



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

MAYOR  
Sherry Sullivan, Mayor

FAIRHOPE CITY COUNCIL  
Jack Burell  
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  
 Purchasing Department  
 P.O. Drawer 429  
 Fairhope, AL 36533

**Email address:**  
[purchasing@fairhopeal.gov](mailto: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
<b>FIRM AND INDIVIDUAL QUALIFICATIONS</b>	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 _____
<b>LOCATION OF FIRM</b>		_____ 5 _____
<b>CAPACITY TO PERFORM WORK</b>	Ability of the firm to perform the required service competently and expeditiously, and the availability of necessary personnel	_____ 5 _____
<b>REFERENCES</b>	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 _____
	<b>TOTAL POINTS (of possible 225)</b>	_____

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

sample  
**EXHIBIT B**  
**PROPOSAL EVALUATION FORM**

**PROPOSAL EVALUATION** \_\_\_\_\_

**PROFESSIONAL SERVICE PROVIDER** \_\_\_\_\_

**PROJECT** \_\_\_\_\_

**EVALUATOR** \_\_\_\_\_

**DATE** \_\_\_\_\_

<b>CATEGORY</b>	<b>CRITERIA</b>	<b>RATING</b>	<b>X WEIGHT=SCORE</b>
<b>TECHNICAL APPROACH</b>	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 ___	
<b>PROJECT TEAM</b>	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 ___	
<b>PAST PERFORMANCE</b>	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 ___	
<b>TOTAL POINTS (OF POSSIBLE 320)</b>		_____	

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