



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PREQUALIFYING PROFESSIONAL SERVICE PROVIDERS
FOR
THE CITY OF FAIRHOPE**

MAYOR
Sherry Sullivan, Mayor

FAIRHOPE CITY COUNCIL
Jack Burrell, Council President

CITY OF FAIRHOPE, AL

(Ongoing advertisement for Prequalification of Professional Services)

The City of Fairhope of Baldwin County, Alabama, is requesting professional consulting, design, or service firms to submit Letters of Interest (LOI) and Statements of Qualifications (SOQ) for evaluation for inclusion on a list of prequalified professional service providers.

The City of Fairhope is an Equal Opportunity Employer and requires that all vendors comply with the Equal Employment Opportunity laws. The City also encourages and supports the participation and utilization of Minority Business Enterprises on this and all public solicitations.

Services will be obtained on an as-needed basis and the City makes no representations as to the actual amount of service, if any, to be obtained from any particular firm.

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFQ. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFQ.

1.0 **INSTRUCTIONS TO PROFESSIONAL SERVICE PROVIDERS WHO WANT TO BE ADDED TO OUR PREQUALIFIED PROFESSIONAL PROVIDERS LIST**

- 1.0.1 Submittal of Letter Of Interest (LOI) and Statement Of Qualifications (SOQ) should include, but is not limited to, the following:
 - 1.0.1.1 Letter of interest (LOI) signed by a principal of the professional service provider , stating a brief summary of the intent of the requester.
 - 1.0.1.2 Name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
 - 1.0.1.3 Prequalification areas being requested and copy of current ALDOT prequalification letter if applicable. Firms that are not pre-qualified by ALDOT should include up to two pages of qualifications and experience for each area of prequalification they are requesting the City to evaluate. Additionally, for the other pre-qualification areas the City has identified, firms should include no more than two pages of qualifications and experience for the areas the firm is requesting the City to evaluate.
 - 1.0.1.4 Names, qualifications, and experience of a principal / owner (contractual authority), a municipal services project manager, and key personnel (Task Manager) who would be assigned to a City of Fairhope project. This information (**a one page limit for each**) should include but not be limited to the following for each individual:
 - 1.0.1.4.1 Number and type of projects in which each individual has been involved (no project should be more than five years old).
 - 1.0.1.4.2 Key personnel for the appropriate disciplines (maximum of five individuals). Respondents shall further provide proof of all professional licenses held by each of the foregoing primary individuals and note whether each primary individual is in good standing with the agencies issuing such licenses. This proof should include all professional licenses necessary to do work for / in the City of Fairhope, Alabama.
- 1.0.1.5 Number and composition of staff that is **readily available** for City of Fairhope projects, including a table of organization by name to key personnel. Composition of staff should be broken into professional, designers, and technicians. Description of the firm's ability to generally respond to the City's project needs.

- 1.0.1.6 Name of responsible firm member and a Municipal Services Project Manager. (This individual is key to the firms prequalification. It is the City's expectation that this individual will be available to manage any project for which the firm may be selected. The only acceptable reason for this person to not be available for a Fairhope contract is the individual is no longer with the firm. It is the professional service provider's responsibility to advise the City of any changes in this individual's ability to be available for a Fairhope contract).
- 1.0.1.7 A statement detailing the firm's Quality Assurance Program.
- 1.0.1.8 Qualifications of any sub-consultant(s) used to obtain qualification in the various areas are to be included in the firm's Statement of Qualifications (SOQ).
- 1.0.1.9 Respondents may provide any additional information the respondents feel would be necessary for or relevant to the City's review of their submissions.

PREQUALIFICATION CATEGORIES

The areas of prequalification for the City of Fairhope are listed below. **Please check each area for which your firm desires evaluation, and include this page in your SOQ.**

AREAS OF PREQUALIFICATION

Engineering firms that are pre-qualified by the Alabama Department of Transportation (ALDOT) shall automatically be pre-qualified in the same or similar areas by the City of Fairhope. If the firm has not been pre-qualified by ALDOT, the City shall determine the area(s) of prequalification upon completion of review of the firm's SOQ. The areas of prequalification for the City of Fairhope are listed below:

DOT Prequalification areas:

1. Non-Complex/Complex Highway/Roadway Design
2. Non-Complex/Complex Structure Design
3. Minor Bridge Inspection
4. Subsurface and Foundation Design
5. Traffic Signal/ Traffic Signal System Design
6. Construction Administration and Inspection
7. Right-of-way Plan Development
8. Environmental Studies/Assessments
9. Geotechnical/Testing Services
10. Highway Environmental Studies

ADDITIONAL PREQUALIFICATION AREAS:

Architectural Engineering Services:

1. General, services as needed
2. Plan Review Services (Residential & Commercial)
3. Construction Management/Inspection Services
4. Landscape Architecture and Urban Design
5. Greenway Planning

Civil Engineering:

