

Webster's Chapel Road
Request for Qualifications

Glencoe, AL
RFQ #24-001

For: Glencoe Street Department
201 Chastain Blvd West
Glencoe, AL

Webster's Chapel Road Improvement Conceptual Engineering Request for Qualifications

The City of Glencoe is requesting qualifications for engineering services to conduct a Conceptual Engineering Study. The project in question is Webster's Chapel Road, located in the City of Glencoe. All qualifications will be accepted **until 5:00 p.m. local time on July 29, 2024** at the City Purchasing Department located at 201 Chastain Blvd. W Glencoe, AL 35905. The official time clock is on the wall in the Purchasing Department.

Attached is an Attestation of Illegal Aliens form, an Iran Divestment Act Certification and a Non-Boycott of Israel Affidavit. All must be filled out, signed, and returned with your response. Failure to do so shall result in your submittal being rejected. **ABSOLUTELY NO EXCEPTIONS.**

Each respondent must submit a signed Conflict of Interest form with each submittal on all projects with the City of Glencoe at the time of that party's submission. In those cases where responses are opened by the City and the respondent for which the submittal may be awarded has not done so, the City will notify that respondent that the signed Conflict of Interest form was not submitted, but that the submission of the form within two working days after the City's notification, oral or written, of the failure to submit the form, will allow the City to further consider the response in accordance with all other applicable rules and practices. The City will not be responsible for the respondents loss of the award opportunity if the respondent cannot be reached by the City's best effort for contact.

The City is not responsible for mail that is not delivered in a timely manner by the United States Postal Service, any delivery service (i.e. UPS, FedEx, etc.), or emails that are sent by the City that end up in a vendor's spam or junk mail.

All submittals/qualifications must be returned by the date and time specified to 201 Chastain Blvd. W Glencoe, AL 35905. Completed sealed responses shall be in the hands of the Purchasing Department personnel by the date and time specified or it will be considered late. It is the vendor's responsibility to ensure that their submittal/qualification complies with all requirements and is received by the Purchasing Department prior to the date and time of the official opening. The official time clock is on the wall in the Purchasing Department.

The City will not award a contract to any vendor that is in arrears to the City on a debt, contract, or judgment or who is otherwise in default to the City.

More than one submittal for the same work/product from an individual or entity under the same or different names will not be considered and shall result in the rejection of all submittals in which that respondent has an interest.

The City of Glencoe's payment terms are net 30. We will not pay for any goods or services in

advance of receipt and inspection. If you are unable to comply with these terms, we require that you not place a response. Any submittal or request for qualifications not accepting these terms will be considered non-responsive and not acceptable.

Alabama Bid Law prohibits addenda to bid documents within less than 48 hours of a bid opening and to require that questions concerning bid documents must be received at least 96 hours before the bid opening date excluding weekends and legal holidays. All questions shall be in writing to the contact name provided. This shall not apply to Department of Transportation contracts or any state or local agency contracts funded in whole or in part with state or federal highway funds. It is the responsibility of the vendor to check with the City to see if any addenda have been issued. "

The City reserves the right to reject any and all submittals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional RFQs. Owner further reserves the right to reject the RFQ of any vendor whom it finds, after reasonable inquiry and evaluation, to not be responsible. The City may also reject the RFQ of any vendor if the City believes that it would not be in the best interest of the project/bid to make an award to that vendor. The City also reserves the right to waive all informalities not involving price, time, or changes in the work and to negotiate contract terms with the successful vendor. The City also reserves the right to reject the RFQ of a vendor who has previously failed to perform properly or complete on-time contracts of a similar nature, or a RFQ of a vendor whose investigation shows is not in a position to perform the contract.

