

CITY OF FAIRHOPE, AL

RFQ INVITATION

April 6, 2011

Sealed proposals will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St. Fairhope, Alabama, until 2:00 P.M. April 12, 2011, and then publicly opened thereafter, for furnishing professional services required by the City of Fairhope and described as follows:

PS011-11 PROFESSIONAL SERVICES FOR DIFFERENTIAL RELAYS UPGRADE

Questions or comments pertaining to this proposal must be presented in writing, sent as e-mail or faxed to the attention of the Purchasing Manager, Daniel P. Ames, P.O. Drawer 429, 555 South Section St., Fairhope, Al 36532, e-mail: dan.ames@cofairhope.com, fax number: 251-990-0125, Twenty Four (24) hours prior to the proposal opening or will be forever waived.

All proposals must be on blank forms provided in the Proposal Documents.

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors 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 proposals.

All proposals, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a "Sealed Proposal" with Item Name, Proposal Number, City of Fairhope's Name and Address and Bidder's Name and Address. Each proposal must be in a separate envelope. Proposals made out in pencil will not be accepted.

Failure to observe the instructions contained herein will constitute grounds for rejection of your proposal. The City reserves the right to accept or reject all proposals or any portion thereof whichever is in the best interest of the City of Fairhope.

The company that is awarded the proposal must have Workman's Compensation Insurance on all of its employees if work is done on City premises. General Liability Insurance must be maintained to hold the City harmless in the event of an accident. Proof of Workman's Compensation Insurance if work is done on City premises and General Liability Insurance specifying coverage must accompany this proposal packet. See specifications for details.

No proposals will be considered unless the Professional Engineering firm, 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, including possessing a Certificate of Authorization issued by the State Board of Licensure for the State of Alabama under the CODE OF ALABAMA, Section 34-11-19, and further, certifies that it has the professional, technical, and administrative personnel with the specific experience and training necessary to provide the services as may be required by the City. Furthermore, the Professional Engineering firm will meet all current licensing and certifications necessary to perform the scope of work. In addition, non-residents of the State if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama.

Daniel P. Ames,

Purchasing Manager

Posted: 04-07-2011

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
THE CITY OF FAIRHOPE
ELECTRIC DEPARTMENT**

**RFQ NO. PS011-11
PROFESSIONAL SERVICES**

**FOR
PROJECT NO. E001-11
DIFFERENTIAL RELAYS UPGRADE**

**MAYOR
Timothy M. Kant, Mayor**

**FAIRHOPE CITY COUNCIL
Lonnie L. Mixon, Council President**

POSTED: 04-07-2011

**CITY OF FAIRHOPE
REQUEST FOR QUALIFICATIONS (RFQ)
Relating to**

Professional Services for Electric Dept. Project No. E001-11, Differential Relays Upgrade

Background

The City of Fairhope, Al is located in Baldwin County Al., on the shore of Mobile Bay. The City provides Electrical Utility service to its citizens.

Purpose

The Request for Qualifications (RFQ) is issued as contained in this document. The City of Fairhope, Alabama (City) is soliciting written proposals from professional civil engineering firms experienced in differential relays. The City of Fairhope reserves the right to select more than one Professional Engineering firm. Attached to the back of this RFP is a sample agreement that the successful proposers will be required to execute.

Location / Layout

Various locations, at electrical substations owned by the City of Fairhope

Scope of Work

The City is seeking an experienced Professional Engineer who will provide the professional services required to complete Project No. E001-11.

The overall objectives for the requested services are:

RELAY , SPECIFICATION, INSTALLATION, PROGRAMMING AND TESTING

Generally, the scope of work can be described as the removal of three mechanical relays and retrofit of three (3) electronic relays to provide differential relaying on three (3) substation power transformers. The successful consultant will be asked to develop and install all relay settings, and to physically perform the wiring work needed for installation. A turnkey solution is desired. City of Fairhope personnel will be available to perform any necessary switching to remove transformers from service. The City of Fairhope will be responsible for acquiring the needed relays and will have them available for the consultant prior to the beginning of any work being performed in the field.

