

City of Glencoe

PUBLIC NOTICE/SOLICITATION

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFQ) FOR GENERAL ENGINEERING AND RELATED SERVICES

INTRODUCTION

The local government listed above, and herein and hereafter, referred to as the Owner, is soliciting Statements of Qualifications from Alabama licensed engineering firms to provide turnkey professional services as required to implement the Owner's public facility and/or infrastructure construction related projects funded by various state and/or federal agency grants.

The Owner proposes to select by this solicitation, a Project Engineer for use on any projects, based/dependent on current, or future grant application funding for a period of three years after their selection as the Owner's Engineering service provider based on this RFQ.

The possible state and federal granting agencies to be worked with include, but are not limited to:

- State of Alabama/HUD CDBG, LWCF and related programs
- Alabama Department of Transportation
- Alabama Department of Environmental Management
- The Appalachian Regional Commission
- The Environmental Protection Agency
- The Economic Development Administration
- The various programs of the U. S. Department of Agriculture

Possible project activities include, but are not limited to:

- Road, street, and drainage projects, including streetscapes
- Support of public buildings-related projects such as senior centers, fire stations, storm shelters, and community safe-rooms
- Water and wastewater line and treatment utility type projects
- Natural gas lines
- Construction of public parks, green spaces, outdoor recreational sports fields, trails, tot lots, pavilions, splash pads and related support activities

SCOPE OF SERVICES

PROJECT CONSTRUCTION SUPPORT

The selected firm shall serve as the project engineer for said project(s). As such it shall be required to provide all professional related services as needed to:

- Fully design said project and its bid specs, including any required real-property acquisitions/easements, defining and obtaining all necessary permits
- Secure any grantor and/or any other regulatory required approval of plans prior to bidding
- Hold any required pre-bid project meetings
- Solicit, and evaluate bids and recommend a contractor based on said bids
- Secure any grantor required approval of final bid/contractor
- Provide in-process construction management
- Provide necessary construction observation/inspections through final warranted Inspection
- Obtain any permitting action(s) necessary to ensure full, satisfactory, and timely execution of said proposed project

The selected firm shall also assist the Owner, through its contractor payment certification authority, to ensure full compliance of construction activities with applicable Federal and State regulations, including, but not limited to, if grant required, compliance with the Davis-Bacon Act, and any state project requirements such as adherence to E-Verify, and the Beason-Hammons Act.

PROJECT ADMINISTRATION SUPPORT

As agent for the Owner, the selected firm, in their professional capacity, and with supervisory, on-site, project familiarity and responsibilities, shall also be responsible for providing, if required, the following technical and site monitoring support to the Owner and/or its designated project administrative agent:

1. **Project Change Reporting:** The engineer shall report to the administrative agent, in writing, where time and circumstance shall permit, but in any event, *PRIOR TO THEIR IMPLEMENTATION*, the following actions and/or changes to a project:
 - a. Any cost changes/adjustments in the project in excess of ten percent (10%) of the total bid project construction cost. This shall include any changes of 10% in, or within, categories and/or subcategories, even if such changes do not affect the total bid project cost figure.
 - b. Any required acquisition of real property or right(s)-of-way, not specifically listed in the project's preliminary A&E report, or a subsequent revised pre-bid A&E report, a copy of which shall be transmitted to the administrative agent, with any such acquisitions clearly delineated on a project revision/change sheet.

- c. Any procurement of supplies or services in excess of \$1,000 for which advertised, competitive bidding is/was not proposed to be used. (i.e., any proposed "sole source" procurement)
 - d. Any proposed expenditures of grant funds which were/are "surplus", or "in excess" of the project budget, and the project's final bid cost
 - e. Any known changes/additional requirements in job category and/or equipment used by the contractor which would affect Davis-Bacon Act requirements (if applicable)
2. Provide **digital photos** of the project's progress derived from construction observation and/or other professional progress review to the Project's Administrative Agent monthly, at a minimum, during construction activity.
 3. **Project Contractor Employment/Monitoring Support:** Due to their professional expertise, contractor payment certification authority and on-site/monitoring responsibilities, the selected firm shall, *if requested* by the administrative agent, assist in the assurance of accurate and timely collection of any required Davis-Bacon Act compliance related data. The Owner's project administrator shall be responsible for any actual payroll monitoring and collection of any HUD 11 data, however; the selected firm, in its capacity as the payment/progress certifying agent, shall, upon notification of a contractor's failure to comply with any payroll requirements by the Owner's agent, withhold invoice/payment certification, and inform the contractor of the reason, and need to resolve said payroll issues.

The terms and text of this section shall be required to be incorporated as a part of any resulting contract document between the Owner and the selected firm.

SCHEDULE OF WORK PERFORMANCE

Submitters are advised that their capacity to initiate and carry out all activities in a timely manner is a critical proposal evaluation factor. It is expected that in most cases, the professional services preparatory to the letting of any resultant construction contracts will need to be accomplished within a period of ninety (90) days from the time a grant/project contract is signed. Submitters must state clearly their ability to submit detailed task/activity performance schedules and state specifically proposed construction contract initiation milestone for any acquired project. The Owner expects to select an CY 2024-2026 designated project engineer within 30 days of the deadline for receipt of Statements of Qualifications contained below. Contracting will, however, NOT occur until a specific project is funded, and receives/releases the associated release of grant funds notice.

