

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ARCHITECTURAL SERVICES
FOR LANDSCAPE AND DESIGN OF A NEW
TRANSIT HUB
FTA/ESMPO 5307 Funded Project

RESOLUTION NO. 2927-17

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City Council authorizes the following Project Initiation for the Fairhope Alley Transit Hub Project:

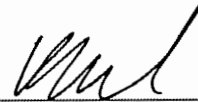
- a) Advertisement for Request for Qualifications (RFQ) for Architectural Services
- b) The Mayor to execute a Professional Services Agreement with selected qualifying firm
- c) The Mayor to execute all project related documents with FHWA, FTA, ALDOT, BRATS, ESMPO and/or Baldwin County Commission

[2] That the City Council authorizes the Mayor to enter into an intergovernmental agreement with Baldwin County Commission outlining the roles of the City/County in Project Management and the Grant Reimbursement Process.

[3] That for the purposes of this Project adopts the following ALDOT and Baldwin County policies or documents shall be adopted and applied (these documents are on file with the Office of the City Clerk and are available for public viewing during normal business hours):

1. Baldwin County Commission - Procurement Procedures - Applicable to all Federal Transit Administration Funded Projects - Federal Transit Administration Programs – Adopted by Baldwin County Commission: November 1, 2016
2. Baldwin Regional Area Transit System - Title VI Program and Limited English Proficiency Plan Update - Adopted by Baldwin County Commission: May 17, 2016
3. Disadvantaged Business Enterprises (DEB) Program, Limited English Proficiency (LEP) Plan and Equal Employment Opportunity Plan (EEO) For Baldwin County Commission - Adopted by Baldwin County Commission: September 21, 2010
4. Baldwin County Commission - Subrecipient Questionnaire – Effective November 20, 2017
5. ALDOT Bureau of Transportation Planning and Modal Programs Transit Section - Policy and Procedure Manual for Federal Transit Administration Transportation Programs 5307, 5309, 5310 and 5311 – Effective November 20, 2017

DULY ADOPTED THIS 27TH DAY OF NOVEMBER, 2017



Karin Wilson, Mayor

Attest:



Lisa A. Hanks, MMC
City Clerk

**REQUEST FOR QUALIFICATIONS
RFQ PS007-18
PROFESSIONAL ARCHITECTURAL SERVICES
FOR LANDSCAPE AND DESIGN OF A NEW TRANSIT HUB
FTA/ESMPO 5307 Funded Project**

The City of Fairhope is accepting proposals from qualified firms to provide professional landscape architectural services for a Federal Transportation (FTA) / Eastern Shore Metropolitan Planning Organization (ESMPO) 5307 Funded Grant administered through Alabama Department of Transportation (ALDOT), internal City of Fairhope Project No. PW003-18. The City of Daphne is the 3rd Party Grant Recipient and Baldwin Regional Area Transit System (BRATS) is the grant sub-recipient. This project will entail the design, letting, project management and construction oversight of a new transit hub and revitalization of the Fairhope Alley adjacent to the Fairhope Parking Garage. The City of Fairhope will be the project manager.

LANDSCAPE ARCHITECTURAL SERVICES

The level and scope of services to be provided by the consultant will be determined by the City of Fairhope. A lump sum, fixed price fee will be negotiated post selection. Landscape Architectural services for all stages of design, bidding and construction of the project are required. Examples of services which firm must be prepared and qualified to provide shall include but not be limited to the following: The preparation of all necessary construction plans and specifications, the preparation of all bid documents and supervision of the bidding process that is consistent with Local, State and Federal regulations, the provision of on-site resident inspection services during the construction process in addition to regular progress reports to the City of Fairhope. The selected Landscape Architect (LSA) shall provide Professional Land Surveying (PLS) and the City of Fairhope will provide the Professional Engineering services "in-kind". At the completion of construction of the project, the Landscape Architect shall conduct a final construction inspection and issue a final certificate of completion. As-built drawings shall be delivered to the City Public Works Department.

Professional Landscape Architectural Services – Minimum Qualifications

1. Be full service Landscape Architectural Firm (with access to Land Survey) maintaining a main or divisional office within Gulf Coastal Region of Alabama, Florida or Mississippi.
2. Hold appropriate Licenses and/or Certifications from the Alabama Board of Examiners of Landscape Architects.
3. Maintain a resident Professional Landscape Architect in an Gulf Coastal Region of Alabama, Florida or Mississippi Office with Project Experience in Urban Planning and Design, New Urbanism, Multi-Modal Transportation, Pedestrian Movements, Wayfinding, and Smart Street Methodologies.
4. Meet the City's minimum Insurance coverage requirements.
5. Have expertise and experience in Landscape Architecture design for Public Transportation and Pedestrian Facilities
6. Have Municipal experience in Baldwin or Mobile Counties, Alabama in Planning and/or Design Projects involving FHWA, FTA and/or ESMPO funding.