Owner: City of Glencoe

By: Tashia Blackerby

Date: July 15, 2024

Signature: _____

Notary Seal

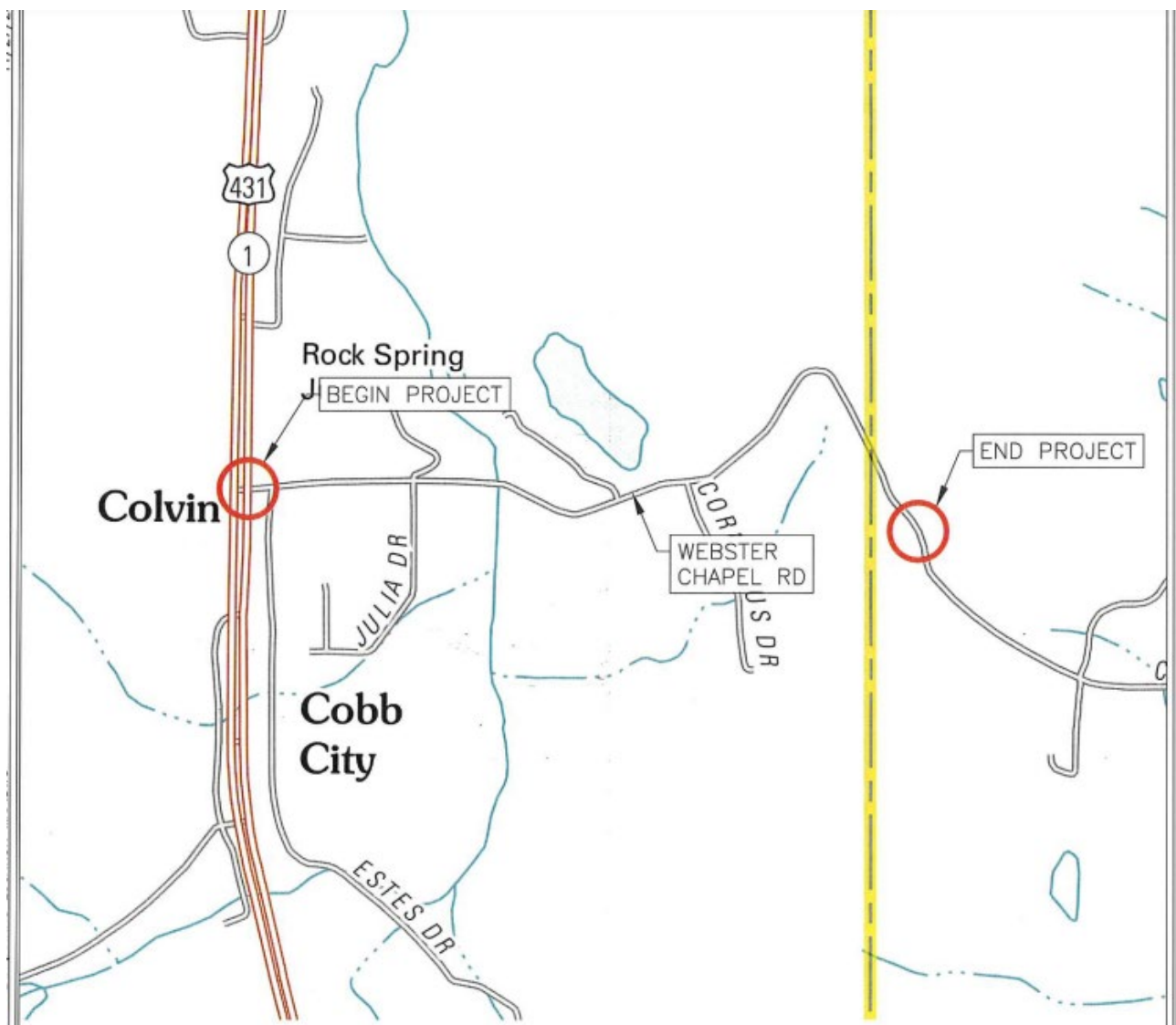
Webster's Chapel Road Improvement Conceptual Engineering Study Request for Qualification

Project Description

The City would like to pave/improve Webster's Chapel Road. The Project Limits will be from Highway 431 to Webster's Chapel Road. (See Figure 1)

The City would like to hire an engineering firm to perform a preliminary concept study to determine the best location and design for this project. The purpose of this project is to eliminate the congestion on Webster's Chapel Rd due to the spacing and offset of intersections. The consultant will assist the City in determining the best locations and proper design considering the natural terrain, existing development, and the cost benefits.

Figure 1



General Scope of Work

- Utilize City provided aerial images and GIS layers to determine the best roadway alignment and typical section
- Develop Schematic Design
- Determine Opinion of Probable Cost for Project

Schedule of Work

- Estimated start date:
- Estimate completion of the study:

Content and Format of Qualifications

One copy of the qualification shall be submitted with a Maximum of 25 pages. All qualifications shall adhere to the following format and include, as a minimum, the noted adjunct information:

Introduction

- Introductory letter
- Firm name, contact person, address, and telephone number
- Table of Contents

Firm experience and workload

- Firm statement of qualifications
- Related experience on two similar projects
- List current projects and percent complete assigned to members of the project team

Firm Personnel Experience

- Name, location, and brief summary of staff members available to work on the project.
- Experience of all firm personnel directly working on this project including, years of experience, education, and registration as applicable.