CONTRACT TYPE AND COMPENSATION

This RFQ solicitation is NOT a specific fiduciary contractual offering. It is intended as a satisfaction of basic State and Federal requirements for “open/competitive selection of architectural and/or engineering services.” **Resultant fiduciary contracts with the “selected” firm will be based upon: 1) The Owner’s acquisition of projects and funding from any of the above stated agencies; and 2) The ability of the Owner and RFQ process selected firm to negotiate a mutually acceptable fee based upon project’s cost constraints. In the event that the first RFQ selection ranked firm, and the Owner cannot reach a mutual agreement on cost; the Owner may undertake negotiations with the next highest scoring submitter.**

Resultant **contracts** will be on a firm, **fixed price basis**, its amount to be negotiated with the firm selected via the RFQ process. Architectural and engineering fees are set and reviewed by, and subject to approval at rates usually set by the granting agencies, and/or are based on **the current U.S.D.A.’s Rural Development Agency’s "Approved Median Fees for Professional Architectural/Engineering Services" scale.**

Therefore, it is expected that the compensation for said services to be paid under this RFQ for any project would not exceed the fees estimated in the project’s funded application; and **contracts for said professional services may require review and preapproval by the granting agency prior to execution.** Any sample attached application’s general project description and proposed budget included with this RFQ are therefore purely for information purposes.

REQUIRED STATEMENT OF QUALIFICATIONS: PROPOSAL CONTENTS

1. Personnel qualifications

Identify key firm and support personnel and provide a brief resume of their educational and experience backgrounds.

2. Corporate experience

Identify the firm's prior general experience and specify their general utility and public works construction and other related experience (i.e., CDBG, EDA, EPA, USDA, ARC type projects particularly, and Grant experience of their personnel). Provide references (with phone number) of prior clients for whom related work was performed.

3. Provide evidence of professional licensure within the State of Alabama.

4. Capacity for performance

Provide a detailed explanation of the firm’s methodology and approach to contract scheduling and task/activity monitoring. Indicate any ancillary or supportive manpower availability for "fast-tracking" if required. Include a discussion of proposed methods of coordination with the Owner’s program management and/or administrative personnel, and detail the expected extent of construction observation anticipated, and the firm’s related capacity. As a minimal evidence of capacity, document previous experience in project coordination with EDA, EPA, USD, CDBG, or similar general project experience with such agency funded projects by the firm.

PROPOSAL EVALUATION METHOD

Respondents will be evaluated based on the written materials submitted and according to the following factors:

Description:	Maximum Points
1. Qualifications	30
2. Experience	40
3. Capacity	<u>30</u>
	100

SELECTION

Statement of Qualification responses will be accepted and logged-in until 4:00pm on July 29th, 2024, and subsequently reviewed by the Owner-designated selection committee using the above cited evaluation method.

The selection committee will consist of:

- The mayor
- A minimum of 2 council members or their designated representatives

The selection committee will review the submitted RFQ's and using the criteria above, assign points to each submitter based on the content of the RFQ submittal package. Negotiations for the status of project engineer will be conducted initially with the firm receiving the highest accumulated RFQ evaluation score.

Based upon any Owner's current and/or proposed projects, expected timing and/or funding estimates, the Owner shall negotiate with the highest scoring applicant, a contract to provide said services.

If, based upon the Owner's current proposed projects, timing and funding estimates, a mutually satisfactory financial relationship cannot be negotiated with said firm; negotiations with that firm will be terminated.

In this event, negotiations will be initiated with the next highest scoring listed firms in their order of RFQ rating, and this procedure will be continued until a mutually satisfactory fiscal relationship has been negotiated. The objective of negotiations will be to reach an agreement on in-process project timing needs, and fundability meeting the Owner's budget to provide the proposed contract services.

Said three-year selection, as initially stated, **is NOT a specific fiduciary contractual offering**. Over the three-year period covered under this selection process, the Owner reserves the right to:

1. Reissue RFQ's if, in its opinion market and/or circumstantial condition warrant (said reissuance shall not affect any in-place contracts;)
2. In the event of the inability of the "selected" firm and the Owner to reach an agreement on a specific project during the three-year period, the Owner may either negotiate with the next ranked submitter from the original RFQ or issue a new RFQ.

SUBMISSION OF STATEMENT OF QUALIFICATION

Submittals must be in accordance with the instructions contained herein to be eligible for consideration.

Submit:

- Three **(3) copies** of the Request for Statement of Qualifications
- The response must be submitted in a **hard copy**, non-digital format (i.e., not on CD/DVD or data stick)
- Submit in a **sealed envelope, marked Engineering Services RFQ**, with responder's **State License number** on the outside.
- Deliver by hand or postal/commercial carrier (**NO FAXES/EMAILS**)
- Received **no later than 4:00 PM on July 29th, 2024**

Deliver to:

Tashia Blackerby
City Clerk
City of Glencoe
201 Chastain Blvd
Glencoe, AL 35905

Or

Email: tashiablackerby@cityofglencoe.org

Phone: 256-492-1424

Evaluation factors and content requirements are set forth in these instructions. Any questions concerning the RFQ should be directed to either the town contact person above, or the Owner's project administrator:

Dr. Lana Bellew

BAS

4106 Rainbow Dr.

Rainbow City, AL 35906

Phone: 256-481-2082

Email: grantdept@cityofglencoe.org