

REQUEST FOR QUALIFICATIONS (RFQ)
For Design Services
Utilities Board of the City of Gulf Shores, Alabama (GSUB)
Wastewater Reclamation Facility Headworks Upgrade Project
Project #S20-411

I. Project Name

Wastewater Reclamation Facility (WRF) Headworks Upgrade Project, Project #S20-411

II. Project Summary

The Utilities Board of the City of Gulf Shores, Alabama (GSUB), pursuant to this Request for Qualifications for Design Services (RFQ), is soliciting qualifications from professional firms to provide engineering services for the Wastewater Reclamation Facility (WRF) Headworks Upgrade Project.

The estimated construction budget for the project is \$1,800,000.

A. Overview

The Utilities Board of the City of Gulf Shores has been working to increase capacity, redundancy and process efficiency at its Wastewater Reclamation Facility. The WRF has a treatment capacity of just under 4 MGD and includes two treatment basins, four clarifiers, tertiary systems and headworks facilities, consisting of odor control, screening and grit removal. GSUB is seeking with this project to update and enhance the headworks treatment systems.

B. Goals

The goals of the project are to provide highly functioning headworks systems including screening, odor control, and grit and grease removal for the wastewater reclamation facility.

III. Scope of Work

The selected firm or team must have professionals registered within the State of Alabama and will provide design and construction administration services for the project including, but not limited to the following:

- A. Planning and Conceptual Design Development
- B. Equipment evaluation
- C. Permitting
- D. Cost Estimating
- E. Construction documents

- F. Bidding, including bid documents, pre-bid conference, and bid opening
- G. Construction Administration
- H. Project close-out, punch-list and as-constructed drawings
- I. Other Engineering services customarily provided

IV. Qualifications

Firms or teams that respond to this request are expected to have and be able to demonstrate significant experience in the following areas:

- Experience in the planning, design, and construction of similar facilities
- Experience with State and Federal environmental permitting and regulations
- Extensive knowledge of the codes and regulations of the state of Alabama

Note: Qualification evaluation criteria is specified in paragraph VI “Selection Process and Schedule”

V. Submission Requirements

Submittals may be mailed or delivered directly to GSUB at the following address:

Mail to:	Gulf Shores Utilities Board	Physical:	Gulf Shores Utilities Board
	Attn: Brian Hess		Attn: Brian Hess
	Post Office Box 1229		1629 E. First Street
	Gulf Shores, AL 36547		Gulf Shores, AL 36542

Submittals must include at least 3 hard copies and one pdf copy (disk or flash drive). Qualification submittals must be delivered by 1:00 pm on Thursday, July 2, 2020. Firms submitting responses are solely responsible for meeting submittal deadlines. Submittals received after the stated deadline will be deemed non-responsive and will not be considered for any contract awarded as a result of this solicitation. Please note this is a request for Professional Qualifications; do not submit price and/or hourly rates within the submittal. Professional fees will be determined once the qualified firm, if any, is selected. For consistency in submittals, please arrange content in the order listed below:

A. Cover Letter / Summary

Provide a cover letter which includes a summary of the information contained in the submittal. Include a statement in the letter naming the person or persons authorized to represent the consultant in any negotiations and sign any contract that may result.

B. Insurance Coverage

Coverage shall meet or exceed GSUB’s required insurance coverage. Provide a statement indicating that the firm has in effect or can obtain the insurance coverage required by GSUB

(insurance certificates are not required with the submittal, and will be provided at a later date if firm is selected). A copy of GSUB's Insurance Requirements is attached (Attachment A).

C. Firm Key Personnel Qualifications

Provide a fully completed Standard Form 330 "Architect-Engineer Qualifications".

D. Alabama Immigration Law Compliance

In compliance with Act 2012-491: Upon entering this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. Proof of enrollment in E-Verify for Immigration Law Compliance is required FROM THE AWARDED BIDDER – An acceptable proof of enrollment with E-Verify would be an E-VERIFY MEMORANDUM of UNDERSTANDING (MOU).

E. Open Trade

Section 41-16-5, Code of Alabama (1975): By signing this submittal/contract, the awarded bidder represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

F. Supporting Information

Include any other information deemed pertinent to this RFQ (i.e. key personnel resumes, office locations, photos of example projects, etc.)

VI. Selection Process and Schedule

The procedure to be used in the selection process is described in the following steps:

Step 1 - Qualifications from respondents will be reviewed and evaluated. This review will be performed by an appointed Selection Committee comprised of GSUB staff and/or other persons as deemed necessary.

