



Tuscaloosa County Park & Recreation Authority

**REQUEST FOR QUALIFICATIONS
FOR ENGINEERING AND RELATED SERVICES FOR**

McDonald Hughes Ballfield Lighting

Project Number: **05-26**

Issued by:

Tuscaloosa County Parks & Recreation Authority
P.O. Box 2496
Tuscaloosa, AL 35403

Date Issued: June 2, 2026
Deadline for Proposals: June 16, 2026

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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PART 1 – OVERVIEW

Tuscaloosa County Park & Recreation Authority (PARA) is requesting qualifications from firms for Professional Engineering and Related Services for McDonald Hughes Ballfield Lighting.

This procurement is for professional engineering services and will be conducted to ensure full and open competition.

PARA will review and rank all Statements of Qualifications (SOQs) based on the criteria outlined in Section 5. Services may include, but are not limited to, electrical engineering design, schematic and final drawings, plans and specifications, construction cost estimates, bid-phase assistance, construction administration, studies, investigations, evaluations, and other related services as required.

Following the evaluation process, PARA will enter negotiations with the highest-ranked Respondent. Upon successful negotiations, PARA and the selected firm will execute a professional services agreement. If negotiations are unsuccessful, PARA reserves the right to negotiate with the next highest-ranked Respondent.

PART 2 – THE PROJECT AND SCOPE OF WORK

PARA seeks the services of a qualified professional engineering firm with the knowledge, experience, and expertise necessary to provide engineering and related professional services for the McDonald Hughes Ballfield Lighting Project.

The firm selected shall be capable of providing, as requested by PARA, a full range of engineering and related services, including but not limited to:

- Preliminary and final engineering design;
- Schematic drawings and construction documents;
- Preparation of plans, specifications, and technical documents;
- Construction cost estimating;
- Bidding support and technical assistance, as needed;
- Construction administration and project oversight;
- Site investigations, evaluations, and studies;
- Coordination with utility providers and regulatory agencies; and
- Other engineering services required to successfully complete the project.

The anticipated project scope includes the design and installation of new sports lighting systems for the McDonald Hughes Ballfields. Services may include evaluating existing infrastructure and developing recommendations to achieve the project objectives.

PARA will be responsible for preparing the bid manual, advertising bids, and assisting with bid-related correspondence.

The selected firm shall comply with all applicable federal, state, and local laws, regulations, codes, and standards governing the performance of the services. PARA reserves the right, through negotiation and written agreement with the selected firm, to expand, modify, or reduce the scope of services as deemed necessary to meet project requirements and available funding.

PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS

To facilitate the evaluation, each Respondent firm responding to this request for qualifications should include the following content in the following order:

- Licensing and Professional Standing
- Experience
- 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.

Licensing and Professional Standing

- a. Please include a brief statement confirming that the Respondent 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 that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.

Experience

- a. Please provide a brief narrative of the Respondent's experience, history, ownership, and the firm's primary clients.
- b. List of the Respondent's proposed project team and those team members' qualifications and experience.
- c. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. Relevant experience will be judged based on the design experience of individuals named to the firm's project team for this project. Elements of recently completed projects are as follows: Address, Contact person for reference, and Construction cost.

Conflicts of Interest

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

Project Understanding and Approach

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

Quality Assurance and Quality Control

The proposal should describe how the responding Respondent will provide quality assurance (“QA”) and quality control (“QC”) for the project. Identify the individuals who 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.

PART 4 – INSTRUCTIONS FOR PROPOSALS

Before submitting a response to this RFQ, the Respondent should carefully review the entire RFQ and be familiar with its contents. The Respondent firm’s submission shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in

Submissions

PARA must receive the Respondent firm's submissions by 10:00 a.m. Central Standard Time on June 12, 2026. Late proposals will not be accepted or reviewed. It is the Respondent’s responsibility to ensure that their submission is received within the time required by this RFQ.

Respondents must submit proposals electronically. Electronic submissions should be made in Portable Document Format (PDF).

Inquiry and Submission Contact:

Adrian Cleckler, COO
Tuscaloosa County Park & Recreation Authority
Chief Operations Officer
acleckler@tcpa.org

The laws of the State of Alabama shall govern the contract executed between the successful Consultant and PARA, as well as 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, and, in the event of litigation, the exclusive venue and place of jurisdiction shall be in Tuscaloosa County, Alabama.

Public Records

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

PART 5 – SELECTION PROCEDURE

This is a qualifications-based procurement for professional services, in which the qualifications of the responding firms will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiations of fair and reasonable compensation.

PARA will review the submissions submitted in response to this RFQ, and rate the submissions based on the following grading system, which includes both numerical and pass/fail criteria:

Numerically Scored Criteria	Max. Points
• Firm Experience with Project and Property	50
• Project Understanding and Approach	25
• Quality Assurance and Quality Control	20
• Firm Location	5
Pass/Fail Criteria	
• Compliance with RFQ Instructions	P/F
• Licensing and Professional Standing	P/F
• Conflicts of Interest	P/F

PARA will eliminate from further consideration any Respondent whose submission receives a "Fail" rating on one or more of the pass/fail evaluation criteria.

Upon completion of the evaluation and negotiation process, PARA intends to enter into an agreement with the Respondent who is determined to be the most qualified and whose proposal is deemed in PARA's best interests. The successful Respondent shall negotiate and execute a mutually acceptable contract with PARA.

Please note that this Request for Qualifications (RFQ) does not obligate PARA to award a contract. PARA reserves the right, at its sole discretion, to modify, amend, suspend, or withdraw this RFQ, in whole or in part, at any time and for any reason. PARA reserves the right to reject any or all submissions and to waive any informalities or irregularities in the submission process, as it deems in its best interest.

END OF RFQ DOCUMENT