PUTTING PEOPLE FIRST

The Birmingham Transit Program

Bus Rapid Transit

REQUEST FOR QUALIFICATIONS

Vehicle Maintenance & Storage Facility
Renovation Design Service

Key Dates:

RFQ Issued: May 18, 2018
Pre-Submittal Conference: May 30, 2018, 2:00pm Central
Submittals Due: June 19, 2018, 4:00pm Central

City of Birmingham
710 N. 20th Street, Suite 207
Planning, Engineering & Permits Department
Birmingham, AL. 35203
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I. INTRODUCTION

The City of Birmingham (City), in conjunction with The Birmingham-Jefferson County Transit Authority (BJCTA), is issuing this Request for Qualifications (RFQ) to firms interested in performing professional Architectural and Engineering (A&E) Design Services and construction phase related services for the Birmingham Bus Rapid Transit (BRT), Vehicle Maintenance and Storage Facility Renovation Design Services (hereinafter referred to as “Project”). Submittals received in response to this RFQ are also referenced herein as Statement of Qualifications (SOQ).

A. Birmingham Transit Background

Transit Program

The City is undertaking a series of public transit initiatives aimed at enhancing quality-of-life, drive economic activity, and increase mobility for citizens within the region and visitors to our great city. As such, the Birmingham Transit Program (Transit Program) comprises various projects that will achieve these goals over the next decade, creating a high-capacity “world-class” people-moving system that will provide communities with access to educational and employment opportunities, and vital services. Co-sponsors of the Transit Program include BJCTA and Federal Transit Administration (FTA).

Bus Rapid Transit (BRT)

A new Bus Rapid Transit (BRT) service, funded by the City of Birmingham and a Federal USDOT Grant, will connect communities to opportunities and enable Birmingham’s residents to reach employment, educational opportunities, healthcare, and community services. The BRT alignment is an approximately ten-mile corridor between the east and west termini located in the Woodlawn and Five Points West Communities, respectively, that includes construction of thirty-four (34) bus stops and two (2) community transit centers, running through downtown Birmingham with connectivity to the new Intermodal Station/BJCTA MAX Central Station on Morris Avenue. The Metro Area Express (MAX) is the bus system operated by the BJCTA. Transit maintenance facility improvements within this RFQ, and the purchase of new buses are also included within the Federal BRT grant.

The BRT underwent a Project Development phase which included conceptual design and environmental review, and was classified as Documented Categorical Exclusion (DCE) by FTA. Consultant will be responsible for collecting the latest and most up to date reports and documents related to the Project as needed.

Implementation of the BRT will be multi-phased, utilizing various professional services and construction contracts to be delivered under the traditional Design-Bid-Build project delivery method. Final design phase of the BRT will commence with the objective of having a functioning BRT System prior to the start of the 11th Edition of The World Games in July.
2021. The City will leverage the BRT project developed for the World Games to continue to benefit the citizens and economy of the City. The website address to learn more about the Transit Program and other projects is located at www.birminghamtransitprogram.org.

Specific aspects of the BRT are funded by FTA grants on a matched basis with local matched and unmatched funds from the City or BJCTA, depending on who is the grantee. Contracts awarded for any portion of the BRT project will be subject to the terms of the contract between FTA and grantee (i.e. City or BJCTA), and will be required to comply with all provisions of the contract documents, laws, and regulations regarding Equal Employment Opportunity, Disadvantaged Business Enterprise (DBE), Title VI Civil Rights Act of 1964, Debarred Bidders rules, and other provisions required by federal regulations.

Project for this RFQ

Transit Vehicle Maintenance Facilities are typically designed for a 40-year useful life. BJCTA’s maintenance facility is now over 50 years old and has deteriorated to the point of needing significant upgrades. Although long-term plans for new facilities will be addressed and implemented with future funding, the existing Project is intended to address immediate needs. The Administration Area, Bus Maintenance Area, and the CNG facilities have multiple deficiencies and experience regular failures, and must be brought up to code. To commence the remedy of the facility’s existing deficiencies, the Birmingham BRT TIGER grant has budgeted approximately $4.0 million for the Project design and construction upgrades.

The starting point for this Project will be a review of previous plans and evaluations that identify building and facility components in need of replacing, installing, or upgrading to meet current industry and/or code requirements. Where drawings are available, they will be provided to the selected Consultant. Priorities for this Project will be developed by the Consultant and a programming phase will be used to establish priorities based on the funding available for the Project. The scope of work for this Project is further described in Section III of this RFQ.

B. Program Management Office

Because the Birmingham Transit Program is multifaceted, and interfacing with other City and agencies’ plans, projects and strategies; the City engaged STRADA Professional Services, LLC (STRADA) to provide Program Management Services, which includes establishing and managing a Program Management Office (PMO). STRADA is also serving as Project Manager/Owner’s Representative for the overall BRT project and Project scope described herein.