Automatic Disqualifier – No Landscape Architectural Firm will be considered for Qualification by the City if currently in litigation with the City of Fairhope. No reconsideration will be made by the City until 12 months have passed from the time of agreeable resolution of the litigation.

The City of Fairhope is an Equal Opportunity Employer. All minority business enterprises (MBE) and disadvantaged business enterprises (DBE) are encouraged to submit a RFQ proposal.

QUALIFICATION PROPOSAL DETAILS

To be considered, proposals must be submitted to the City of Fairhope no later than 11:00 a.m. on Friday, January 26, 2018. Proposals may be hand delivered to Dee Dee Brandt, Purchasing Clerk, City of Fairhope Offices, 555 South Section St.; Fairhope, Alabama or mailed to P.O. Drawer 429, Fairhope, AL 36533. All proposals must be sealed and marked on the outside of the envelope, “**RFQ PS007-18 FTA/ESMPO 5307 Funded Project RFQ Proposal**” – **Attention: Dee Dee Brandt.**

No facsimiles or emailed proposals will be accepted. Provide three (3) paper and one (1) PDF on disk or drive in the submittal.

Those desiring consideration should submit proposals by the time and date stated above. All applicants must submit their qualifications, describe approach to be taken in addressing the scope, include experience with FHWA, FTA and/or ESMPO funded projects, resources and availability, understanding of the scope of services, and previous experience with similar projects. **DO NOT INCLUDE ANY PROPOSED FEES, FEE SCHEDULES OR CONTRACT AMOUNT.**

STATEMENT CONTENTS

The Statement of Qualifications should be no more than fifteen 8.5” X 11” pages, inclusive of the cover letter, minimum qualifications, responses to the in the order presented below. Statements should be a straightforward delineation of the Respondent's capability to satisfy the intent and requirements of this RFQ, and should not contain redundancies or conflicting statements. An officer (principal) authorized to make a binding commitment for the Respondent making the Statement shall sign the Statement Cover Letter.

Contents of the submitted Statements must include the following to be deemed responsive for evaluation:

- A. Cover Letter including
 - a. Primary contact for the Statement and that person's title, address, phone number, and email address.
 - b. The Respondent's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team, and include relevant professional certifications.
 - c. A general statement of approach distinguishing why the Respondent is the most suitable choice for this planning effort.
 - d. Statement that the Project Team is willing to complete the Project in a timely manner.
 - e. Signed by Officer (Principal) of the firm.
- B. Statement of Minimum Qualifications (as listed above)
- C. Annual statement of qualifications and performance data (if applicable)
- D. Statements Addressing Project Specific Criterion
 - a. Knowledge of the FHWA, FTA and/or ESMPO programs
 - i. Respondents are requested to demonstrate their understanding of this process by submitting a narrative conceptual approach and methodology for project implementation under federal guidelines.
 - b. Resources and Availability
 - i. Respondents must identify resources and capabilities to deliver a detailed project involving public transit, pedestrian/motorist wayfinding, urban planning & design, and new urbanist Landscape Design.
 - ii. A statement that the Project Team is capable to complete the Project in a timely manner.
 - c. Experience of Proposed Personnel - Given the unique nature of the Project and its importance to local stakeholders, it is essential to fully understand the experience and capabilities of all key members of the Project Team. Respondent should include the following information about the Project Team:
 - i. Describe your team's experience in specific projects relevant to urban design and community-scale landscaping and planning projects (including public/private developments).

- ii. Demonstrate the ability and experience of key individuals on the Respondent's proposed Project Team to complete projects of the scale and complexity envisioned in this RFQ on budget and on schedule.
- d. Scope of Services
 - i. Describe your Teams ability to provide all necessary services required for design, letting, project management and construction oversight of a new transit hub and revitalization of the Fairhope Alley.
- e. Experience with Similar Projects
 - i. Provide at least three examples of projects that incorporated design and planning components outlined in this RFQ.
 - ii. Describe key Project Team members' involvement in above projects including project conception through the design and implementation phase and leading to project completion and assessment.
 - iii. Provide details of any experience working in the City of Fairhope and surrounding communities in the region.
 - iv. Relate how past projects have successfully engaged diverse communities of stakeholders and engendered community ownership of the project.
 - v. Please provide the names and phone numbers of references for at least two completed projects for which the Project Team acted as Consultant and that may be considered comparable to the project envisioned in this RFQ.

