



REQUEST FOR QUALIFICATIONS

Professional Services for the City of Anniston

Drainage Improvement Projects

March 10, 2021

Issued by:

City of Anniston- Public Works Department

4309 McClellan Blvd.

Anniston, AL 36202

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PURPOSE

The City of Anniston, (City) is soliciting Statement of Qualifications (SOQ) from qualified engineering firms with experience in drainage master plans, drainage construction plans and floodplain modeling/mapping/permitting. The intent is for the selected engineering firm to provide the City with an assessment of portions of the existing drainage infrastructure network and construction documents for specific projects. The City intends to utilize the selected firm on the first defined project, and may continue with the same firm on subsequent projects.

PROJECT DEVELOPMENT

The selected firm will work with the City to define the extents of the first drainage improvements project after an initial assessment of an area specified by the City. The firm will provide cost estimates and recommendations for the project area and scope, based on the available budget and the drainage infrastructure assessment. The selected firm shall be responsible for the following:

- Assessment of available information, i.e. - GIS data, 2 ft. contours, floodplain maps, etc.;
- Surveying and assisting with easement acquisition;
- Detailed analysis of known and potential flooding/drainage issues;
- Design of drainage infrastructure to alleviate flooding/drainage issues;
- Cost estimates;
- Applicable local, state and federal permitting;
- Construction plans and specifications;
- Construction inspection and administration (if requested);

STATEMENT OF QUALIFICATIONS – SUBMITTAL REQUIREMENTS

Sealed SOQ's addressed to Mr. David Arnett, Public Works Director, City of Anniston, will be received until **Wednesday, March 31, 2021 until 1:00 p.m. (CST)**, at the City of Anniston City Hall located at 4309 McClellan Blvd. Anniston, AL 36202. SOQ's must be in the City of Anniston's possession on or before the aforementioned date and time. No late submissions will be accepted.

SOQ's received after the aforementioned deadline will not be considered. The City will evaluate SOQ's and make a selection based on the subsequently presented evaluation criteria. The City will not provide compensation or defray any costs incurred by the firm related to the response to this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any and all SOQ's, or to accept any deemed most advantageous, or to waive any irregularities or informalities in the SOQ's received, and to revise the process schedule as circumstances arise.

The complete Request for Qualifications can be downloaded from the City's website at <https://www.anniston.al.gov/bid-openings/>. It is the downloader's responsibility to check the website for addendums and additional information.

Submittals must be clearly marked:

Statement of Qualifications - Drainage Improvement Projects

Submitted to:

**David Arnett
City of Anniston
Public Works Director
4309 McClellan Blvd.
Anniston, AL 36202**

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the SOQ's be organized in the manner specified below. SOQ's shall not exceed fifteen (15) pages in length, excluding letter of transmittal, resumes, title page, table of contents, or dividers. Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of single lined, typed, 8 ½" x 11" piece of paper. **The respondent's must submit five (5) bound copies and one (1) USB Flash Drive of the SOQ for review by City staff.**

1. **Cover Page**
2. **Table of Contents**
3. **Letter of Transmittal (Limited to one page)**
4. **Contents**

A SOQ submitted by facsimile transmission (fax) or by electronic mail (email) will not be accepted. Any SOQ received after the submission deadline, indicated herein, will not be considered under any circumstances and will be returned unopened to the respondent.

EVALUATION CRITERIA

Statements of Qualifications will be evaluated and ranked on the following criteria and point range respectively.

1. **Project Approach/Project Management Plan (0-20 POINTS)**
 - Understanding of SOQ and scope of work
 - Proposed approach
 - Detailed work plan for the proposed project(s)

- Knowledge of City work and previous project experiences with the City
2. **Key Project Personnel Qualifications and Experience (0-30 POINTS)**
 - Project manager's experience on related projects
 - Project team experience on related projects
 - Project personal roles, including lead project engineer
 - Staff/project manager availability, commitment to the project, and staff location
 - Project team member's ability to meet on short notice at City offices
 3. **Firm Qualifications and Experience (0-45 POINTS)**
 - Directly related experience and qualifications
 - Experience with drainage master plans
 - Experience with floodplain modeling/mapping/permitting
 - Experience using computerized hydrologic and hydraulic modeling software
 - Experience with related surveying
 - Experience with construction inspection and administration of related projects
 - Experience with related environmental permitting (i.e. – CORPS of Engineers, USFW, ADEM, etc.)
 4. **Firm Location (0-5 POINTS)**
 - Firm's location and ability to meet with City personnel as required

