



**REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL ENGINEERING SERVICES**

Project Name: **Request for Engineering Qualifications**

Issued by:
Tuscaloosa County Economic Development Authority
2204 University Boulevard
Tuscaloosa, Alabama

Date Issued: **April 16, 2021**
Deadline for Qualifications: **May 7, 2021**

LATE SUBMISSIONS WILL NOT BE ACCEPTED

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PART 1 –PROJECT SCOPE OF WORK OVERVIEW

Tuscaloosa County Economic Development Authority (TCEDA) is requesting statement of qualifications from qualified firms to provide professional engineering services for economic development planning, conceptual design, preparation of opinions of probable construction cost, preliminary design, surveying (topographic and boundary), preparation of exhibits, making presentations to prospective industry representatives and related matters. Part 2 of this RFQ provides a general description and abbreviated scope of work for the project.

This is a procurement of professional services, and will be conducted in a manner to provide full and open competition. A Selection Committee will review all statements of qualification, and will rank firms based on criteria identified in Part 5. The criteria may include, but is not limited to, firm qualifications, references, interviews, and other relevant related information related to economic development. Upon selection by the Selection Committee, the Tuscaloosa County Economic Development Authority will enter into negotiations with the successful Respondent. Pending successful negotiations, the successful Respondent will enter into a Contract for Professional Services with the Tuscaloosa County Economic Development Authority.

PART 2 – CONTENT OF QUALIFICATIONS

In order to facilitate the Selection Committee’s evaluation, each submission must include the following content, in the following order:

- Cover Letter
- Table of Contents
- Executive Summary
- Licensing and Professional Standing
- Conflicts of Interest
- Background Information
- Firm Experience
- Project Understanding and Approach
- Project Team
- Quality Assurance and Quality Control

Each of these items is discussed in more detail in the following sections.

2.1 Cover Letter

The primary purpose of the cover letter is to identify a representative of the Respondent who is authorized to answer questions about the Respondent’s qualifications, and to negotiate a Professional Services Agreement (“PSA”) with the TCEDA. The cover letter should provide the name, title, telephone number, email address, and mailing address for the Respondent’s designated representative.

The cover letter must be signed by the Respondent’s designated representative, and shall serve as a certification that all of the statements and information in the Respondent’s submission are true, correct, and accurate.

2.2 Table of Contents

Please include a table of contents for the submission and any attachments or appendices.

2.3 Executive Summary

The executive summary should be a brief summary of the qualifications submission’s key information, emphasizing the Respondent’s qualifications, experience, and approach and work plan. There is no minimum or maximum page limitation for the executive summary, however, it generally should be limited to two pages or less.

2.4 Licensing and Professional Standing

Please include a brief statement confirming that the Respondent is legally authorized to do business in Alabama and in Tuscaloosa County, and that all staff assigned to the TCEDA are licensed or certified to perform all services required by the TCEDA.

In addition, please include a statement confirming that the Respondent is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any state or federal department or agency.

Finally, for the five year period preceding submission of qualifications, please identify (1) all contracts terminated (in whole or in part) by clients for convenience or default, including contract value, description of work, project owner, contract number, and name and telephone number for a representative of the project owner; (2) all claims made against the Respondent arising out of the Respondent's professional services; and (3) all litigation (including any arbitration or mediation proceedings) to which the Respondent has been a party.¹ If no contracts have been terminated, or if the Respondent has not been a party to any claims or litigation, please include a statement to that effect.

2.5 Conflicts of Interest

Please identify all actual or potential conflicts of interest that would prevent the Respondent from entering into a professional relationship with the Tuscaloosa County Economic Development Authority.² If no such conflicts exist, please include a statement to that effect.

2.6 Background Information

The background information should describe in general the Respondent's history and its experience in civil engineering for economic development entities and / or economic development projects. It should also describe the Respondent's size, and identify key ownership and management personnel. If the Respondent is a minority-owned or woman-owned business, please include a statement to that effect.

The background information should also identify the location of the Respondent's home office or headquarters, and identify the location of the Respondent's office or offices where work and services for the TCEDA will be performed.

2.7 Firm Experience

The submission should identify at least three engineering projects or studies which the Respondent has completed within the last five years, which the Respondent believes are similar to the proposed

¹ The disclosure of terminated contracts, claims, or litigation will not automatically disqualify a Respondent from consideration. The Selection Committee will review any matter disclosed, and make an independent determination as to whether the matter should disqualify the Respondent from consideration.

² The disclosure of actual or potential conflicts of interest will not automatically disqualify a Respondent from consideration. The Selection Committee will review any actual or potential conflicts, and make an independent determination as to whether the conflict should disqualify the Respondent from consideration.

scope of services, or otherwise relevant to the services to be performed. For each project identified, please provide the following information:

- Project title, owner, and location
- Client contact person, address, and phone number
- Respondent's project manager for the project
- Detailed description of the project and the services provided by the Respondent
- Year services were performed and date(s) of project construction
- Construction costs
- Respondent's fee for the project
- State whether the project was completed on time. If the project was not completed on time, please state how long the project extended beyond the scheduled completion date, and provide an explanation of why the project went beyond the scheduled completion date.

