

Etowah County, Alabama

PUBLIC NOTICE
Hazard Mitigation Grant Program

INTRODUCTION:

The local government entity listed above is accepting proposals from qualified engineering firms for engineering and inspection services required to implement a program under the State of Alabama's Hazard Mitigation Grant Program.

SCOPE OF SERVICES:

The Contractor shall be required to provide all professional and technical engineering services as needed to fully plan, design, and develop site preparation, procurement and installation plans and specifications, prepare bid documents, solicit and evaluate bids, and provide in-process and final site preparation and installation inspection to insure full, satisfactory and timely completion of the following activities: site preparation for and procurement and installation of community safe rooms at the Cave Springs Community Center, Egypt Community Center, Mountainboro Fire Station #2, and New Union Fire Station.

The Contractor shall also insure full compliance of all engineering, site preparation, procurement and installation activities with applicable Federal and State regulations including, but not limited to, compliance with the Davis-Bacon Act and other Federal requirements.

SCHEDULE OF WORK PERFORMANCE:

Proposers are advised that the Contractor's capacity to initiate and carry out all required engineering activities in a timely manner is a critical proposal evaluation factor. All engineering services that precede the letting of the site preparation and safe room contracts shall be accomplished within a period of 90 days from the time the engineering services contract is signed.

Proposers must submit a detailed task/activity performance schedule for site preparation and safe room procurement and installation and shall state specifically the proposed milestone dates for the site preparation and safe room installation contracts. Proposals that cannot state a project schedule and meet it may be automatically eliminated.

CONTRACT TYPE:

A firm fixed price contract will be used for the services covered under this RFP.

TOTAL PROJECT COST ESTIMATE:

For information purposes only, proposers are advised that the total estimated project cost is not to exceed **\$451,934.00**. This includes **all project related costs**: engineering, inspection, land/easement acquisition, contingency, project administration, construction, procurement and installation, and local contribution.

PROPOSAL CONTENTS:

1. Personnel Qualifications: Identify persons to be assigned to the job, the nature of their responsibilities, and estimated work hours.
2. Corporate Experience: Identify the firm's prior experience on specific projects of this type and related experience of personnel to be assigned. Provide references of prior clients for which similar work was performed. Provide evidence of licensure with the State of Alabama.
3. Capacity for Performance: Provide detailed schedules by task/activity, method of coordination with the Etowah County Commission's program management personnel, extent of on-site construction inspection/supervision.

PROPOSAL EVALUATION METHOD:

Description	Proposal Evaluation System Maximum Points
1. Qualifications	30
2. Experience	40
3. Capacity	<u>30</u>
Total Points	100

Proposals will be reviewed by the selection committee using the above selection criteria. The committee will assign points to each criterion based on the content of the proposal. Negotiations will be conducted initially with the firm receiving the highest accumulated total points as rated by the selection committee. If a mutually satisfactory contract cannot be negotiated with the firm, the firm will be requested to submit a best and final offer. If the best and final offer is not accepted by the Etowah County Commission, the negotiations will be terminated. Negotiations will then be initiated with the next listed firm in the order of rating, and this procedure will be continued until a mutually satisfactory contract has been negotiated. In addition to reaching a firm and reasonable price for the required work, the objective of the negotiating will be to reach an agreement on the provisions of the proposed contract including scope and extent of work and other essential requirements.

SUBMISSION OF PROPOSALS:

Proposals must be submitted in accordance with the instructions contained herein to receive consideration. They must be submitted in writing no later than close of business **Tuesday, April 11, 2017** and may be either hand delivered or mailed to:

Kevin R. Dollar
Etowah County Commission
800 Forrest Avenue
Gadsden, AL 35901

All proposals must be sealed and clearly identified as:

Proposal for Engineering Services
Etowah County Commission
Etowah County Community Safe Rooms Project,
HMGP Project No. DR-4176-0034
April 11, 2017

For review purposes, please submit **5 (five)** copies of each proposal.

All questions concerning the proposal should be directed to Dawn Landholm, Principal Planner, East Alabama Regional Planning and Development Commission (EARPDC) at dawn.landholm@earpdc.org or (256) 237-6741.