EVALUATION AND SCORING

Proposals will be evaluated and ranked on the basis of the following criteria:

1. Minimum Qualifications – 10 points
2. Knowledge of the FHWA, FTA and/or ESMPO programs - 15 points
3. Resources and availability - 20 points
4. Experience of proposed personnel - 20 points
5. Scope of Services – 15 points
6. Experience with Similar Projects – 20 points

Total possible points to be achieved: 100

SELECTION

All proposals will be evaluated and scored based on the criterion listed above. The top three respondents will be contacted for interviews and/or further presentation. The most highly qualified firm will be recommended to perform the services. This recommendation will be made to the Fairhope City Council who will make final selection. A contract will be negotiated and awarded to the qualified applicant selected by the City Council. No pre-submittal interviews are proposed. The top three respondents will be evaluated and selected for interviews on the basis of the written material submitted.

The City of Fairhope reserves the right to (1) reject any or all proposals not in compliance with RFQ procedures if it is in the best interest of the public to do so, (2) to take no action on the accepted RFQ's (3) waive informalities in the proposals, (4) to select the proposals which appear to be in the best interest of the City, and (5) limit the number of qualifying firms to be selected.

Selection should be made and announced no later than February 25, 2018 – Fairhope City Council Business Meeting.

QUESTIONS or ADDITIONAL INFORMATION

Richard D. Johnson, PE
Director of Public Works
555 South Section St
Fairhope, AL 36532

Phone: (251) 929-0360
Email: richard.johnson@fairhopeal.gov

PROPOSAL EVALUATION FORM

sample

PROPOSAL EVALUATION

**RFQ No. PS007-18 Professional Architectural
Services for Landscape and Design of New Transit Hub
FTA/ESMPO 5307 Funded Project**

Project No. PW003-18 Fairhope Alley Transit Hub

PROVIDER _____

EVALUATOR _____

DATE _____

Proposals will be evaluated and ranked on the basis of the following criteria WITH A POSSIBLE 20 POINTS FOR EACH CRITERIA:

	CRITERIA	SCORE
1.	Knowledge of the FHWA, FTA and/or ESMPO programs	_____
2.	Resources and availability	_____
3.	Experience of proposed personnel	_____
4.	Scope of Services	_____
5.	Experience with Similar Projects	_____
	TOTAL	_____

Total possible points to be achieved: 100

INVITATION SUMMARY

RFQ PS007-18 Professional Architectural Services for Landscape and Design of New Transit Hub FTA/ESMPO 5307 Funded Project

Project No. PW003-18 Fairhope Alley Transit Hub

Issue Date:	12-19-17
Certificate of Insurance Requirements:	See Standard Terms and Conditions
Deadline for Questions:	1-23-18 Tuesday 11:00 am
RFQ Closing Date:	1-26-18 Friday 11:00 am
City Internet Site:	www.fairhopeal.gov
RFQ copies to submit:	Provide three (3) paper and one (1) PDF on disk or drive in the submittal.
Purchasing Department Contact:	Purchasing Manager c/o Dee Dee Brandt deedeeb@cofairhope.com (251) 928-8003

CONSULTANT INFORMATION

Please print this section and turn in with your proposal

**RFQ PS007-18 Professional Architectural Services for Landscape and Design of New Transit Hub
FTA/ESMPO 5307 Funded Project**

Project No. PW003-18 Fairhope Alley Transit Hub

Name of Consultant or Consulting Firm (exactly as it appears on W-9):

Doing-Business-As Name of Bidder:

Principal Office Address:

Telephone Number: _____ Fax Number: _____

E-mail address _____

Website: _____

Form of Business Entity [check one ("X")]

Corporation _____

Partnership _____

Individual _____

Joint Venture _____

Other (describe): _____

Corporation Statement

If a corporation, answer the following:

Date of incorporation: _____

Location of incorporation: _____

The corporation is held: Publicly ___
Privately ___

Partnership Statement

If a partnership, answer the following:

Date of organization: _____

Location of organization: _____

The partnership is: General ___
Limited ___

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: _____

Location of organization: _____

JV Agreement recorded? Yes ___
No ___

Contact _____ Email _____

Cell phone _____

END OF INFORMATION SECTION