Please include projects the Respondent has completed which were funded under grant programs such as Growing Alabama, Community Development Block Grants, and Industrial Access Road and Bridge Program.

2.8 Understanding and Approach

The submission should demonstrate the Respondent's understanding of economic development engineering services, and describe the Respondent's proposed approach to providing engineering assistance in planning, conceptual design, preparation of opinions of probable construction cost, preliminary design, surveying (topographic and boundary), preparation of exhibits (including Google Earth kml / kmz or shapefiles), making presentations to prospective industry representatives and related matters.

2.9 Team

Identify the project manager and key personnel who will be assigned to the TCEDA team. Describe the specific services that will be performed by the team members, and how each team member's background, education, and experience relate to their assigned role. In addition, please address the team's ability to perform work within a short a timeline, in light of their current and projected workload and assignments. Please provide resumes for all members of the proposed project team, and identify the location from which each of the team members will be working.

If the Respondent proposes to use subconsultants to perform any part of the work or services for the project, please provide the following information:

- The corporate or company name of each subconsultant, and names of the officer or principals of the subconsultant who will perform work on the project
- A description of each subconsultant's role, and the work or services to be performed
- A description of previous joint work between the Respondent and the subconsultant

- Particular experience of the subconsultant's key personnel, including past projects and resumes.
- If any proposed subconsultant is a minority-owned or woman-owned business, please include a statement to that effect.

2.10 Quality Assurance and Quality Control

The submission should describe how the responding Respondent will provide quality assurance ("QA") and quality control ("QC"). Identify the individuals that will be involved in QA/QC services. If your firm has a structured QA/QC program, briefly describe the program and how it will be applied to the project.

PART 3 – INSTRUCTIONS FOR QUALIFICATIONS SUBMISSION

Before submitting a statement of qualifications, the Respondent should carefully review the entire RFQ and be familiar with its contents. Submission of qualifications shall be considered evidence that the Respondent has fully studied the RFQ and is familiar with the general conditions to be encountered in performing any services.

3.1 Format of Submission

Submission shall be 8.5" x 11" in size. General brochure type information is to be kept to a minimum, and the submission shall be a maximum of 20 one-sided pages or 10 two-sided pages. The cover letter, table of contents, and any appendix items (e.g., resumes for project team members or subconsultants) are not counted toward the page limit. Submissions may be written in either Arial or Calibri font, and the font size must be 12-point or larger.

3.2 Inquiries

The TCEDA will accept inquiries on the contents and requirements of the RFQ in written form only. Inquiries may be submitted by email. Inquiries should be submitted to:

Danielle Winningham
Danielle.winningham@tcoeda.com

And

Max Snyder
Max.Snyder@tcoeda.com

Inquiries must be submitted at least seven (7) days before the deadline for submission of qualifications. For this RFQ, the deadline for inquiries is **April 30, 2021 at 12:00 p.m.** Central Standard Time, after which time no further inquiries will be addressed by the Tuscaloosa County Economic Development Authority. If the Tuscaloosa County Economic Development Authority chooses to respond to an inquiry, the TCEDA will do so in writing through email.

3.3 Submission of Qualifications

Qualifications must be received by the TCEDA by 12:00 p.m. Central Standard Time on May 7, 2021. Late submissions will not be accepted or reviewed. It is the Respondent's responsibility to ensure that the submission is received within the time required by this RFQ. The TCEDA is not responsible for delayed or late deliveries due to mailing or delivery service.

Respondents should submit five (5) bound copies of the qualifications. Submissions may be submitted by mail, delivery service, or hand delivery, and must be delivered in a sealed opaque envelope, addressed as follows:

Danielle Winningham
Executive Director
Tuscaloosa County Economic Development Authority
PO Box 2667
Tuscaloosa, Alabama 35403

Submissions should be clearly labeled with the project name:

Project Name: **TCEDA Engineering Services**
 RE: Engineering Qualifications

In addition to hard copy submissions, Respondents may also submit electronically. Electronic submissions should be made in Portable Document Format (PDF) file format, and should be sent to via email to:

Danielle Winningham
Danielle.winningham@tcoeda.com

And

Max Snyder
Max.Snyder@tcoeda.com

The Respondent's email should reference the project name listed above. The Respondent is responsible for obtaining confirmation that the TCEDA received the Respondent's submission.