1. General, services as needed
2. Survey
3. Landscape
4. Greenway Planning
5. Geographic Information System (GIS)
6. Transportation Studies (Traffic Impact Analysis)
7. Storm Water Management/Design
8. Water Resources Management/Design
9. Sanitary Sewer Management/Design
10. Civil Site Design
11. Water System Management/Design
12. Gas System Management/Design
13. Transmission/Distribution Electrical System Management/Design
14. Industrial Electrical Design/System Analysis/Performance
15. Electrical System Management/Design
16. Analysis/Performance

Structural Engineering

1. General, services as needed
2. Plan Review Services (Residential & Commercial)
3. Construction Management/Inspection Services

Land Surveying

- 1. General, services as needed
- 2. Topographical
- 3. Industrial

CPA/Financial Services

- 1. Audits
- 2. Actuarial Services
- 3. Utility Rate Analysis

Attorneys

Codification of Municipal Ordinances

Computer Programmers/Consultants

Grants and Grant Writing

AL Trail Planning and Design

Human Resources Consultants

Background Investigations

Insurance Brokers

Planning

Real Estate Appraisers

Technology Consultants

Zoning

Other Professional Services as needed _____

EVALUATION OF STATEMENT OF QUALIFICATIONS

- 1. Evaluations of SOQ and ultimate selection of pre-qualified consultants utilize “Exhibit A”, Qualification Statement Evaluation, **included with this document as information only.**
- 2. Evaluations of proposals among the City's pre-qualified consultants for specific projects will utilize “Exhibit B”, Proposal Evaluation Form, **included with this document as information only.**

WHERE TO SUBMIT LETTER OF INTENT AND STATEMENT OF QUALIFICATIONS

Submittals, questions and comments will be received by the City of Fairhope Purchasing Manager at:

Mailing address:

City of Fairhope
Delores A Brandt, Purchasing Manager
P.O. Drawer 429
Fairhope, AL 36533

Email address:

deedee.brandt@fairhopeal.gov
purchasing@fairhopeal.gov
Phone: 251-928-8003

sample
EXHIBIT A

QUALIFICATION STATEMENT EVALUATION FORM

QUALIFICATIONS FOR: _____
FIRM NAME: _____
REVIEWER: _____
DATE: _____

CATEGORY	CRITERIA	RATING X WEIGHT = SCORE
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FIRM AND INDIVIDUAL QUALIFICATIONS

Number of years in business	_____ 2 _____
Competence of the firm to perform the required Services as indicated by: technical training and education of firm's personnel	_____ 5 _____
Experience of the firm's personnel assigned to perform the work	_____ 5 _____

LOCATION OF FIRM

_____ 5 _____

CAPACITY TO PERFORM WORK

Ability of the firm to perform the required service competently and expeditiously, and the availability of necessary personnel	_____ 5 _____
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REFERENCES

Past performance of the firm as exemplified by past work with the City of Fairhope, or other Clients (provide references) with respect to such factors as:

Quality of design	_____ 3 _____
Technical innovation	_____ 5 _____
Meeting schedules and deadlines	_____ 5 _____
Controlling project costs/meeting budgets vs project	_____ 5 _____
Communication and Cooperation	_____ 5 _____

TOTAL POINTS (of possible 225) _____

sample
EXHIBIT B
PROPOSAL EVALUATION FORM

PROPOSAL EVALUATION _____

PROFESSIONAL SERVICE PROVIDER _____

PROJECT _____

EVALUATOR _____

DATE _____

CATEGORY	CRITERIA	RATING	X WEIGHT=SCORE
TECHNICAL APPROACH	Understanding of Project and basic scope of services	___ 5 ___	
	Additions or deletions to the basic scope of services	___ 3 ___	
	Understanding of unique conditions of the Project	___ 3 ___	
	Technical approach to the Project	___ 4 ___	
	Project Schedule	___ 3 ___	
	Key equipment or Resources that assists in performance of work	___ 2 ___	
PROJECT TEAM	Consultant's and Sub-Consultant's Experience on similar Projects	___ 5 ___	
	Working relationship with Project Team (Consultant Sub-consultants)	___ 3 ___	
	Project Manager's Experience on similar Projects	___ 4 ___	
	Key Task Manager's Experience on Similar Projects	___ 5 ___	
	Location of Key Staff Members (Consultant and Sub-Consultants)	___ 4 ___	
PAST PERFORMANCE	Quality of Consultant's/Sub-Consultant's past work (similar size and/or scope)	___ 5 ___	
	Consultant's/Sub-Consultant's ability to meet Project Schedule	___ 4 ___	
	Project Manager's ability to coordinate Project	___ 4 ___	
	Consultant's/Sub-consultant's Success in controlling Project costs	___ 5 ___	
	Consultant's/Project Manager's ability to communicate effectively with agency	___ 5 ___	
TOTAL POINTS (OF POSSIBLE 320)		_____	

Rating: 1-poor, 2-fair, 3-good, 4-excellent, 5-superior

Weighting Factors (1-5) can be adjusted for each Contract according to the need and priorities of the City of Fairhope