The Scope of Work can be more narrowly defined as follows:

1. Specify the features, options or other particulars of three (3) SEL 751A Differential Relays for procurement by the City of Fairhope, to protect power transformers at City's Delivery Point.
2. Develop a wiring schematic for removal of three (3) mechanical relays, and installation of three (3) electronic relays to provide for differential relay protection on power transformers.
3. Develop and upload electronic settings for three (3) SEL 751A relays to coordinate with upstream and downstream devices already in place. Upstream and downstream devices may be owned by Southern Company, or the City of Fairhope.
4. Remove three (3) mechanical relays from existing relay panels on three (3) separate power transformers
5. Install three (3) SEL 751A relays in existing relay panels on three (3) separate power transformers. Provide and install all necessary labor and wiring connections to result in a complete, functioning installation.
6. Perform all necessary testing prior to commissioning of the three (3) SEL 751A relays.
7. Any existing single line diagrams owned by the City of Fairhope will be provided for use by the consultant.

Time Line

1. The City shall request from selected firms (minimum of three, if possible) for each project that they submit a technical approach or project understanding, scope of services, and other details the City will use to evaluate and select the firm the City determines to be most qualified for specific projects. Interviews or decisions may be required during evaluation of technical proposals.
2. A committee of six (6) consisting of the of the Mayor, City Administrator, General Superintendent, Purchasing Manager, Electric Superintendent, and one (1) member of City Council, will evaluate and rank the professionals the committee feels are most qualified to provide the required service(s).
3. The City shall then negotiate a contract with the firm ranked by the City as most qualified.
4. Should the City not be able to negotiate a contract with the firm ranked most qualified then the City shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the City is able to successfully negotiate a contract.

5. This procedure may also be suspended when the City Council determines an emergency exists.
6. 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.
7. Upon final RFQ submittal and review by the City of Fairhope, the Fairhope City Council will award the contract.

Request for Qualifications

Six (6) copies of the proposal must be submitted by the deadline. These copies will be provided to the City of Fairhope for review and recommendation to the City of Fairhope City Council.

Format

Statement of Qualifications should include, but is not limited to, the following:

- 1) Cover letter and letter of interest (LOI) identifying the projects for which the firm is requesting consideration. List projects of similar nature to scope of work, include references. Highlight any and all projects the firm has conducted relating specifically to DIFFERENTIAL RELAYS.
- 2) Name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
- 3) Names, qualifications, and experience of a principal/owner (contractual authority), a project manager, and any key personnel who would be assigned to a City of Fairhope project. This information should include but not be limited to the following for each individual (a one page limit for each).
- 4) Number and type of similar projects in which each individual has been involved. Include reference contact information.
- 5) Key personnel are defined as registered professional engineers, heavily experienced technicians, and any other applicable resources related to projects of this nature.
- 6) 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, and technical. Description of the firm's ability to generally respond to the City's project needs.

- 7) Name of responsible firm member and a Project Manager. 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 firm's responsibility to advise the City of any changes in this individual's ability to be available for a Fairhope contract.
- 8) A statement detailing the firm's Quality Assurance Program.
- 9) All necessary information required of the attached CITY OF FAIRHOPE EXHIBIT A : QUALIFICATION STATEMENT EVALUATION.

Selection Procedure

The selection of the Consultant will be completed by the City of Fairhope City Council at a regular Council meeting. Preliminary review will be performed in compliance with the City Council approved selection procedure, by the selection committee. The awarded firm will be selected without regard to race, color, religion, sex, or national origin. The committee will recommend to the Fairhope City Council the firm that scores the highest in the evaluation process. The Committee will conduct interviews with up to the top, five (5) scoring firms, prior to a final recommendation. The Fairhope City Council reserves the right to interview selected firm(s) prior to making a final decision. The Council will authorize the Mayor to proceed with executing a contract with their selected firm.

Notification

The City of Fairhope will not be responsible for costs incurred by anyone in the submittal of proposals or for any cost incurred prior to contract execution;

The Request for Qualifications is not to be construed as a contract or as a commitment of any kind;

All responses shall be held confidential from other parties by the City to the extent allowable by law. However, confidential or sensitive information should not be included if the applicant wants to protect that information;

The use of subcontractors as described by the Consultant in the Request for Qualifications and subsequent approved and signed contract with the City of Fairhope is allowed in this project;

The selected Consultant is responsible for billing and paying of any subcontractors they employ on the project; The selected Consultant is responsible for insurance requirements;

The City of Fairhope reserves the sole right to: 1) evaluate the qualifications submitted; 2) waive any irregularities within; 3) select candidates for the submittal of more detailed qualifications and presentation; 4) accept any submittal or portion of a submittal; and/or 5) reject any or all submittals, solely at its discretion.

