

REQUEST FOR QUALIFICATIONS

ENGINEERING & ENVIRONMENTAL PLANNING SERVICES

I. PURPOSE

The City of Orange Beach is seeking assistance for engineering and environmental consulting services for RESTORE* and NRDA** funds and subsequent implementation of the “Lower Perdido Bay/Perdido Pass Navigation Project Hydrological Modeling and Sediment Budget Study” and the “Restoration Alternatives Analysis, Designs and Cost Estimates Study”.

II. PROJECT SUMMARY

The design of the project includes but is not limited to the following:

Phase 1 (Lower Perdido Bay/Perdido Pass Navigation Project). The selected consultant (i.e., “RESPONDENT”) will provide hydrological and morphological engineering modeling services and project management and oversight services in order to facilitate and implement the Lower Perdido Bay/Perdido Pass Navigation Project and Hydrological Modeling and Sediment Budget Study” in order to better understand the interactions between tidal, waves and other hydrological processes, inlet sedimentology and morphology influences in the Lower Perdido Bay/Perdido Pass location. The results of these modeling studies will lead to the development of plans and management recommendations to ultimately guide the dredging and sediment placement practices such that shoaling and erosion hot-spots in the study area can be addressed through beneficial use placement and/or directed dredging of the Perdido Pass navigation project. A more thorough description of the work is shown in Attachment 1.

Phase 2 (Restoration Alternatives Analysis, Designs and Cost Estimates). The selected consultant (i.e., “RESPONDENT”) will synthesize available data and make recommendations (e.g., a Comprehensive Management Plan) for restoration design alternatives and conservation practices for the long-term conservation of the islands in the Lower Perdido Basin, adjacent to Perdido Pass (i.e., Bird, Walker and Robinson Islands). The analysis will incorporate hydrological modeling and sediment studies (Phase 1, above and other sources), cultural resources investigation (provided by Others), recreational use data, and habitat/faunal use surveys (provided by Auburn University) of the Perdido Islands complex. The restoration alternatives analysis will result in the development of the final version of the comprehensive conservation management plan, and will include final recommendations and 30% designs for three (3)

priority alternatives provided by the RESPONDENT, as well as final restoration and public use design report, which incorporates public opinion and stakeholder input and carefully balances human uses with conservation, restoration and long-term sustainability. A more thorough description of the work is shown in Attachment 2.

III. SCOPE OF SERVICES

The City of Orange Beach (the City) is soliciting qualification statements for engineering and environmental planning services to assist the City with hydrological engineering modeling, environmental planning and comprehensive conservation management plan development, including cost estimates for (3) restoration design alternatives.

The agreement will be on a lump sum, fixed price basis (or "not to exceed" basis), with payment terms to be negotiated with the selected offeror. The maximum amount of engineering fees/funds will be determined by the City in consideration of the grant award funding.

The services to be provided will include, but not be limited to:

1. Conducting a sediment budget study and hydrological and morphological modeling study of the project area (see Attachment 1).
2. Complete a data review and incorporating work performed by others (e.g., a Cultural Resources Investigation and pre-modeling Environmental Inventories study, recreational data, etc.) in association with this project into a Comprehensive Conservation Management Plan (CCMP).
3. Conduct extensive literature review of any available and pertinent information to the development of the CCMP.
4. Conduct preliminary restoration analysis and draft alternatives plan.
5. Finalize summaries for all restoration alternatives.
6. Develop 30% designs for three (3) priority alternatives and develop preliminary cost estimates for all alternatives.

Coordinate and host three (3) public meetings in Orange Beach, Alabama, at key stages of the development of the CCMP (beginning, middle and end of the draft CCMP development; *the final CCMP will incorporate any pertinent information garnered at these meetings into the CCMP*).

IV. 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. At the point of award, proof of professional errors and omissions coverage also with worker's compensation shall be required. All contractual requirements of the RESTORE and/or NRDA funds 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

VI. 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.

VII. SUBMITTAL DATE

The City of Orange Beach will receive proposals in their entirety until 5:00 p.m. Thursday, February 28, 2020. 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 – Lower Perdido Bay/Perdido Pass Navigation Project Qualifications Statement-Engineering Services," 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. January 28, 2020 Send out letter to consultants and begin advertisement
2. February 28, 2020 Closing date for all proposals
3. March 3, 2020 Finalize & award contract at Council

VIII. 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.

IX. 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.

X. REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title “Request for Qualification Statements for Engineering Services for the – Lower Perdido Bay/Perdido Pass Navigation Project Qualifications Statement-Engineering Services”:

1. Name of Respondent
2. Respondent address
3. Respondent telephone number
4. Respondent federal tax identification number
5. Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

XI. CONTENTS OF RFQ

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit RFQs that contain the following information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Specialized Knowledge
4. Personnel/Professional Qualifications

