

REQUEST FOR QUALIFICATIONS



Chilton County Commission
Industrial Development Authority of Chilton County

Schedule

Request for Qualification Releases	June 11, 2021
Questions Due in Writing	July 2, 2021
Qualification Packages Due	4:00 PM July 6, 2021
Selection/Contract Negotiations	July 13, 2021
Anticipated Beginning of Contract	July 19, 2021

Qualification Packages must be submitted in a sealed envelope. Four (4) copies of the statement of qualifications and one digital copy (in a USB drive). Hard copies should not exceed 20 pages, single sided.

Submittals must be delivered or hand-delivered to:

Whitney Barlow, Executive Director
Industrial Development Authority of Chilton County
620 2nd Avenue North
Clanton, AL 35045

No Qualifications Packages shall be received by facimile or electronic mail. Qualifications packages received after the deadline will be rejected.

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Section I: Project Information

- A. Project Overview: Chilton County, Alabama is located in the center of Alabama, between Montgomery and Birmingham along Interstate 65. The Chilton Commission and the Industrial Development Authority of Chilton County are working together to strategically develop and incentive industries to visit along the Interstate 65 corridor to create high paying jobs to grow the local tax base in order to enhance the quality of life for the area's residents.
- B. Purpose of the RFQ: The Chilton County Commission and the Industrial Development Authority of Chilton County is planning on applying for funds from the US Economic Development Administration (EDA) allocated by the American Rescue Plan. This legislation allocates \$3 billion to the to assist communities nationwide in advancing their coronavirus recovery and resiliency strategies. The Chilton County Commission and the Industrial Development Authority of Chilton County invites qualified professional engineering firms or consultant teams having expertise in the design of stand-alone wastewater collection and treatment systems for industrial expansion. The purpose of the RFQ is to identify qualified consultant(s) or firm(s) with which the County and Authority might establish agreements in a prompt and efficient manner for the purchase of professional services for specific tasks and work products concerning this project contingent on the award of the EDA grant application. Only qualified consultant(s) or firm(s) who can comply with the strict deadlines set by the timeline need to complete the submission of this RFQ.
- C. Scope of Work: The selected consultant(s) or firm(s) shall be required to provide all professional and technical engineering services as needed to fully plan, design, and develop plans and specifications and provide in-process and final construction inspection to ensure full, satisfactory, and timely completion of project description. In addition, the consultant(s) or firm(s) are expected to complete the following tasks before due date. This proposed project will construct a stand-alone wastewater collection system and treatment facility to treat up to an estimated 1,000,000 GPD of wastewater from commercial developments at Exit 200 along I-65. Project services will include the following:
1. Developing grant application cost estimates
 2. NEPA narrative and Preliminary Engineering Report
 3. ALDOT design and permitting for a utility bore beneath I-65
 4. ADEM Design and Permitting for WWTP
 5. Preparation of Final Design Plans, Permitting, and Construction Oversight of the project once (if) it is funded through federal grants.