Application Deadline

2:00 p.m. on Tuesday, April 12, 2011

Submit RFQs To:

**City of Fairhope
Purchasing Manager
P.O. Box 429
555 South Section Street
Fairhope, Al 36533
Phone: 251-990-8003
Email: .ames@cofairhope.com**

**CITY OF FAIRHOPE: EXHIBIT A:
QUALIFICATION STATEMENT EVALUATION**

Qualifications for:

Proposal Evaluation Form					
Project:	E001-11 Differential Relay Upgrade				
Qual. Req.:					
Evaluator:					
Date:					
Category	Criteria	Rating	x	Weight	Score

Technical Approach	Understanding of Project and Basic Scope of			5	0
	Additions or Deletions to the Basic Scope of			3	0
	Understanding of Unique Conditions of the Project			3	0
	Technical Approach to the Project			4	0
	Project Schedule			3	0
	Key Equipment or Resources that Assists in Performance of Work			2	0
	SUBTOTAL OF POINTS				
Project Team	Consultant's and Subconsultants' Experience on Similar Projects			5	0
	Working Relationship within Project Team (Consultant and Subconsultants)			3	0
	Project Manager's Experience on Similar Projects			4	0
	Key Task Managers' Experience on Similar Projects			5	0
	Location of Key Staff Members (Consultant and Subconsultants)			4	0
	SUBTOTAL OF POINTS				
Past Performance	Quality of Consultant's/Subconsultants' Past Work (Similar Size and/or Scope)			5	0
	Consultant's/Subconsultant's Ability to Meet Project Schedule			4	0
	Project Manager's Ability to Coordinate Project			4	0
	Consultant's/Subconsultant's Success in Controlling Project Costs			5	0
	Consultant's/Project Manager's Ability to Communicate Effectively with Agency			5	0
		SUBTOTAL OF POINTS			
	TOTAL POINTS				0

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 CONTRACT

CONTRACT DOCUMENTS AND SPECIFICATIONS

**FOR
PROFESSIONAL ENGINEERING SERVICES
FOR
THE CITY OF FAIRHOPE
RECREATION WORKS DEPARTMENT**

RFQ NO. PS008-11

**ENGINEERING SERVICES FOR REPLASTERING BABY
POOL**

**MAYOR
Timothy M. Kant, Mayor
FAIRHOPE CITY COUNCIL
Lonnie L. Mixon, Council President**

Set No. _____

CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES

THIS CONTRACT, made and entered into this _____ day of _____, 20____
, by and between the City of Fairhope, Alabama (hereinafter called "CITY") acting
by and through its governing body, the **FAIRHOPE CITY COUNCIL**, and
of _____, Alabama (hereinafter called the "**PROFESSIONAL ENGINEER**"),

WITNESSETH:

That in consideration of the mutual covenants and agreements herein contained, the parties hereto do mutually agree as follows:

1.0 DEFINITIONS:

The following terms shall have the following meanings:

COUNTY: Baldwin County, Alabama

CITY: Fairhope, Alabama

PROJECT: Professional Engineering Services related to pool renovation as pertaining to Project No. PW003-11 Replastering Baby Pool

PART ONE

GENERAL CONDITIONS

1.1 . The **CITY** hereby employs the **PROFESSIONAL ENGINEER** and the **PROFESSIONAL ENGINEER** agrees to perform for the **CITY** those professional services as hereinafter set forth in connection with the following:

PROJECT NUMBER: PW003-11

PROJECT NAME: REPLASTERING BABY POOL

PROJECT INFORMATION: The Recreation Department Baby Pool is showing evidence of need of renovation, including cracked plaster. Subsurface issues need to be identified and the repair of such included in the work specifications in Bid No. 011-11, 2011 Fairhope Paving Projects.

- 1.2. The **PROFESSIONAL ENGINEER** will begin work on the professional services outlined herein upon execution of the Contract and shall pursue the work in a timely manner.
- 1.3. For the purpose of this contract, the **PROFESSIONAL ENGINEER** represents to the **CITY** that it possesses a Certificate of Authorization issued by the State Board of Licensure for the State of Alabama under the **CODE OF ALABAMA, Section 34-11-19** and further certifies that it has the professional, technical, and administrative personnel with the specific experience and training necessary to provide the services as may be required by the **CITY**. Furthermore, the **PROFESSIONAL ENGINEER** will meet all current licensing and certifications necessary to perform the scope of work.

