



**CITY OF FAIRHOPE
REQUEST FOR QUALIFICATIONS**

SEALED PROPOSALS will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope's City Services and Public Utilities Building located at, 555 South Section St. Fairhope, Alabama, until 10:00 A.M. Friday, October 25, 2024, and then publicly opened thereafter, for furnishing all labor and materials, and performing all work required by the City of Fairhope and described as follows:

**RFQ No. PS25-003
Professional Engineering Services
Installation of a 16" Water Main from
WTP #2 to State Highway 181**

The City of Fairhope is accepting proposals from qualified firms to provide Professional Engineering Services for the installation of a 16" Water Main from Water Treatment Plant (WTP) #2 to State Highway 181, North to Gayfer Road and West on Gayfer Road to County Road 13 in Fairhope, Alabama.

Request for Qualifications documents will be posted on the City of Fairhope Website: www.FairhopeAL.gov or a copy may be obtained by e-mailing: Purchasing@FairhopeAL.gov. Specifications are on file and may be seen in the Purchasing Department of the City of Fairhope, Alabama, 555 S. Section Street. Prior to opening, Bid packages may be picked up at that location during normal operation, between 7:00 am and 4:00 pm local time.

Questions or comments pertaining to this bid must be presented in writing, sent as e-mail to the attention of the Purchasing Manager, Erin Wolfe, 555 South Section St., Fairhope, AL 36532, e-mail: Purchasing@FairhopeAL.gov, by Monday, October 21, 2024, at 11:00 A.M. or will be forever waived.

The City of Fairhope is an Equal Opportunity Employer and requires that all **BIDDERS** comply with the Equal Employment Opportunity laws and the provisions of the CONTRACT Documents in this regard. The **CITY** also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

All bids must be on blank bid forms provided in the Bid Documents. All bids, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a "**Sealed Bid**" with **Item Name, Bid Number, City of Fairhope's Name and Address and CONTRACTOR's Name and Address**. Each bid must be in a separate envelope. Bids made out in pencil will not be accepted. Failure to observe the instructions contained herein will constitute grounds for rejection of your bid. The **City** reserves the right to accept or reject all bids or any portion thereof, and to waive informalities and to furnish any item of material or work to change the amount of the CONTRACT, whichever is in the best interest of the City of Fairhope.

No bids will be considered unless the **CONTRACTOR**, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing board for General **BIDDERS**, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, the Awarded Vendor, if non-resident of the State, and if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama. **CONTRACTOR** must have a current business license or purchase a business license with the City of Fairhope prior to work performed. No bids shall be withdrawn for the period of thirty (30) days subsequent to the opening of proposals without the consent of the City of Fairhope, Baldwin County, Alabama. Once completed, a tabulation of the responsive and responsible bids will be available for public viewing by visiting the following web address: www.FairhopeAL.gov.



**REQUEST FOR QUALIFICATIONS
RFQ NO. PS25-003
PROFESSIONAL ENGINEERING SERVICES
INSTALLATION OF A 16" WATER MAIN FROM
WTP #2 TO STATE HIGHWAY 181**

**CITY OF FAIRHOPE
SHERRY SULLIVAN, MAYOR**

RFQ NO. PS25-003
REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL ENGINEERING SERVICES
FOR INSTALLATION OF A 16" WATER MAIN FROM
WTP #2 TO STATE HIGHWAY 181

Invitation to Provide Qualifications

The City of Fairhope is accepting proposals from qualified firms to provide Professional Engineering Services for the installation of a 16" Water Main from Water Treatment Plant (WTP) #2 to State Highway 181, North to Gayfer Road and West on Gayfer Road to County Road 13 in Fairhope, Alabama.

This Request for Qualifications ("RFQ") is an initial inquiry regarding the qualifications to provide professional services and is NOT a solicitation for bids. Pricing is not requested at this stage and shall not be submitted. The City has the right to waive informalities and to accept or reject any and all submitted responses.

Responding Firms assume responsibility for all associated costs.

Deadline:

Responses to this RFQ shall be received until 10:00 a.m. local time, Friday, October 25, 2024, at the City Services and Public Utilities Building, 555 South Section Street, Fairhope, AL 36532, and publicly opened shortly thereafter.

Envelopes shall be clearly marked with the RFQ name and number.

Availability of Documents:

RFQ Documents may be obtained on the City's website at www.FairhopeAL.gov/purchasing/bids or at the City Services and Public Utilities Building, 555 South Section Street, Fairhope, AL. One set of RFQ Documents can be obtained free of charge.

Inquiries

Questions or comments pertaining to this RFQ must be presented in writing, sent as an email to the attention of the Purchasing Manager, Erin Wolfe, 555 Section Street, Fairhope, AL 36532, email: Purchasing@FairhopeAL.gov, by Monday, October 21, 2024, at 11:00 a.m. or will be forever waived.

