

**CITY OF GLENCOE**  
**REQUEST FOR QUALIFICATIONS**  
**FOR PROFESSIONAL ENGINEERING AND RELATED**  
**SERVICES**  
**for**  
**Webster's Chapel**  
**Improvements**

Engineering Project: 24-001

Issued by:

City of Glencoe

Department of Roads & Transportation

201 Chastain Blvd West

Glencoe, AL 35905

Date Issued: Jul 15<sup>th</sup>, 2024

Deadline for Proposals: July 29<sup>th</sup>, 2024

LATE SUBMISSIONS WILL **NOT** BE ACCEPTED

## TABLE OF CONTENTS

Part 1 – Overview.....	3
Part 2 – The Project and Scope of Work.....	4
Part 3 – Content of Response to this Request for Qualifications.....	4
Part 4 – Instruction.....	5
Part 5 – Selection Procedure.....	9

## **PART 1 – OVERVIEW**

City of Glencoe Department of Roads & Transportation is requesting qualifications from firms for Professional Engineering and Related Services for the City of Glencoe Project Number 24-001 Webster’s Chapel Road Improvements. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

This is a procurement of professional services and will be conducted in a manner that provides equitable competition. A Selection Committee will review all proposals received in compliance with this solicitation and will rank firms based on criteria identified in Part 5. The criteria may include but are not limited to, basic engineering services such as plans and specifications, estimates of construction costs, bid phase, and services during construction. Services may also include studies, investigations, evaluations, and engineering services if required. Upon selection by the Selection Committee, the City will enter negotiations with the successful Respondent. Pending successful negotiations, the successful Respondent will enter into a contract for professional services with the City.

## **PART 2 – THE PROJECT AND SCOPE OF WORK**

The City of Glencoe Department of Roads & Transportation seeks the services of a professional firm that has the knowledge, experience, and expertise to perform the services as requested.

The firm must be able to perform the following types of services upon request from the City:

Professional Engineering and Related Services for the engineering, development, and design of the City of Glencoe Project Number 24-001, Webster’s Chapel Road Improvements. The project purpose is to develop and analyze alternate intersection approaches that will improve the operation and safety at the intersection of Webster’s Chapel Road and Highway 431. Project-specific considerations include roadway cross section elements, utilities, right-of-way, intersection configuration, access management, drainage, and safety.

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 on the negotiated fee structure.

## **PART 3 – CONTENT OF RESPONSE TO THIS REQUEST FOR QUALIFICATIONS**

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

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

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

### **3.1 Experience**

- a. Please provide a brief narrative about the Respondent's experience, history, and primary clients served by the firm.
- 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 those individuals named to the firm's project team for this project. Elements of recently completed projects are as follows:

1. Project Address
2. Agency and Contact person for reference
3. Project objectives and scope
4. Construction cost

### **3.2 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 project development coordination.

### **3.3 Quality Assurance and Quality Control**

- a. The proposal should describe how the Respondent 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. Respondent shall discuss the firm's approach/method of designing to budget.

### **3.4 Licensing and Professional Standing**

- a. Please include a brief statement confirming that the Respondent is legally authorized to do business in Alabama, Etowah County, and Glencoe and that all staff assigned to perform services for the project are licensed or certified to perform such services in Alabama. 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.

b. Finally, for the five years preceding submission of the response for this RFQ the Respondent shall please identify:

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

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

2. All claims made against the Respondent arising out of the Respondent's professional services; and

3. All litigation (including any arbitration or mediation proceedings) to which the Respondent has been a party. [1] If no contracts have been terminated, or if the Respondent has not been a party to any claims or litigation, please include a statement to that effect.

### **3.5 Conflicts of Interest**

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

**[1] 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.**

## **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 performing the services requested.

### **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 20 one-sided pages or 10 two-sided pages. Proposals shall be written with a font size of 11 points or larger.

### **4.2 Inquiries**

The city will accept inquiries on the contents and requirements of the RFQ in electronic form only. Inquiries may only be submitted by email. Inquiries should be submitted to:

City Project Representative: Lana Bellew

Contact Information: [grantdept@cityofglencoe.org](mailto:grantdept@cityofglencoe.org)

Inquiries must be submitted at least seven (7) days before the deadline for submission of qualifications. The City requires all inquiries regarding the RFQ to be submitted by July 23rd, 2024, 5:00 PM Central Time. Please note that NO further inquiries will be accepted after the deadline. If the City chooses to respond to an inquiry, the City will do so in writing, in the form of an addendum to the RFQ. The addendum will be sent to all recipients of the RFQ.