PART TWO

PROJECT SCOPE

- 2.0 The **PROFESSIONAL ENGINEER** will be responsible for:
 1. Providing the professional services required to complete Project No. PW003-11.
 2. Provide drawings, plans and specifications, approved by signature and stamped by the Engineer of Record, for Public Works Project No. PW003-11.
 3. Directly supervise the execution of the construction.

4. Provide a statement of completion at project end, authorizing interim and final payments to the Contractor.
5. The successful consultant will work closely with the Project Manager, Brittany Hoover, as well as other City officials.
6. The awarded firm will perform professional services only, and will not be a participant in any construction associated with this project.

2.1 The **PROFESSIONAL ENGINEER** shall submit the initial entire project plan to the City of Fairhope via hard copy, three(3) sets, and electronically transmitted in .Microsoft Word 97-2003 format.

PART THREE

PAYMENT

- 3.0.** The **CITY** agrees to pay the **PROFESSIONAL ENGINEER** as compensation for such professional services in accordance with the rates as indicated on Exhibit "A", FEE SCHEDULE, attached to this document.
- 3.1.** All other expenses actually and necessarily incurred such as, but not limited to, telephone calls, extra reproductions of prints or photographs of drawings, specifications and other documents required for the proper execution of the extra

services so required by the **CITY** shall be paid for at cost. These payments shall be due and payable from time to time as the services are performed, or as the expenses are incurred.

- 3.2.** If this **PROJECT** is suspended or abandoned by the **CITY** for good cause other than under the provisions of Paragraph D hereunder, or for cause beyond the reasonable control of the **CITY**, then the **CITY** shall pay the **PROFESSIONAL ENGINEER** for the services theretofore rendered on the **PROJECT**, such payment to be based as far as possible on the fee as established in this agreement, and the portion of the **PROFESSIONAL ENGINEER'S** services which were completed before the **PROJECT** was suspended or abandoned.
- 3.3.** In the event of failure by the **PROFESSIONAL ENGINEER** to perform any and/or all of the **PROFESSIONAL ENGINEER** obligations in a prompt and efficient manner satisfactory to the **CITY**, the **CITY** will have the right to summarily terminate this agreement by giving the **PROFESSIONAL ENGINEER** written notice of such termination, after which the **CITY** may employ **PROFESSIONAL ENGINEER** services of its choice to complete the **PROJECT** and the **PROFESSIONAL ENGINEER** will reimburse the **CITY** any additional costs which may result for such termination and employment of other **PROFESSIONAL ENGINEER** services. Failure by the **PROFESSIONAL ENGINEER** to furnish the required services, or to perform any other specific duty required by this contract shall constitute cause for termination by the **CITY** under this provision. Failure by the **CITY** to exercise this right to so terminate this agreement for any such default by the **PROFESSIONAL ENGINEER** shall not constitute a waiver by the **CITY** of its right to so terminate this **contract for any subsequent default**.

PART FOUR

INDEMNIFICATION AND INSURANCE

The **PROFESSIONAL ENGINEER** shall be responsible for all damage to life and property due to activities of the **PROFESSIONAL ENGINEER** and the sub-contractors, agents or employees of **PROFESSIONAL ENGINEER** in connection with their service under this AGREEMENT. The **PROFESSIONAL ENGINEER** specifically agrees that the subcontractors, agents, or employees of **PROFESSIONAL ENGINEER** shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform. Further, it is understood and agreed by **PROFESSIONAL ENGINEER** to the fullest extent permitted by law, the **PROFESSIONAL ENGINEER** shall defend, indemnify and hold harmless the **CITY**, and its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting there from, but only to the extent caused in whole or in part by the negligent acts or omissions of the **PROFESSIONAL ENGINEER** or anyone directly or indirectly employed by **PROFESSIONAL ENGINEER** or anyone for whose acts **PROFESSIONAL ENGINEER** may be liable. Such indemnity shall not be limited by reason of any insurance coverage provided.

The **PROFESSIONAL ENGINEER**, at its sole expense, shall obtain and maintain in force the following insurance to protect the **PROFESSIONAL ENGINEER** and the **CITY** for all acts performed pursuant to this agreement. The limits and coverage specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully protect the **PROFESSIONAL ENGINEER**.

All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A-VII and must be acceptable to the **CITY**. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the **CITY** for prior approval.

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.