Step 2 - The Selection Committee will score and rank the submittals based on the evaluation criteria listed below. The Selection Committee will select a Consultant based on the submittal evaluation rankings.

Step 3 - The Selection Committee may choose to interview one or more Consultants prior to selection.

Step 4 - GSUB will enter into negotiations with the selected Consultant(s).

Following is a tentative schedule for the selection process (Note: Schedule subject to change).

June 2, 2020	Advertisement of RFQ begins
July 2, 2020	Qualifications submitted
July 6, 2020	Qualification evaluations
July 10, 2020	Selection
July 30, 2020	Engineering Design contract submitted to Board for approval

Qualification Evaluation Criteria:

- A. Firm overall experience and reputation – **15 points**
- B. Specialized, appropriate experience and expertise for this type of project – **20 points**
- C. Knowledge and experience with flow metering technologies, H2S neutralization, screening, grit and grease removal, and command and control network integrations. - **15 points**
- D. Knowledge and experience with WRF restoration and rehabilitation projects, including NPDES permit regulations and other State and Federal environmental permitting regulations– **15 points**
- E. Experience and expertise of proposed key personnel – **15 points**
- F. Record of successful projects completed in regards to design, management, cost control, schedule, etc. – **10 points**
- G. Design team’s proximity to and familiarity with Gulf Shores – **5 points**
- H. Compliance with format and content of qualification submittal – **5 points**

Total possible points to be achieved: **100**

Once a firm has been selected by the Selection Committee, GSUB Staff will work with the selected firm on contract terms, conditions, and fees, and then provide the contract to the Board for approval. In the event contract negotiations prove unsuccessful with the selected firm, the Selection Committee will select another firm with which to begin contract negotiations. The Committee reserves the right to negotiate with more than one respondent.

Any questions regarding the RFQ should be submitted by email to the GSUB General Manager at gsubgm1@gmail.com. If a question of general concern is asked by any firm with regards to this RFQ, a copy of the written response will be sent to all firms who have emailed a question or emailed a statement of interest.

VII. General Terms and Conditions

A. Any respondents to this Request (including any member of firm or sub-consultant) are prohibited from having any communications concerning this solicitation for a competitive procurement with ALL GSUB Staff and appointed officials from the time of release of the solicitation until the contract is awarded, except as provided within this Request. All communications regarding this solicitation shall be by way of written Request for Information. Any vendor or firm who violates this provision shall cause their submittal ineligible for award. This prohibition does not apply to 1) Delivery of the Respondent’s submittal; 2) Discussion at

the interview; 3) Delivery of written questions about the RFQ; and/or 4) Review of background/contract documents with the GSUB staff.

B. Any cost incurred by respondents in preparing or submitting for this RFQ shall be the respondent's sole responsibility

C. All responses, inquires, or correspondence relating to this RFQ will become the property of GSUB when received.

D. GSUB reserves the right to (1) reject any or all submittals not in compliance with the RFQ procedures if it is in the best interest of the Board or public to do so, (2) to take no action on the accepted RFQ's, (3) waive informalities in the submittals, (4) to select the qualification submittal which appears to be in the best interest of GSUB, (5) limit the number of qualifying firms to be selected, and (6) request additional information or clarification of information provided in the response without changing the terms of the RFQ.

VIII. Warranties

By responding to this RFQ, firms/individuals submitting qualifications warrant and represent the following:

1. The firm/individual does not have a judgment lien against its property for a debt to the United States.

2. 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). The SAM Exclusions can be found at <https://www.sam.gov/portal/public/sam/>

ATTACHMENT A: THE UTILITIES BOARD OF THE CITY OF GULF SHORES INSURANCE REQUIREMENTS – ENGINEER

On or before the inception of the Agreement, and annually thereafter for the duration of the Agreement, Design Professional (DP) shall maintain the following insurance policies on a primary and non-contributing basis:

Worker's Compensation

Regardless of any "minimum requirements" of the State of Alabama, DP shall obtain Worker's Compensation insurance covering all workers involved in the Scope of Work. Where applicable, U.S. Longshore and Harborworkers Compensation Act Endorsement and/or Maritime Coverage Endorsement shall be attached to the policy. DP shall also obtain Employer's Liability insurance with minimum limits of \$500,000 Each Accident, \$500,000 Disease Limits, and \$500,000 Each Employee.