Section II. Qualification Package

- A. Letter of Interest (5 Total Points): The response will contain a letter of interest that declares that the respondent is submitting the response without collusion with any other person or entity submitting a response pursuant to this solicitation. Letters should not contain links to other web pages, are not to exceed two (2) pages in length and will include at a minimum the following information in the following format:
1. Name, Address and Contact Information for the submitting person or entity
 2. Organization Profile and Qualifications - This section of the letter must describe the proposing firm and must also identify the primary individuals responsible for supervising the work, including their titles and/or their classifications.
 3. Letters of Interest should be signed by a representative of the respondent who has authority to negotiate and contractually bind the consultant/firm.
- B. Knowledge of EDA Grant Program (15 Total Points): The response should include the consultant's or firm's experience and examples working with projects funded by the US Economic Development Administration (EDA). These project should demonstrate how the project met grant objectives and timelines.
- C. Examples of Similar Projects within the Region (25 Total Points): The response should contain a summary of completed similar project in the region. Information must be included that summarizes and documents the Respondent's qualifications and recent experiences with projects that are similar in scope to the proposed tasks contained in this RFQ. Respondents shall include a list of relevant projects undertaken and/or completed within the last five (5) years, as well as any other information the Respondent deems relevant. Any project using federal grant dollars is preferable. At a minimum, the following information should be included for each comparable project:
1. Type of project (i.e., sewer expansion, road construction, etc.).
 2. Dates work was performed / or is currently being performed;
 3. Size and scale of geographic area for the project (i.e., downtown, neighborhood, citywide);
 4. Type of grant funds used, if applicable;
 5. Total cost of contract
- D. Experience of Proposed Personnel (20 Total Points): The response should include a summary of the proposed personnel who will be working on this project should the firm be selected. Personnel should have experience with similar project with federal grants. Provide resumes displaying the professional credentials and expertise of the key personnel who are anticipated to perform work on the anticipated contract. This section may include, but is not limited to:
1. Job descriptions/role within the company;
 2. Individual qualifications (education, years of experience, specializations);
 3. Descriptions of the relevant experience on similar contracts/tasks;

- 4. Other detailed qualifications (certifications, licensure, specializations)
- E. Understanding and Familiarity with the Needs and Environment of the Community (15 Total Points): The response should include a description of the consultant's understanding of the community and its economic development needs.
- F. Previous Experience Working in the Vicinity of this Site (20 Total Points): The response should include a summary of the consultant's experience working in the vicinity of this site as it is important for the consultant to have a comprehensive understanding of the area so the correct information can be included in the EDA grant application.

Section III: Submission, Evaluation, and Selection

- A. Submission: Qualification Packages must be submitted in accordance with the instructions contained herein to receive consideration. Qualification Packages must be submitted no later than **4:00 PM on JULY 6, 2021**, and may be either hand delivered or mailed to:

Whitney Barlow, Executive Director
Industrial Development Authority of Chilton County
620 2nd Avenue North
Clanton, AL 35045

Submitted packages must be sent or hand delivered in sealed envelope with the following contents: Four (4) hard, paper copies and one (1) digital copy in PDF on USB drive. (As stated on page one).

- B. Evaluation: Qualification Packages will be reviewed by the Industrial Development Authority of Chilton County using the selection criteria described below. The committee will assign points to each criterion based on the content of the Qualifications Packages and make a recommendation to the Chilton County Commission. Formal Interviews may be requested. The Chilton County Commission and the Chilton County Industrial Development Authority will then contact the respondent receiving the highest accumulated total points as rated by the city/county's RFQ Review Committee by close of business on July 6, 2021. The Chilton County Commission and selected respondent will begin contract negotiations on July 13, 2021 and Chilton County Commission will vote on the contract between the two parties at their next regularly scheduled Commission meeting.

- C. Selection Criteria: Below is a description of the selection criteria for this RFQ:

Letter of Interest – 5 Points

Knowledge of EDA Grant Program- 15 Points

Examples of Similar Projects within the Region- 25 Points

Experience of Proposed Personnel- 20 Points

Understanding and Familiarity with the Needs and Environment of the Community- 15 Points

Previous Experience Working in the Vicinity of this Site-20 Points

Total Possible Points – 100

- D. Other Considerations: Due to the fast-paced nature of this RFQ, the offer and acceptance period between the Chilton County Commission and the selected respondent can be a quick turnaround. Potential respondents should consider this quick pace carefully when evaluating their submission. MBE and/or WBE individuals/firms are encouraged to respond to this solicitation. The Chilton County Commission and the Industrial Development Authority of Chilton County are Equal Opportunity Employers. All firms responding to this RFQ should have a DUNS number and have an active registration in sam.gov.

Respondents may submit inquiries for interpretation of this RFQ via email to Whitney Barlow, Executive Director, Industrial Development Authority of Chilton County at wbarlow@growchilton.org no later than Questions Due in Writing July 2, 2021.