(a) Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability \$1,000,000 Each Accident

\$1,000,000 Each Employee

\$1,000,000 Policy Limit

(b) Commercial General Liability

Coverage on an Occurrence Form with a combined single limit (Bodily Injury and Property Damage combined) as follows:

Each Occurrence \$1,000,000

Personal and Advertising Injury \$1,000,000

Products/completed Operation Aggregate \$2,000,000

General Aggregate \$2,000,000

Coverage to include:

Premises and operations

Personal Injury and Advertising Injury

Products/Completed Operations

Independent Contractors

Blanket Contractual Liability

Broad Form Property Damage

The **PROFESSIONAL ENGINEER** shall name the **CITY**, its employees and agents as additional insured in all applicable categories.

Liability insurance as required by this contract to provide cross-liability coverage.

(c) Automobile Liability

Covering all Owned, Non-Owned, and Hired vehicles with a Combined single limit (bodily injury and property damage combined) of \$1,000,000 each accident. The policy shall name the **CITY** as an Additional Insured.

(d) **Professional Liability (Errors & Omissions)**

Coverage shall be maintained during project duration and for two (2) year after completion and acceptance by the **CITY**.

Limits of Liability	
Each Claim	\$1,000,000
Aggregate	\$1,000,000

Certificate of Insurance

A certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the **CITY PRIOR** to commencement of any work on

the Contract. Each policy shall be endorsed to provide thirty (30) days written notice of cancellation to the **CITY**. The project number on which the **PROFESSIONAL ENGINEER** is working must be included in the description section of the certificate.

PART FIVE

REVIEWS AND SUBMITTALS

The **CITY** will review all submittals made during the contract period. The purpose and scope of this review will be limited to determination of the work for the sole purpose of approving intermediate payments to the **PROFESSIONAL ENGINEER** and to otherwise determine contract compliance for the purpose of approving fee requests and

determining the **PROJECT** costs. The **CITY** is relying on the skill, care, experience, diligence and professional expertise of the **PROFESSIONAL ENGINEER** to perform the required work with the degree of care and skill ordinarily used by members of the **PROFESSIONAL ENGINEER** profession in this locality. It is not the intent nor is it the responsibility of the CITY to exercise independent judgment or to verify the calculations, assumptions, and methods by the **PROFESSIONAL ENGINEER**.

PART SIX

MISCELLANEOUS

6.0. This Contract shall be effective on the date of its execution.

6.1. The **CITY** and the **PROFESSIONAL ENGINEER** each binds itself, its successors and assigns, to all covenants of this agreement. Except as above, neither the **CITY** nor the **PROFESSIONAL ENGINEER** shall assign, sublet or transfer his or

its interest in this agreement without the written consent of the other party hereto and concurrence therein.

IN WITNESS WHEREOF, the parties hereto have executed this contract in triplicate on the day and year first above written.

CITY SIGNATURES

CITY OF FAIRHOPE

BY: _____

ATTEST: _____

TIMOTHY M. KANT

MAYOR

LISA A. HANKS

CITY CLERK

PROFESSIONAL ENGINEER SIGNATURES

IF CORPORATION

CORPORATION NAME

BY: _____

As Its _____

ATTEST: _____

As Its _____

NOTARY FOR THE CITY:

STATE OF ALABAMA]

COUNTY OF MOBILE]

I, _____, a Notary Public in and for said State and County, hereby certify that **Timothy M. Kant** and **Lisa A. Hanks**, whose names as Mayor and City Clerk, respectively, of the City of Fairhope, are signed to the foregoing conveyance and who are known to me, acknowledged before me on this day, that,

being informed of the contents of the conveyance, they as such officers and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and notarial seal on this the ____ day of _____20 ____ .

NOTARY PUBLIC _____

My Commission Expires ____ / ____ / ____

NOTARY FOR CORPORATE PROFESSIONAL ENGINEER:

STATE OF _____]

COUNTY OF _____]

I, _____, a Notary Public in and for said State and County, hereby certify that _____ and

_____, whose names as _____ and _____ respectively, of

_____ are signed to the foregoing (corporation)

conveyance and who are known to me, acknowledged before me on this day, that, being informed of the contents of the conveyance, they as such officers and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and notarial seal on this the ____ day of _____ 20____.

NOTARY PUBLIC _____

My Commission Expires ____ / ____ / ____

EXHIBIT "A"

PAY RATE SCHEDULE

INSERT FEE SCHEDULE HERE AFTER DETERMINED WITH AWARDED FIRM