Equal Opportunity

The City of Fairhope is an Equal Opportunity Employer and requires that all BIDDERS comply with the Equal Employment Opportunity laws and the provisions of the CONTRACT Documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises and Disadvantaged Business Enterprises on this and all public bids.

Background and Introduction

Due to growth and increasing water demand, a new 16" water line is required to be laid from Water Treatment Plant #2 ("WTP #2") (across from Walmart) to State Highway 181 ("SH 181"), turn North on SH 181 to Gayfer Avenue, and travel West on Gayfer Avenue to tie into the water line at County Road 13 ("CR 13").

Scope of Services

The Scope of Services will include, but may not be limited to, civil engineering, surveying, geotechnical, structural engineering, electrical engineering, environmental permitting, bidding, costing, budgeting, and construction inspection services to deliver a complete project.

The work shall include the following:

The basic services provided will be as follows:

Task 1:

Survey, Geotech, Permitting, Environmental Assessments, Engineering Design, Bidding/Execution of Construction Contract Award

Schematic: Engineer will conduct all preliminary surveying, Geotech, environmental assessments, and other services and secure all necessary permits for the project. Engineer will coordinate with all relevant local, state and federal agencies to secure all necessary approvals. Engineer will provide schematic plans and specifications for review by the City to a level sufficient with preliminary costing. Engineer will develop detailed plan drawings and typical site details will be developed.

Design Development: Engineer will proceed following the City's approval of Final Schematic Designs. Detailed plan drawings and typical site details will be developed. The final deliverables for Design Development will include plans, prototypical details and finishes, enlargements, conceptual grading plans, and budget analysis.

Permitting: Engineer will conduct environmental assessments and secure all necessary permits for the project which may include, but are not limited to, environmental impact studies. Consultant will coordinate with all relevant local, state and federal agencies to secure all necessary approvals

Construction Documents: Engineer will develop construction documents. The detailed plan drawings and details will be developed that are suitable for bidding and construction of the project. The documents will include both detailed and performances plan specifications for design elements to give the contractor the maximum ability to provide solutions that meet the design intent within budget. Engineer will refine construction plans at 50% and 90% to bring project within budget. Deliverables will include all plans, elevations, details and specifications required to permit, bid and construct the project including civil plans and construction plans. Project will be awarded in accordance with all applicable federal grant and local and state procurement procedures. The final deliverables will include three (3) fully executed construction contracts.

Task 2:

Project Construction and Construction-Phase Professional Services – Construction Engineering and Inspection Services (CE&I) Award

Construction Engineering and Inspection Services will be provided by the Engineer to assure the project is being built according to the design plans, to help assure adherence to the Construction schedule and to help assure the project is built within the construction budget. Inspection reports will be completed and filed with the City. Engineer will be responsible for conducting Pre-Construction Conference and other required meetings. Engineer shall review shop and manufacturer's drawings and other submissions of the contractor for compliance with the design concepts and specification requirements. Engineer shall inspect, consult and advise during construction, including developing punch lists. Engineer shall make final inspection of the construction upon completion. Engineer shall revise the construction drawings to show project "as built," based upon information provided by the contractor. The As Built drawings shall be delivered to City within a reasonable time.

Qualification Proposal Details

To be considered, proposals shall be submitted to the City of Fairhope no later than 10:00 a.m. Friday, October 25, 2024. Proposals shall be hand delivered to: Ms. Erin Wolfe, Purchasing Manager, City Services and Public Utilities Building, 555 South Section Street, Fairhope, Alabama or mailed to Post Office Drawer 429, Fairhope, AL 36533. All proposals shall be sealed and labeled on the outside of the envelope, "RFQ PS25-003 Professional Engineering Services for Installation of a 16" Water Main from WTP #2 to State Highway 181; Attn: Purchasing." No facsimiles or emailed proposals shall be accepted. Proposers shall provide one (1) original paper copy, five (5) identical paper copies, and one (1) identical PDF copy on USB flash drive in the submittal.

Those desiring consideration shall submit proposals before the time and date stated above. All applicants shall submit their qualifications, describe approach to be taken in addressing the scope, include experience with Federally 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.**

Submittal Requirements

The following items must be included in the Statement of Qualifications. Statements of Qualifications are limited to no more than 25 single sided pages, not including covers or tabs.

The required sections and specific content must be organized in the submitted proposal as they are listed below.

Section 1 – Cover Letter

The respondent shall prepare a cover letter, not exceeding two (2) pages in length, which summarizes the key points in the proposal. It should include the full name of the firm or joint venture members and all proposed subconsultants. If the Respondent is made up of more than one firm, the legal relationship between the firms must be described. The Cover Letter should include a statement committing the availability of the key personnel to perform the work. The cover letter must be signed by a person who is also authorized to sign a contract with the City.

If the Respondent believes any information, data, process or other material in its proposal should be considered but the City to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph, and on what basis the material is believed to be proprietary or confidential.

Section 2 – Firm Profile

Include the name, address, phone number, and email address of the person(s) who will serve as the Principal Contact with the City of Fairhope. The same information shall be required for any sub-consultants working with the primary consultant.

