



**CITY OF FOLEY, ALABAMA
REQUEST FOR QUALIFICATIONS**

Due no later than 2:00 P.M. CT on Wednesday, August 16, 2023

Overview

The City of Foley is requesting qualifications from qualified engineering firms for the development of a Safety Action Plan. This Safety Action Plan will be funded through a US Department of Transportation Federal Highway Administration Safe Streets & Roads for All grant.

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 proposals and will rank firms based on criteria identified in Part 5 this request for qualifications. The criteria may include but is not limited to firm's experience, project understanding and approach, and quality assurance and quality control. Upon selection by the Selection Committee, the City will enter into negotiations with the successful Respondent. Pending successful negotiations, the successful Respondent will enter into a Contract for professional services with the City.

Scope of Work

The scope of the project is to develop a Safety Action Plan. The goal of the Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries for all users. The Safety Action Plan must include all the components laid out by the U.S. Department of Transportation (DOT) in the SS4A grant notice of funding availability. Components of a SS4A action plan can be found on Table 1 in the SS4A 2022 NOFO.

Services to be included in the action plan development for this contract will include but are not limited to:

- Safety Analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the City.
- Assistance with Public Engagement and Collaboration with the public and relevant stakeholders.
- Equity Considerations developed through a plan using inclusive and representative processes.
- Policy and Process Review that will provide an assessment of the current policies, plans, guidelines, and/or standards to identify opportunities for improvements to and prioritize transportation safety processes.
- Project Selections that identify a comprehensive set of projects and strategies, which are to be shaped by data, and the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations. The projects are to address the safety issues identified in the Safety Analysis and Public Engagement processes.
- Obtaining performance measurements as required by the granting agency.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter a contract for services based upon the negotiated fee structure. The City has a budget of \$135,625 available for this project.

Form of Response

Section 1: Firm Information

Provide the following information on the applicant firm.

- Firm name
- Address
- Phone
- Email
- Primary contact person
- Secondary contact person, if applicable
- Name and Alabama Registration Number of Professional Engineer in responsible charge
- Year present firm was founded
- Additional firm background information, as desired

Section 2: Related Project Experience

Provide the following information on no more than five (5) relevant projects completed by the applicant firm within the last five (5) years. If you have previously completed a Safety Action Plan that has been adopted by a municipality, please include a copy of the completed plan as a separate document.

- Project Name
 - Location
 - Client name and contact information
 - Registered professional design team members and roles on project
 - Date of completion
 - Brief project description

Section 3: Proposed Project Team

Provide a project-specific organizational chart outlining your proposed team members and their roles on this project.

Section 4: Project Process

Please address the following topics.

- Project approach and strategies for completing the plan
- Project schedule and strategies to keep the project on schedule. Ideally, project should be completed no later than one year from the time of award.

Responding Instructions

Responses are due no later than 2:00 P.M. CT on Wednesday, August 16, 2023.

- Submissions shall be a single PDF file of no more than 20 pages and 20MB maximum.
- Other Municipal Action Plans may be submitted as a separate attachment and will not be counted in the overall 20 page limit.
- Submissions shall be in 8.5" x 11" format.
- File shall be named as follows: "Firm Name_City of Foley Safety Action Plan RFQ Response".
- Submissions shall be sent to Mrs. Logan Eberly, via email at leberly@cityoffoley.org.

Responses received after the deadline will not be accepted regardless of cause. Any additional information required may be obtained by contacting Logan Eberly, City of Foley, at (251) 970-1867 or by email at leberly@cityoffoley.org. The City of Foley, Alabama is an equal opportunity employer and statement of qualifications from minority or disadvantaged firms are encouraged.

Selection Process

The City will use a Selection Committee of qualified City employees for the evaluation of submissions. The Selection Committee will review the submissions submitted in response to this RFQ, and rate the submissions based on the following grading system, which includes both numerical and pass/fail criteria:

Criteria	Max. Points
Firm Information	10
Related Project Experience	35
Proposed Project Team	25
Project Process	30
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 firm submission which receives a “Fail” grade on any one or more of the pass/fail criteria for evaluation.

The City of Foley, Alabama will make its selection based upon materials received, and may elect to interview top ranked firms. If the selection is made on the received packets solely, then all firms shall be notified of their successful and/or unsuccessful selection after the final selection is made.

The City of Foley, Alabama reserves the right to negotiate with any engineering firm, after statements of qualifications are opened, if such is deemed necessary. The City of Foley, Alabama reserves the right to reject any or all proposals.

Additional Information

Additional sources of information concerning the Safe Streets and Roads for All may be found at <https://www.transportation.gov/sites/dot.gov/files/2022-08/SS4A-NOFO-FY22-Amendment-1.pdf> and https://www.transportation.gov/sites/dot.gov/files/2023-03/SS4A-Terms-and-Conditions_2023-03-28.pdf.