3.4 Additional Items Related to Qualification Submission

a. Submission Rejection/Submission Costs

By issuing this RFQ, the Tuscaloosa County Economic Development Authority does not commit to entering into a contract, to paying any costs incurred in the preparation of a submission, or to procuring or contracting for services. The TCEDA reserves the right to cancel this RFQ in whole or in part, to reject any and/or all submissions, to accept the submission it considers the most favorable to the TCEDA's interests in its sole discretion, and to waive irregularities or informalities in any submission or in the qualification submission procedures. The TCEDA reserves the right to reject all submissions and issue a new RFQ, at its sole discretion. All materials submitted in response to this RFQ will become property of the TCEDA.

b. Contract and Insurance Requirements

The TCEDA has standard contract and insurance requirements for professional services contracts, and is unable to make substantial changes to the requirements for the contract to be used. The laws of

the State of Alabama shall govern the contract executed between the successful Consultant and the TCEDA, as well as any interpretations or constructions thereof. Further, the place of performance and transaction of business shall be deemed to be in Tuscaloosa County, Alabama, and in the event of litigation, the exclusive venue and place of jurisdiction shall be in Tuscaloosa County, Alabama.

c. Requests for Additional Information

The TCEDA reserves the right to request additional information to clarify the qualifications.

3.5 Public Records

Each Respondent is hereby informed that, upon submission of its qualifications in response to this RFQ, the submission becomes the property of the TCEDA.

Unless otherwise compelled by a court order, the TCEDA will not disclose any qualifications while the TCEDA conducts its deliberative process in accordance with the procedures identified in this RFQ. However, after the TCEDA either awards an agreement to a successful Consultant, or the TCEDA rejects all submissions, the TCEDA shall consider each submission subject to the public disclosure requirements of the Alabama Open Records Act (Ala. Code § 36-12-40) unless there is a legal exception to public disclosure.

If a Respondent believes that any portion of its submission is subject to a legal exception to public disclosure, the Respondent shall: (1) clearly mark the relevant portions of its submission "Confidential"; (2) upon request from the TCEDA, identify the legal basis for exception from disclosure under the Open Records Act; and (3) defend, indemnify, and hold harmless the TCEDA regarding any claim by any third party for the public disclosure of the "Confidential" portion of the qualifications submittal.

PART 4 – SELECTION PROCEDURE

The TCEDA will use a Selection Committee of qualified individuals for the evaluation of qualifications. This is a qualifications-based procurement for professional engineering services, in which the qualifications of the responding Consultants will be reviewed and evaluated, and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

The Selection Committee will review the qualifications submitted in response to this request, and rate the firm qualifications based on the following grading system, which includes both numerical and pass/fail criteria:

Numerically-Scored Criteria	Max. Points
• Firm Experience providing services specified in the RFQ	25
• Firm Experience in Industrial / Economic Development	25
• Project Team and Designated Project Manager	15
• Demonstrated ability to respond to short time frames for projects	10
• Working Knowledge of TCEDA and local utilities	25
Pass/Fail Criteria	
• Compliance with RFQ Instructions	P/F
• Licensing and Professional Standing	P/F
• Conflicts of Interest	P/F

The Selection Committee will eliminate from consideration any submissions which receives a “Fail” grade on any one or more of the pass/fail criteria for evaluation.

After review and evaluation of the submissions, the Selection Committee may select one or more Respondents for interviews. However, the Selection Committee is not required to conduct interviews. The Selection Committee may determine that interviews are not necessary for the selection process, and such decision is within the sole discretion of the Selection Committee.

When the Selection Committee concludes its work, it will make a recommendation to the TCEDA, and request authority to begin negotiating a PSA, including scope of work and fees for services, with the successful Respondent.

Upon approval, the TCEDA will begin contract negotiations with the successful Respondent. If the negotiations are unsuccessful, or if an agreement cannot be reached within a reasonable time, as determined by the TCEDA will terminate negotiations the firm, and will begin negotiations with another Respondent. Any compensation discussed with one Respondent will not be disclosed or discussed with any other Respondent.

Upon the conclusion of negotiations, the successful Respondent will enter into a 1-year professional services agreement with the TCEDA. TCEDA will have the ability to renew the agreement for 2 additional years. The TCEDA retains the right to terminate the agreement after 30 days if the successful Respondent does not provide the level of service required.

The TCEDA's anticipated schedule for the RFQ and selection process is as follows:

<u>Event/Milestone</u>	<u>Anticipated Date*</u>
RFQ Issued	April 16, 2021
Deadline for Inquiries	April 30, 2021
Deadline for Qualifications	May 7, 2021
Consultant Interviews (if necessary)	TBD
Consultant Selection / Begin Negotiation of PSA	TBD
Approval and Execution of PSA	TBD

*Note: The anticipated dates are for informational purposes only, and the timeline is subject to change without notice at the TCEDA's sole discretion.

However, this RFQ does not guarantee that the TCEDA will make any contract award. The TCEDA reserves the right to modify, amend, or withdraw this RFQ, in whole or in part, at any time and for any reason, in its sole discretion. The TCEDA also reserves the right to reject all submission, in its sole discretion.