Section 3 – Firm Experience

Clearly indicate the specific experience of the individual/firm relative to projects of similar scale and type as this project. Include descriptions of projects with respect to client, location, common issues, and services provided. Include

Section 4 – Firm Proximity to and Familiarity with the City of Fairhope

Identify logistics for operation within the City of Fairhope. Define location of firm headquarters, offices and personnel in relation to the City of Fairhope. Specifically explain familiarity with the City's water system and list previous projects performed in or on behalf of the City.

Section 5 – Project Team

Key Personnel: Provide a complete list of key personnel who will provide the services and all subconsultants providing services. Provide their professional experience and their role/responsibilities with this project.

Disciplines: Provide a list of disciplines to be used and who will provide the services.

Section 6 – Project Approach

Provide a response that defines the methods and means by which the firm will perform the services outlines in the RFQ.

Section 7 – References

Provide names, addresses, phone numbers, and email addresses of three (3) client references for projects of comparable size and complexity. Each listed reference should include a brief description and scope of services that were provided on the project.

Section 8- Equal Opportunity

Include your firm's efforts or utilization of MBE/DBE's in your projects in your response. Demonstrate your firm's commitment and past practices that actively engage MBE/DBE subcontractors on projects. Describe your plan to utilize MBE/DBE's on this project.

Selection Process/Evaluation Criteria

The City of Fairhope will evaluate the proposals. The overall process consists of two (2) steps: A review and evaluation of all responsive proposals and an interview phase for the short list of selected consultants.

The City of Fairhope reserves the right to award more than one contract for the work specified. Through the selection process, the City will identify the most qualified firm(s)/team(s) to complete the requirements of the project. The evaluation process will consider how a firm/team assembles the necessary expertise.

The City will consider the following evaluation factors of the received proposals. Each category shall be weighted as follows, and one hundred (100) points are the maximum total number of points that can be awarded to a proposal.

Qualifications, Knowledge, and Expertise Regarding the proposed Scope of Work 25 Points

- Number of years of experience with Water Main Installations
- Explanation of how the firm would handle this project, and how they would support the City's needs and objectives.
- A list of their firm's projects of similar size and complexity, within the past ten (10) years.
- Proof of satisfactory or better performance on contracts of similar size and complexity.

Experience of Proposed Key Personnel 25 Points

- Resumes of key team members listing relevant experience and education. Indicate team members who will be assigned to the City of Fairhope project.

Resources and Availability 20 Points

Understanding and Familiarity with the Needs of the Environment of the Community 10 Points

- Description of familiarity of the City of Fairhope and Baldwin County area.
- Proximity to the project area and/or prior professional services provided in the State of Alabama.
- Previous experience in working with the locality.

Previous Experience in Working with Publicly Owned Utilities 20 Points

- A list of the firm's projects with publicly owned utilities, within the past ten (10) years.
- Proof of satisfactory or better performance on contracts with publicly owned utilities. A minimum of three (3) to five (5) projects shall be provided.
- Name of public utility department, contact name and title, and the contact's current telephone number and email address.

The City may request additional submittals, interviews, sessions or negotiations to be held only with selected firms who meet requirements. The City reserves the right to limit negotiations to those proposals who received the highest rankings during the initial evaluation phase. However, the City reserves the right to award the contract, or contracts, to a firm solely based on the initial proposal submitted and without any further interview, sessions, and negotiation.

If an agreement cannot be reached on price with the most qualified Consultant, negotiations will be formally terminated with that firm. Negotiations will then be conducted with the next most qualified firm. This process will continue until a negotiated agreement is reached which the City considers to be fair and reasonable.

Consultant shall submit data and materials to provide information that the Consultant considers pertinent to its qualifications for the work. The submitted information shall include:

- A letter of transmittal for this Request for Qualifications.
- A statement of the firm/team's qualifications and experience.
- A statement of the firm/team's understanding of the project.
- A statement of the firm/team's approach to the project.
- A statement of the lead firm's company background.

Schedule

The following schedule identifies milestone dates for the project. The City of Fairhope reserves the right to adjust the schedule when necessary.

1. Issue Request for Qualifications – 10/11/2024
2. RFQ Questions Deadline – 10/21/2024
3. Proposals Due – 10/25/2024
4. Selection of Consultant – 11/12/2024
5. Contract Negotiation with Selected Consultant – 11/21/2024
6. Contract Execution – 12/06/2024

Miscellaneous

1. A cost proposal is intentionally excluded from this submittal.
2. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Fairhope to pay any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
3. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract to the recommended firm.
4. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. (Please complete the certification form in Attachment A and submit with the Company's proposal). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Questions or Additional Information

Questions are due by: Monday, October 21, 2024 at 11:00 a.m.

Please submit questions to:

Erin Wolfe
Purchasing Manager
City of Fairhope
555 South Section Street
Fairhope, AL 36532
Email: Purchasing@FairhopeAL.gov