

REQUEST FOR QUALIFICATIONS FOR DESIGN & CONSTRUCTION ENGINEERING SERVICES

I. PURPOSE

The City of Orange Beach is soliciting Qualifications for Professional Services including design, administration, and construction inspection for the Canoe Trail Site Repairs due to Hurricane Sally. This project is funded by the City of Orange Beach and all federal guidelines will be followed.

II. PROJECT DESCRIPTION

The design/planning of the project may include but is not limited to the following:

A. Replacement and/or repair of damaged canoe trail sites and dune walkovers due to Hurricane Sally. Including sites:

1. Gulf Bay Road
2. Cypress Avenue
3. Washington Avenue
4. Harrison Park
5. Hayden Drive
6. Mississippi Avenue
7. Look Rook Road
8. White Avenue
9. Wilson Blvd
10. Moses Road
11. Jubilee Point Road
12. Cross Lane
13. Perdido Beach Blvd

III. SCOPE OF SERVICES

The proposed professional services for the project shall include, but not limited to the following:

1. Preliminary engineering analysis,
2. Preliminary design
3. Final design
4. Construction Inspection
5. Permitting
6. Bidding and contracting services

The professional services shall include all necessary permitting (if the city has not already permitted site), the preparation of construction documents as required for the project, bidding of the project, construction administration of the project, on-site inspection of the project and design, closing out the project as required by the City and all federal guidelines, plus all documentation preparation and submittals in the course of the project.

IV. PROJECT BUDGET

The project budget is \$617,246.72 which is not inclusive of all professional services, surveying, testing, construction, and administrative costs.

V. PERIOD OF PERFORMANCE

The period of performance will begin upon execution of the contract and conclude on 01/31/2024.

VI. TYPE OF CONTRACT

The contract to be entered into as a result of this Request for Qualifications (RFQ) shall be between Owner and Engineer, for a Lump Sum Fee. All contractual requirements of the federal government grant provisions are to be included in the contract as required including, but not limited to the following provisions:

1. The Beason-Hammon Contract Clause
2. Termination for cause/breach of contract clause
3. Termination for convenience clause
4. Audits and inspection, access to records, and three-year records retention clause
5. Title VI, Civil Rights Act of 1964 clause
6. Conflict of Interest clause
7. Section 504 Rehabilitation Act of 1973 clause
8. Age Discrimination Act of 1975 clause
9. Executive Order 11246 and E.O. clause
10. Procurement of Recovered Materials- Section 6002 of the Solid Waste Disposal Act
11. Appendix II to Part 200- Contract Provisions for non-Federal Entity Contracts Under Federal Awards

VII. PRIMARY DESIGN PROFESSIONAL RESPONSIBILITIES

The selected primary design professional will be required to execute a contract and assume responsibility for all services offered by the consultant's proposal regardless of whether performed within a joint venture or subcontractual agreement. The selected consultant will be the sole point of contact concerning contractual matters, including payment of all charges resulting from the contract.

VIII. SUBMITTAL DATE

The City of Orange Beach will receive proposals in their entirety until 5:00 p.m. Friday, March 11, 2022. Sealed proposals must be mailed or delivered directly to the City of Orange Beach prior to the stated deadline. All sealed proposals must be clearly and legibly marked "SEALED PROPOSAL – CANOE TRAIL SITE REPAIRS," the proposer's name, and the deadline date and time.

U.S. Postal Service
City of Orange Beach
Attention: City Clerk
P.O. Box 458
Orange Beach, Alabama 36561

Courier (UPS, FedEx, etc.)
City of Orange Beach
Attention: City Clerk
4099 Orange Beach Blvd.
Orange Beach, Alabama 36561

Firms that mail proposals should allow time for normal mail delivery to insure timely receipt. Postmark dates, faxed bids, and emailed bids will not be accepted.

The City has established the following general timeline for the selection process:

1. February 23, 2022 – Send out letter to consultants and begin advertisement
2. March 11, 2022 – Closing date for all proposals
3. March 15, 2022 – Finalize & award contract at Council

IX. REJECTION OF PROPOSAL

The City of Orange Beach reserves the right to reject any and all proposals received as a result of this RFQ or to negotiate as deemed necessary to serve the best interest of the City. The contract may not be awarded to a contractor which has been debarred or suspended, as determined by searching the GSA database at www.sam.gov.

X. INCURRED COSTS.

The City is not liable for any cost incurred by perspective firms in preparing and submitting proposals. However, the contents of the successful proposal may become contractual obligations of the contract.

XI. PERSONNEL, PRESENTATION AND SELECTION CRITERIA.

1. Qualifications and Experience of Management and Personnel:
The disciplines necessary to perform the requested scopes of service are varied. Provide your staffing plan including that of any subconsultant to be used in performing the required services of this project. Identify each professional and technical team, by discipline. Identify the professional that will be responsible for supervising each team including their qualifications and prior work experience on similar projects. List the staff members on each team and outline their duties and responsibilities. Include a complete resume of education and experience for each team member.
2. Prior Related Experience
Provide the firm's experience on similar projects, including experience with references and telephone numbers for each project. The Firm's experience should include information that illustrates the scale of the project, the budget, the ability to control costs, the quality of work and the project team responsible for the design, construction administration and construction.
3. Commitment and Ability to Meet Schedules:
Provide documented evidence of the firm's commitment and ability to provide services required for the successful completion of the project within a specific

period. Provide a project schedule in the firm's proposal indicating the time the firm anticipates completion of the services.

4. Understanding the Problem and Method of Approach

The selected professional will exhibit experience with this method of construction in a coastal marine environment.

XII. FACTORS FOR EVALUATION AND AWARD

Each proposal will be evaluated by a selection committee representing the City of Orange Beach.

The selection committee shall review submittal proposals as follows utilizing the following evaluation criteria; the proposals will be ranked with the highest scoring firm first, etc. The following ratings index with a maximum possibility 100 points will be utilized to evaluate and rank each proposal.

1. Qualifications and Experience of Management Personnel – 15 points
2. Background and Experience on Similar Projects – 35 points
3. Commitment and Ability to Meet a Schedule – 15 points
4. Understanding the Problem and Method of Approach – 35 points

Contract Negotiations: The most highly ranked firm will be ranked number one and contract negotiations will commence with that firm. If negotiations with the top ranked firm reach a stalemate, then negotiations will cease and the City will begin negotiations with the second ranked firm, etc.

XIII. ADDITIONAL INFORMATION

Responses to this RFQ are requested to be limited to 10 pages: however, any additional information that the responding firm deems necessary or pertinent to the proposed project may be included.

Please include the firms DUNS number on the contact page of the proposal. All firms must register in the federal government's System for Award Management (SAM). More information can be found at sam.gov.

XIV. 2 CFR § 200.321

The City of Orange Beach encourages participation from small and minority businesses, women's business enterprises, and labor surplus area firms. The City of Orange Beach will comply with the affirmative steps listed at 2 CFR 200.321 during the procurement process. The selected firm, if subcontracts are to be let, will be required to take affirmative steps for contracting with small and minority businesses, women's business enterprises and labor surplus area firms. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

V. CONTACT PERSON

If you have any questions concerning the RFQ contact Nicole Woerner at (251) 981-1180.

VI. ENCLOSURES

1. Department of Homeland Security – FEMA Damage Description and Dimensions along with the Final Scope and Cost.