SELECTION PROCESS

After the Request for Qualifications submission deadline, City staff will review the submitted information. The subsequent contract will be awarded to the most responsible firm(s) whose Statement of Qualifications will be, on an overall basis, most advantageous to the City of Anniston. Qualifications, experience, and performance factors will be considered as elements of a responsible SOQ's at the sole discretion of the City of Anniston. The City of Anniston selection decision is not subject to recourse action. The City of Anniston, reserves the right to reject any and/or all SOQ's and negotiate separately or solicit new SOQ's to better serve its interests. This Request for Qualifications does not commit the City of Anniston to award a contract or pay for any cost incurred by successful or unsuccessful consultants or their firms during the SOQ preparation, submittal or review.

A review committee will be established to review the statements of qualifications, select finalist, and work with the selected team on this project. The individuals serving on this committee will consist of members of City staff or their designees.

The Review Committee will review all SOQ's for technical scoring and compliance with the SOQ requirements, using a point formula during the review process to score SOQ's and will prepare a preliminary score of all responding firms. A composite preliminary rating will be developed which indicates the committee's collective ranking of the SOQ's.

The Review Committee may recommend selection of a firm to the City Council, whose concurrence is required for contract negotiations.

GENERAL INFORMATION

1. **Addendum and Supplements to Request-** If it becomes necessary to revise any part of this request or if additional data is necessary to enable an exact interpretation of provisions of this request, revisions will be provided to all firms who receive or request this RFQ.
2. **Right of Rejection-** The City of Anniston reserves the right to accept or reject any and all submissions as a result of this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of the City. The RFQ does not commit the City to award a contract, issue a purchase order, or pay any cost incurred in the preparation of a submission in response to this RFQ.
3. **Request for Interpretation-** Any explanation desired by a respondent regarding the meaning or interpretation of this RFQ, or any documentation or attachments as part of the RFQ, must be requested in writing to the Public Works Director, at the address below.

Such correspondence shall be submitted with the sufficient time allowed for the City to evaluate and reply to all prospective respondents before the deadline for submitting a SOQ as stated in this RFQ. No inquiries/questions regarding this RFQ will be answered if received after 3:00 p.m. (CST) on Friday, March 26, 2021 to allow ample time for distribution of answers and/or amendments to this RFQ.

Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form part of or alter in any way, the RFQ, a written agreement pertinent to the RFQ, or selection of a firm.

For technical questions of additional information related to this SOQ, please contact:

David Arnett
City of Anniston
Public Works Director
4309 McClellan Blvd.
Anniston, AL 36202
Office (256) 241-7171
Cell (205) 427-9620
Email: darnett@anniston.al.gov

4. **Clarification or additional information requested-** During the evaluation process, the City of Anniston reserves the right where it may serve the City of Anniston's best interest, to request additional information or clarifications from respondents, or to allow

corrections or error omissions. At the discretion of the City of Anniston, firms submitting SOQ's may be requested to make oral presentations as part of the evaluation process.

5. **Right of retention-** The City of Anniston reserves the right to retain all SOQ's submitted and to use any ideas in a SOQ regardless of whether that respondent is selected. Submissions of a SOQ indicates acceptance by the firm of the conditions contained in this SOQ, unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City of Anniston and the firm selected. Under no circumstances shall a respondent whose SOQ has not been accepted be entitled to any claim for compensation.
6. **City Council Approval Required-** The City of Anniston City Council must approve the firm(s) selected to provide the services requested in this RFQ. The City reserves the right to authorize contract negotiations to begin without further discussion with firms submitting a response. Therefore, each SOQ should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written SOQ.
7. **Tax Exemption-** The City of Anniston is exempted from all city, state, and federal excise tax.
8. **Restrictions on communications-** Respondents or their representatives are prohibited from communicating with any City of Anniston officials to include City Council members and City staff regarding the RFQ from the timeline the RFQ is released until it has been acted upon and the City Council. Respondents or their representatives are prohibited from communicating with City employees regarding the RFQ, from the time the RFQ is released until the contract is awarded. This includes "thank you" letters, phone calls, emails, and any contact that results in the direct or indirect discussion of the RFQ and/or SOQ submitted by respondents. Violation of this provision by the respondent and/or their agent may lead to disqualification of the respondent's SOQ from consideration.