Commercial General Liability

The DP shall also obtain Commercial General Liability coverage on a 2014 ISO Occurrence form or its equivalent with the following minimums:

- \$1,000,000 each occurrence (combined single limit for bodily injury and property damage).
- \$2,000,000 Products/Completed Operation aggregate.
- \$1,000,000 Personal and Advertising Injury per person/organization
- \$2,000,000 general aggregate per project.

Automobile Liability

The DP shall also obtain a minimum of \$1,000,000 combined single limit coverage per accident, including owned, hired, and non-owned automobiles. (If DP does not own an automobile, but one is used in the execution of the contract, then only "hired and non-owned coverage" is required. If a vehicle is not used in the execution of the contract, then automobile coverage is not required.)

Additional Insureds

These liability policies shall endorse the Utilities Board of the City of Gulf Shores (GSUB) as an Additional Insured. Coverage for the GSUB and their officers, directors and employees as additional insureds shall be provided by a policy provision or by an endorsement providing coverage at least as broad as Insurance Service Office (ISO) Additional Insured endorsement from CG2010 1185 Form B, or CG2010 1001 in conjunction with CG2037 1001, or an equivalent form. Forms that are limited to "liability arising out of your ongoing operations" or that do not extend to Products and Completed Operations are not acceptable. Should a separate

excess and/or umbrella liability policy be used to satisfy the above required limits, said policy will also be endorsed to include GSUB as an additional insured. Additionally, DP agrees to continue to procure and maintain liability insurance coverage meeting these requirements for the statutory limitation of claims (or statute of repose, if applicable) after the Project completion.

The policies shall be endorsed to stipulate that the insurance afforded the additional insureds shall apply as primary insurance and that any other insurance or self-insurance maintained by GSUB shall be excess only and shall not be called upon to contribute with this insurance.

A copy of each endorsement shall be attached to the Certificate of Insurance. The Certificate shall indicate the Certificate Holder as:

Utilities Board of the City of Gulf Shores
1629 E. First Street
Gulf Shores, AL, 36542

Professional Errors and Omissions

The DP shall also obtain coverage limits of \$3,000,000 each claim and policy aggregate, an Extended Discovery period to apply for at least two (2) years after DP's work is accepted by the Utilities Board of the City of Gulf Shores, and a deductible not to exceed \$10,000, for which the DP will remain solely responsible for, shall apply. "Claims-Made" policies shall carry a retroactive date prior to the effective date of this project. In the event the policy is cancelled, non-renewed, switched to an Occurrence Form, or any other circumstance that triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this project, then DP shall purchase a SERP with a minimum reporting period of not less than two (2) years. The requirement to purchase a SERP shall not relieve the DP of the obligation to provide replacement coverage.

Commercial Umbrella

The DP shall also obtain Umbrella liability over and above the limits of liability required in the Employer's Liability, General Liability, and Automobile Liability, policies. The Umbrella coverage form will be at least as broad as the underlying policies, including the terms of coverage over the Additional Insured. The Umbrella limits shall be sufficient so that the sum of underlying and Umbrella limits shall be at least \$3,000,000 per line of coverage.

Waiver of Subrogation

DP shall waive its right to subrogation on each of the policies herein. If a policy prohibits waiving subrogation rights without an endorsement, the DP agrees to endorse it with a Waiver of Transfer of Rights of Recovery against Others, or an equivalent endorsement. This Waiver of

Subrogation requirement shall not apply to any policy which voids coverage if subrogation is waived.

In the event any work under this Project is performed by a sub-DP, the DP shall require all of its sub-DPs to procure and maintain similar coverage as required by this Agreement.

Right to Revise or Reject

GSUB reserves the right to revise any insurance requirement based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work/specifications affecting the applicability of coverage. Additionally, GSUB reserves the right, but not the obligation, to review and reject any insurance policies failing to meet the criteria stated herein, or any insurer(s) providing coverage, due to its poor financial condition or failure to operate legally in the State of Alabama. In such events, GSUB shall provide DP written notice of such revisions or rejections.

Evidence of Coverages

DP shall provide to the GSUB a Certificate of Insurance, evidencing the above insurance, with all carriers approved to do business in the State of Alabama and carrying a current Best's rating of no less than A 6. The Description section of the Certificate shall contain a reference to the Project. A copy of the policy shall be provided upon request.

Original to: Utilities Board of the City of Gulf Shores
Attn: General Manager
P.O. Box 1229
Gulf Shores, AL 36547
Fax (251) 968-6847