Sub-consultant personnel experience

- Experience of all sub-consultants and other associated personnel directly working on this project including years of experience, education, and registration as applicable.

Project Approach

- A detailed description and discussion of how the firm would approach this project.
- Breakdown and description of major tasks assigned per person and firm
- Hierarchy of project management
- Suggestion for additional services that may enhance the value of this submittal
- Estimated time to complete the study

Method of Evaluation

A panel of City of Glencoe staff members will review the submitted qualifications based on the evaluation factors described below. This panel will select firms based on evaluation and solicit price proposals from them. Then the city staff will make a recommendation for the award of the contract. After approval, the approved firm will be contacted to draw up a contract based on the scope and cost proposal submitted.

Firm experience/ reputation/workload 20%

- Related project experience
- Firm reputation
- Ability of the firm to take on additional work

Personnel Experience 40%

- Number and location of personnel included on the project team
- Project member's individual experience and other qualifications
- Project team's number of individual City projects and other qualifications
- Project Manager's experience, number of similar projects managed, and other qualifications
- Sub-consultant's individual experience and other qualifications

Scope, Schedule 40%

- Demonstrate an understanding of the scope of this project
- Demonstrate ability to develop innovative approaches to optimizing system performance and increase the value of this project
- Demonstrate ability to present a report, technical data, and recommendation in a user-friendly format with appropriate use of graphics
- Adherence to the qualification format

General Information

- The City reserves the right to proceed or not to proceed with this project or any part thereof at its sole discretion.
- The City shall not be responsible in any manner for any cost or expenses associated with the preparation or submission of qualifications or preparing for or participating in interviews.
- Upon receipt by the City, the qualifications submitted, including any or all attachments to the qualification shall become the property of the City.
- The City intends to establish a Master Service Agreement for the entire project, but at this time, a task order for the scope of work outlined in this RFQ will be issued to the respondent.

Questions and comments should be directed to:

Tashia Blackerby 256.492-1424

E-mail: tblackerby@cityofglencoe.org

CONTRACTOR'S ATTESTATION REGARDING ILLEGAL IMMIGRANTS or ALIENS

Pursuant to Alabama's Code and the Official Code of the City of Glencoe, I (We), the Contractor identified below, hereby attests, certifies, warrants and assures that I (We) will not knowingly utilize the services of any illegal immigrant or alien in the performance of this Contract, and will not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant or alien in the performance of this Contract.

Company Name: _____

Contractor's Authorized Agent: _____(Printed Name)

Contractor's Authorized Agent: _____
(Signature)

Date: _____

NON-BOYCOTT OF ISRAEL AFFIDAVIT

Concerning the Non-Boycott of Israel Act (AL SB 81 et seq.), by submission of this bid/quote/proposal, each bidder/vendor/supplier and each person signing on behalf of any bidder/vendor/supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder/vendor/supplier is not boycotting Israel pursuant to § SB 81 will not during the full term of any award.

Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

(Check applicable box)

- Pursuant to SB 81, I (we), the bidder/vendor/supplier identified above, hereby attest, certify, warrant and assure that I (we) am (are) not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.*

- This attestation is not applicable because this contract has a total potential value of less than two hundred fifty thousand dollars (\$250,000) or I (we), the bidder/vendor/supplier identified above, have less than ten (10) employees.

*A boycott of Israel means engaging in refusals to deal, terminating business activities, or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (A) in compliance with, or adherence to, calls for a boycott of Israel, or (B) in a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis, and is not based on a valid business reason.

Bidder/Vendor/Supplier Name: _____

Bidder's/Vendor's/Supplier's Authorized Agent: _____
(Printed Name)

Bidder's/Vendor's/Supplier's Authorized Agent: _____
(Signature)

Date: _____

CONFLICT OF INTEREST

I hereby certify that this bid/proposal is submitted in conformance with the City of Glencoe's conflict of interest restrictions. No employee of the City of Glencoe, officer, agent, any member of an employee's immediate family or his or her partner has any financial interest or a tangible personal benefit in the profit of any contract, service or other work performed because of my submission of this bid/proposal. A conflict of interest would also arise when the parties indicated herein are employed or about to be employed by the person or company submitting this bid/proposal. Additionally, no party indicated herein has an indirect interest in the contract, which is the subject of this bid/proposal*.