1. Introduction (transmittal letter)

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent. The RFQ response should include:

- a. A brief statement of the Respondent’s understanding of the scope of the work to be performed;
- b. A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Alabama;
- c. A confirmation that the Respondent has not had a record of substandard work within the last five years; A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- d. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract;
- e. Any other information that the Respondent feels appropriate;
- f. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the RFQ

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm(s) by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which Respondent's firm(s) assisted a governmental entity in dealings with similar projects and any other projects that may be related in nature or scope. Respondent should include all examples of work on similar projects as described in Part One. Respondent should provide a list of completed commercial seawall design, rebuild or repair projects. Preference is for the types of projects similar to those described in the Introduction and Part One. Respondent should provide the names, phone numbers, and emails of contact persons in the organizations for whom any projects referenced in this section were conducted. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work and compliance with performance schedules Respondent cites in this section.
- c. Describe the firm's workload and current capacity to accomplish the work in the required time.
- d. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm(s) to handle the proposed project.
- e. Describe Respondent's firm's presence in and commitment to Alabama.
- f. Provide current information on professional errors and omissions coverage carried by Respondent's firm(s), including amount of coverage.
- g. Provide evidence of adequate financial stability. The City reserves the right to request any additional information to assure itself of a Respondent's financial status.

3. Specialized Knowledge

Respondents should:

- a. Describe their knowledge and experience in the particular types of projects described in the Introduction, Part One and Attachments 1 & 2.
- b. Describe their knowledge of the U.S. OMB's 2 CFR 200 guidelines.

4. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members (as applicable), in the job classifications of (1) Principal in Charge, (2) Project Engineer, (3) Senior Engineer, (4) Engineering Technician, (5) Construction Inspector (6) Senior Environmental Scientist (8) Environmental Technician (9) Environmental Planner (10) Senior CAD technician, (11) CAD technician, or *any other personnel who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Introduction, Part One and Attachments 1 & 2, and the functions to be performed by each.*
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to the requested work each has worked on or been involved.

Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on similar projects.

- c. Estimate the number of persons to be assigned to this project.

XII. SELECTION CRITERIA

The City shall evaluate each potential contractor in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required,
3. Capacity to accomplish the work in the required time;
4. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
5. Location in the general geographical area of the project and knowledge of the locality of the project.

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.

Evaluation rating criteria:

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

1. Experience of the firm(s) with this particular type of hydrological modeling studies, per project(s) as described in Phase 1 Introduction (and Attachments): 35 pts.
2. Experience of the firm(s) with Environmental Planning and management plan development, as described in Phase 2 Introduction (and Attachments): 25 pts.
3. Reference from other clients attesting to firms:
 - a. Quality of work 25 pts.
 - b. Compliance with performance schedules 15 pts.

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

XIII. GENERAL TERMS AND CONDITIONS

The contract to be entered into as a result of this Request for Proposal (RFQ) shall be between the City of Orange Beach and Engineer. All contractual requirements awarded under this solicitation may be paid for in whole or in part with grant funding from the Department of the Treasury under the Resources and Ecosystems Sustainability, Tourist

Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act) and/or Natural Resource Damage Assessment (NRDA) funds. Any contract resulting from this solicitation will be subject to the terms and conditions of said funding award, the RESTORE Act Financial Assistance Standard Terms and Conditions and Program-Specific Terms and Conditions, the Standard Sub-Award Terms and Conditions, the RESTORE Act, 33 U. S. C. 1321(t), Treasury Regulations 31 C. F. R. § 34 et seq., including 31 C. F. R. §§ 34, Subpart D, all applicable terms and conditions in 2 C. F. R. Part 200 (including Appendix II to Part 200), and all other OMB circulars, executive orders or other federal laws or regulations, as applicable and to be included in the contract as required including, but not limited to the following provisions:

1. The firm/individual has a valid DUNS number and active registration with the General Services Administration's government-wide System for Award Management Exclusions (SAM exclusions).
2. The Beason-Hammon Contract Clause
3. Termination for cause/breach of contract clause
4. Termination for convenience clause
5. Audits and inspection, access to records, and three-year records retention clause
6. Title VI, Civil Rights Act of 1964 clause
7. Conflict of Interest clause
8. Section 504 Rehabilitation Act of 1973 clause
9. Age Discrimination Act of 1975 clause
10. Executive Order 11246 and E.O. clause

IX. ADDITIONAL INFORMATION

Any additional information that the proposing firm deems necessary in response to the RFP should be included.

X. CONTACT PERSON

If you have any questions concerning the RFQ contact Phillip West at (251) 747-6166.

XII. ENCLOSURES

1. Attachment 1
2. Attachment 2
3. Subaward Grant Agreement- Sediment
4. Subaward Grant Agreement- Alternatives
5. Additional Terms Relating to Purchases with Federal Grant Awards