 Engineering firm which has the knowledge, experience and expertise to perform the services as requested.

### **The project of interest is as follows:**

Professional Engineering Services to alleviate upstream localized flooding within The Downs and Glendale Gardens neighborhoods by constructing a new outfall storm sewer pipe system. The project will utilize federal funding and will therefore require the environmental studies associated with such.

Scope of Work: The following engineering tasks are anticipated:

- Surveying
- Preliminary design
- Easement sketches and legal descriptions
- Final design
- Bid phase management
- Construction engineering
- Environmental studies and coordination

- Document all facets of project development and construction including pre-conditions, in a format manageable for auditing purposes

**\*Please also see the attached map.**

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. Cover and Tab Dividers shall not be considered pages.

**Proposals are due by close of business before 5:00 p.m. CST. on June 21, 2019.**

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:**

**Kristen 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**

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 (include contact information as well).
3. Detailed Project Description.
4. Dates of project design start and finish.
5. Dates of Project construction start and finish.

(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. A statement of specific experience of the proposed personnel in the fields that the proposed services are requested. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. (20 points possible)

2. The availability of proposed firm personnel to perform the work and services to be provided. Please include a statement indicating the location of the office or offices where the work and services will be provided. (10 points possible)

3. Please include a very specific statement providing examples of similar evaluations and projects performed by the firm, the dates the project was active and the amount of time required to produce the deliverables to past industry clients. (20 points possible)

4. A statement as to whether the firm or any subcontractors are a minority, woman, or disadvantaged owned business enterprise. (5 points possible)

5. 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.

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.**