In the event I am providing a service** to the City of Glencoe, I certify that I have no conflict of interest relating to the service to be provided pursuant to this Request for Proposals (RFP), Request for Qualifications (RFQ) or the project/work.

Should a conflict arise at any time during the duration of the contract, agreement, etc., it is the vendor's responsibility to inform the City of said conflict within 30 days.

Therefore, the undersigned (corporation, partnership, limited liability company, or other business organization or individual) has no conflict of interest, or potential conflict of interest in connection with this proposal or in connection with any contract executed or to be executed, concerning or with response to this RFP/RFQ for this project/work.

Company Name: _____

Project Name: _____

Signature: _____ Date: _____

* **"Indirect Interest"** means any contract in which an employee has no direct interest however a spouse or relative has an interest in the contract. Examples of commingling assets include sharing a joint-checking account or jointly owned property together with a company or person doing business with the City of Glencoe.

****"Service Vendors"** include but are not limited to architects, engineers, appraisers, surveyors, accountants, etc.

RIGHT TO AUDIT

Contractors shall establish a reasonable invoice accounting system which enables ready identification of contractor costs of goods and use of funds. The City or its representative may audit the contractor's records any time before four (4) years after final payment (or until all disputed claims have been settled, whichever is longer) to verify the City's payment obligation and the use of City's funds. This right to audit shall include subcontractors from whom goods or services are subcontracted by the contractor. Contractor shall ensure the City has these rights with subcontractors. Any disputed claims will be verified by an independent auditor at the cost of the City unless the contractor is found to have overcharged the City in which case the contractor will pay the cost of the audit as well as repay all overcharges.

BUSINESS LICENSE REQUIREMENT

Prior to award to Classification 4 vendors, the winning bidder must provide the City of Glencoe proof of both a valid City of Glencoe and a valid Etowah County business license. Classification 4 is "each person engaged in the business of contracting, performing a contract or engaging in any of these activities, or similar activities for monetary gain: exterminating, installing personal property; constructing, building, repairing, excavating, drilling, or adding to any building, street; electrical system, air conditioning, heating... and any other improvement or structure or any part thereof." For a complete list of Classification 4 activities or for questions about your classification please consult the Alabama Department of Revenue website.

For all other classifications of business licenses, the successful vendor may still be required to secure the necessary business licenses referenced above.

CONTRACTING WITH MINORITY BUSINESSES

The City of Glencoe shall take all necessary steps to assure that minority businesses, women's business enterprises and labor surplus area firms are given equal opportunity to bid on City projects. And further, equal opportunity shall be given to contract with the City for any good or service.

CIVIL RIGHTS

Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA/FHWA/DOT may issue.

In compliance with Executive Order 13950, the city will not use any workplace training that inculcates in its employees any form of race or sex stereotyping or any form of race or sex scapegoating. Any vendor awarded a contract with the City of Glencoe where federal dollars are used, shall also comply with Executive Order 13950.

CERTIFICATION OF ELIGIBILITY UNDER THE DAVIS-BACON ACT

(a) By the submission of this proposal, the offeror certifies that neither it nor any person or firm who has an interest in the offeror's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

BIDDER REGISTRATION

To do business with the City of Glencoe, vendors must register with the Purchasing Department through our Vendor Registration system, powered by Vendor Registry. Registering also allows businesses to identify the type of goods and services they provide so that they may receive email notifications regarding relevant solicitations out for bid. You may access the vendor application through our web site at <https://cityofglencoe.org>

The City of Glencoe is an equal opportunity provider and employer.

STATEMENT OF NO BID
 BID/PROPOSAL# 24-001-RFQ

If bidder is not bidding on the goods and/or services as stated in this bid/proposal, please complete and return this form to: The City of Glencoe, Purchasing Department, 202 Chastain Blvd. West Glencoe, AL 35905

Company Name:	
Contact Person:	
Address:	
City / State / Zip	
Phone Number:	
Today's Date:	

The above has declined to submit a bid/proposal for the following reason(s):
 (check all that apply)

<input type="checkbox"/>	Cannot meet specifications as given
<input type="checkbox"/>	Specifications were unclear
<input type="checkbox"/>	We do not offer this commodity/service or an equivalent
<input type="checkbox"/>	Insufficient time to response to bid/proposal
<input type="checkbox"/>	Cannot meet delivery requirements
<input type="checkbox"/>	Our schedule would not permit us to perform in the time allotted
COMMENTS:	

Vendor Signature