



REQUEST FOR QUALIFICATIONS
for
PROFESSIONAL ENGINEERING SERVICES
“PHENIX CITY SAFETY ACTION PLAN”

1206 7th Avenue Phenix City,
Alabama 36867

Submittal Deadline: 12:00 P.M. (EST) on
Friday, October 4, 2024

REQUEST FOR PROFESSIONAL ENGINEERING SERVICES QUALIFICATIONS

1. PURPOSE

The City of Phenix City (hereinafter called the City) is seeking qualifications for professional engineering Consultant(s) services to develop a “Phenix City Safety Action Plan” following the requirements found in the Safe Streets and Roads for All (SS4A) Grant Program through the US Department of Transportation.

2. PROJECT DESCRIPTION

The Consultant will be asked to develop a Safety Action Plan to prioritize safety improvements and justify investment decisions. This plan will also be used to communicate with stakeholders and access funding opportunities.

3. SCOPE OF SERVICES

The engineering firm (Consultant) selected shall provide professional and technical engineering services necessary for the development and recommendation of a comprehensive Safety Action Plan in accordance with the 2023 Notice of Funding Opportunity for the USDOT FY 23 Safe Streets and Roads for All Funding Grant.

The comprehensive Safety Action Plan should at minimum include the following key components:

- a) **Leadership commitment and goal setting** that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- b) **Planning structure** through a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- c) **Safety analysis** of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- d) **Engagement and collaboration** with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- e) **Equity** considerations developed through a plan using inclusive and representative processes.
- f) **Policy and process changes** that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- g) **Strategy and project selections** that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.

- h) **Progress and transparency methods** that measure progress over time after an Action Plan is developed or updated, including outcome data.

The Consultant will need to work closely with the City of Phenix City representatives. The Consultant is strongly encouraged to consider and utilize Environmental Justice Screening and Mapping tools provided by the United States Environmental Protection Agency.

4. **GOVERNMENT ASSURANCES**

The selected consultant shall comply with the Title VI statement below as well as the assurances listed in Appendix A.

The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

5. **SCHEDULE OF WORK PERFORMANCE**

Consultants are advised that the capacity to initiate and carry out all required engineering activities in a timely manner is a critical factor. All engineering services shall be accomplished within an agreed-upon period from the time the engineering services contract is signed.

The City staff will be responsible for administering the project and overseeing the Consultant's work. Representatives of the City will review reports and other documents prepared by the Consultant.

6. **TYPE OF CONTRACT**

A cost not-to-exceed contract will be used for the Safety Action Plan. The City anticipates negotiating a contract for all services with the Consultant who the selection committee has deemed most advantageous to the City.

7. **ENGINEER'S RESPONSIBILITIES**

The Consultant selected shall be required to assume responsibility for all services to complete the project regardless of whether they are produced "in-house" or performed under a joint or sub-contractual agreement. Any subconsultants shall be approved by the City prior to starting work.

The Consultant shall be responsible to ensure the timely completion of the project. The Consultant shall also ensure full compliance of all engineering standards and projections with applicable federal, state, and local laws and

regulations.

8. INCURRING COSTS

The City is not liable for any costs incurred by the proposing Consultant prior to execution of the engineering contract. However, each proposing Consultant should be apprised that the contents of the successful submittal may become contractual obligations of the engineering contract.

9. REJECTION OF QUALIFICATIONS

All qualifications must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposing Consultant submitting

inadequate or incomplete information may not receive consideration. The City reserves the right to reject any or all proposals and/or to request additional information from a proposing Consultant if deemed necessary.

10. SELECTION PROCESS

The City will establish an Evaluation Committee to be composed of three (3) or more qualified City employees. The Evaluation committee will review the submissions based on the evaluation factors in the next section. The Evaluation Committee reserves the right to interview any firm or base their final selection on qualification documents only. The Selection Committee may reject in whole or in part any and all responses, waive minor irregularities or allow corrections to those irregularities, and may negotiate with the responsible respondent in any manner deemed necessary to serve the best interests of the City.

11. PROPOSED EVALUATION FACTORS

All qualification submittals are required to follow the outline below. Submittals should be brief and to the point. Any submittals failing to provide complete information in an organized manner may be rejected.

Factor A- Experience (30 Points Available)

Fully describe the experience of the Consultant related to safety action plans and traffic accident analysis, in narrative form or by documentation submission. Include the project names, client names and contact information for other clients where similar work was performed. The City reserves the right to make such inquiries regarding the Consultant's qualifications and reputation as it deems necessary to evaluate the Consultant.

Factor B- Project Approach and Methodology (30 Points Available)

Fully explain the Consultant's understanding of the project, demonstrate a clear approach to completing the required services and explain the methodology including identifying project milestones to complete the project.

Factor C- Availability and Qualification of Personnel (20 Points Available)

List names and qualifications of various personnel expected to be assigned to the project and indicate the availability of each person.

Factor D- Timeline and Special Qualifications (20 Points Available)

Provide a timeline for project completion and indicate special qualifications of the Consultant as they relate to this project.

12. SELECTION

The City will issue a Notice of Intent to Award identifying the best-evaluated response. The Notice of Intent to Award shall not create rights, interests, or

claims of entitlement in either the apparent best-evaluated Respondent or any other Respondent.

Notwithstanding the foregoing, the City may, at its sole discretion, entertain negotiation prior to contract signing and, as a result, revise the pro forma contract terms and conditions or performance requirements in the City's best interests.

13. TIME SCHEDULE

The comprehensive Safety Action Plan must be complete by January 31, 2026. If selected, the Respondent agrees to submit quarterly reports that shall include progress made and funds spent to accomplish the work. A detailed schedule of tasks and milestones is required as stated in the scope.

14. SUBMITTAL INSTRUCTIONS

All proposals must be submitted in writing or in electronic format no later than 12:00 P.M. (EST), Friday, October 4, 2024, to be considered. Consultants mailing qualification submittals shall allow sufficient mail delivery time to ensure timely receipt by the City. Qualification submittals may be mailed or hand delivered to the Phenix City Engineering Department at 1206 7th Avenue Phenix City, AL 36867 Proposals will not be read aloud publicly.

The City assumes no responsibility for delays caused by any delivery service.

All proposals must be sealed and clearly marked on the outside "Request for Proposal for Safety Action Plan for City of Phenix City." Each Consultant should submit five copies of their proposal package. Consultant's name should also appear on the outside of the package.

Questions or comments can be directed to Angel Moore at (334) 448-2760 (Amoore@phenixcityal.us) and Andrew Patterson at 334-448-2774 (apatterson@phenixcityal.us)

Appendix A – Government Assurances

The selected consultant shall not discriminate on the basis of race, color, age, national origin, sex, creed, or disability.

The selected consultant shall be prepared to comply with the following assurances.

- The consultant agrees to comply with all applicable provisions governing the FHWA's access to records, accounts, documents, information, facilities, and staff.
- The consultant will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation and Federal Highway Administration (FHWA).
- The consultant will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors for any work performed during the contract.
- If the consultant solicits for subcontracts, the subcontractors shall be notified of the assurances the consultant has agreed upon.