

REQUEST FOR QUALIFICATIONS

Engineering Services

Community Development Block Grant Program Community Enhancement Fund SM-CE-PF-09-013

Introduction

The City of Springville is seeking qualified professional engineering/landscape architectural services for the implementation of a 2009 Community Development Block Grant/Community Enhancement Fund Program. The project will be funded with a \$ 250,000 CDBG Program grant and \$ 30,000 from the City of Springville for a total project cost of \$ 280,000.

Project Description

The project is a downtown revitalization streetscape project on Main Street (US Highway 11) from Robinson Street to the Springville Public Library. The project is located in the Downtown Historic District listed on the National Register of Historic Places. This project builds on a previously approved Transportation Enhancement Project that will fund streetscape improvements on Main Street in the block between Park Street and Robinson Street. CDBG Project improvements include sidewalk improvements, new lighting, landscaping, and street furnishings. The project budget also includes engineering/landscape architectural services and administration.

Scope of Services Required

The following services will be required of an engineering consultant:

- Preparation of final plans and specifications including all survey work necessary to prepare final plans and specifications;
- Coordinate review and approval of plans and specifications, contracts, change orders, permits/concurrences, bid tabulations/engineer recommendations, notice to proceed, change orders, final inspection form, warranties by ADECA;
- Identification and description of required easements (if applicable);
- Preparation of the bid package and bid advertisement;
- Supervision of the bid process; and
- Supervision and inspection of the construction process from the Pre-Construction Conference through Final Inspection.

Throughout the process; the consulting engineer must adhere to all state and federal requirements governing the Community Development Block Grant Program (CDBG) as administered by the Alabama Department of Economic and Community Affairs ADECA including all coordination of all ADECA engineering review requirements.

Anticipated Start and Completion Date

Engineering services need to start immediately upon entering into the contract with the City of Springville. The construction contract scheduling must meet requirements of the CDBG Program that requires being under construction within 180 days of the date of the issuance of the Grant Agreement. The date of Grant Agreement issuance is estimated to be in January of 2010. Based on this anticipated issuance of the Grant Agreement, the City should be under construction by the end of June 2010 with project completion expected by May of 2011.

Type of Contract

The contract between the Engineer and the City of Springville will be a fixed fee contract. The contract amount for services required by this project should fall within United States Department of Agriculture Alabama Rural Development Approved Median Fees for Professional Engineering Services. A copy of this schedule can be viewed on the ADECA Web Site, under Community and Economic Development Programs within the FY2009 CDBG Application Manual.

Criteria for Selection

The City will be reviewing all engineers/firms on the following criteria:

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| 1. Overall experience of engineering firm as relates to similar projects (street, water, and drainage improvements) | 0 - 20 |
| 2. Past experience of the firm in successfully completing similar projects | 0 - 20 |
| 3. Experience of the project manager to be assigned to City of Springville | 0 - 20 |
| 4. Evidence that the firm has an understanding of the engineering requirements of the project | 0 - 20 |
| 5. Evidence that the firm can provide engineering services in a timely manner within and schedule requirements | 0 - 20 |
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| Total Maximum Points | 100 |

Selection Process

The City of Springville is following competitive proposal procedures to procure engineering services. City of Springville is seeking proposals from qualified firms which will provide the City with a statement of qualifications addressing each of the stated "selection criteria" from which to select the most qualified firm to provide engineering/landscape architectural services for this program. The proposals will be rated by a review committee. The City will then negotiate a flat fixed fee for services with the firm selected as most qualified. Should the City and selected firm not be able to reach a satisfactory fee for services, the City can then negotiate with the next highest rated firm.

Firms are asked to provide a proposal that provides the information requested no later than 4:00 p.m., Tuesday, December 1, 2009 to the following address:

Ms. Brenda Roberts
City Clerk
City of Springville
P.O. Box 919
Springville, AL 35146-0919

Final selection is expected to be made by the City Council of Springville at the regularly scheduled meeting of December 7, 2009. Attendance is not required. Electronic submissions will not be accepted.

Any questions regarding this Request for Proposal should be directed to Ms. Brenda Roberts at the above address or by calling 205-467-6133.