Each addendum issued by the City shall become part of this RFQ and proposals shall include any work or requirements described in the addendum. No addendum will be issued less than 72 hours before the deadline for submission of responses to this RFQ.

### **4.3 Submissions**

The City must receive respondent firm submissions no later than 4:00 PM Central Time on July 29th, 2024. We will not consider, or review proposals submitted after the deadline. It is the Respondent's responsibility to ensure that their submission is received within the time required by this RFQ.

Respondents MUST complete and submit five (5) printed sets and one (1) USB flash drive containing the proposal in PDF format. Submittal shall be made in a sealed envelope and delivered to:

City of Glencoe Department of Roads and Transportation 201 Chastain Blvd West  
Gadsden, AL 35905

The Submittal Envelope should be clearly labeled with the following information:

Response to Request for Qualifications

City of Glencoe Project Number 24-001

Webster's Chapel Road Improvements

Attention: Tashia Blackerby City Clerk

#### **4.4 Additional Items Related to Submissions by Respondent Firms**

##### **a. Submission rejection/costs**

By issuing this RFQ, the City does not commit to entering 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 cancel this RFQ in whole or in part, to reject any or all submissions and proposals, to accept the submission and proposal it considers the most favorable to the City's interests, and to waive irregularities or informalities in any submissions/proposals or the submission procedures.

##### **b. Contract and Insurance Requirements**

The City has standard contract 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 the contract executed between the successful Consultant and the City, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in Etowah County, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in Etowah County [Glencoe] Alabama.

##### **c. Requests for Additional Information**

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



**4.5 Public Records**

Each Respondent is hereby informed that, upon submission of its qualification to the City in response to this RFQ, the proposal becomes the property of the City. Unless otherwise compelled by court order, the City will not disclose any submissions while the City conducts its deliberative process per the procedures identified in this RFQ. After the City either awards an agreement to a firm or after the City rejects all submissions, the City shall consider each submission from Respondents subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) unless there is a legal exception to public disclosure.

If a Respondent believes that any portion of its proposal is subject to a legal exception to public disclosure, the Respondent shall:

1. Mark the relevant portions of its proposal as “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 qualification’s submittal.

**PART 5 – SELECTION PROCEDURE**

The City will use a Selection Committee of qualified City employees for the evaluation of submissions. 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 negotiation of fair and reasonable compensation.

The Selection Committee 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:

<b>Numerically Scored Criteria</b>	<b>Max. Points</b>
• Firm Experience	40
• Project Understanding and Approach	40
• Quality Assurance and Quality Control	20
<b>Pass/Fail Criteria</b>	
• Compliance with RFQ Instructions	P/F

- Licensing and Professional Standing P/F
- Conflicts of Interest P/F

The Selection Committee will eliminate from consideration any Respondent's submission that receives a "Fail" grade on any one or more of the Pass/Fail criteria for evaluation.

After review and evaluation of the submissions, the Selection Committee may select one or more Respondents for interviews. However, the Selection Committee is not required to conduct interviews. The Selection Committee may determine that interviews are not necessary for the selection process and such decision is within the sole discretion of the Selection Committee.

Once the Selection Committee has completed its evaluation process, it will recommend the Respondent who has received the highest score and has not received a "Fail" grade, to the Mayor. The Committee will then request permission to start negotiating an agreement with the Respondent. The agreement will include the final scope of work and fees for services. Upon approval by the Mayor, City staff will begin contract negotiations with the successful Respondent. 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 with the successful Respondent and will request authority from the Mayor to begin negotiations with the next highest scored Respondent that has not received a "Fail" grade.

Any compensation discussed with one Respondent shall not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the Respondent will enter into an agreement with the City. The agreement shall not be enforced until it is approved by the Glencoe City Council, and it is signed by the mayor. The City cannot pay for any work or services performed before the approval of the agreement by the City Council, and the issuance of a notice to proceed by the City.

Please note that 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.

END OF RFQ