STRADA, serving as PMO, is providing oversight and program management to ensure that the City’s prime objectives and desired outcomes are achieved. This mission is being accomplished by ensuring that all projects and resources (direct and contracted) are working
optimally towards the common goals of the program, through streamlined processes, reusable work products, and at times consolidating and performing key tasks across multiple projects.

II. GENERAL INSTRUCTIONS AND SPECIAL REQUIREMENTS

A. Required Services

The selected Design Consultant, and its Sub-consultants, shall be responsible for the performance of a full range of Design and Construction Administration services to include, but not limited to:

- Evaluation and confirmation of previous facility evaluations
- Architectural, Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work (SOW).
- Cost analysis
- Construction Plans and Specifications required to enable the City to advertise for bids for the construction, and to provide support services for the successful completion of the Project.

Design disciplines anticipated to be engaged during this Project for the provision of specific work products are described below:

- **Architectural and Interior Design**
- **Civil Engineering**
- **Fire Protection**
- **Geotechnical Design**
- **Structural Engineering**
- **HVAC/Mechanical Engineering and Energy Conservation Systems**
- **Electrical Engineering**
- **Landscape Design**

Specifications for the Project shall be developed following the CSI format. A set of construction specifications, together with the standard bidding and contract documents, general conditions and special provisions shall be prepared. Where applicable, standard specifications shall be utilized, and general conditions shall include standard contract provisions required by the PMO. Also, long-lead items shall be identified within this scope.

All services provided will be in accordance with both FTA and City guidelines and regulations. The selected firm shall have proven familiarity and experience that includes the Design, Project Management and Construction Administration of similar Transit Vehicle Maintenance and Storage facilities. The selected firm also must have prior Design and Project Management experience working with FTA on transportation projects, as well as demonstrated knowledge
of FTA and the City guidelines and regulations. The selected firm also must employ professionals licensed in the State of Alabama to perform services and seal the drawings.

B. Pre-Submittal Conference

There will be a Pre-Submittal Meeting held on **Wednesday, May 30, 2018 at 2:00 p.m. Central** at the Birmingham Transit Program Management Office (PMO) - Innovation Depot, Training Room, 1500 1st Ave N, Birmingham AL 35203. Each firm/team will be limited to not more than three (3) attendees. Attendance at this meeting is NOT mandatory.

C. Qualification Statement Submittal

Statements setting forth Qualifications or Statement of Qualifications (SOQs) will be received by the City of Birmingham at its office, the Planning, Engineering & Permits Department, 710 North 20th Street, Room 207, City Hall, Birmingham, Alabama, 35203, until **4:00 p.m. on Tuesday, June 19, 2018**. The Qualifications submittals should be addressed to Mr. Andre Bittas, Director, Planning, Engineering & Permits department. ANY SUBMITTAL OF QUALIFICATIONS DELIVERED TO THE CITY AFTER THE TIME SPECIFIED WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE PROPOSER UNOPENED.

D. Inquiries/No Contacts

Mr. Andre Bittas, the City’s Director of Planning, Engineering & Permits, is the City’s contact on the Project. Should an interested firm/team have questions about the project, please forward those inquiries in writing to Mr. Bittas by mail at 710 North 20th Street, room 207, City Hall, Birmingham, Alabama, 35203, or by email to andre.bittas@birminghamal.gov. Communication via e-mail will also be considered a written inquiry. All written questions must be received by **4:00 p.m. Central on Monday, June 4, 2018**. Every effort will be made to respond to all questions by Close of Business, **Thursday, June 7, 2018**. ANY VERBAL COMMUNICATION BETWEEN ANY INTERESTED FIRM AND ANY REPRESENTATIVE OF THE CITY OR BJCTA RELATED TO THIS PROJECT IS NOT OFFICIAL AND WILL NOT BIND OR COMMIT THE CITY OR BJCTA IN ANY RESPECT BEFORE, DURING OR FOLLOWING THE AWARD OF ANY CONTRACT.

It is the responsibility of each interested firm to examine the entire RFQ, seek clarifications in writing, and review its qualifications submittal for accuracy. Except for the submission of questions, submitting firms shall not contact any members or employees of the City or BJCTA regarding any aspect of this solicitation until after the award of contract. Contact with any of the above-mentioned individuals or entities may be grounds for elimination of your firm’s submittal.

E. Insurance

The successful firm/team shall carry and maintain the insurance specified below for the duration of any contract, and any supplements thereto, the insurance specified below. At the
time of contract negotiations, the firm/team will be expected to submit to the City a certificate of insurance indicating the existence of the required coverage. Should evidence of insurance coverages not be provided by at the time of contract negotiations, the City has and maintains the right to consider the firm’s submittal non-responsive and terminate contract negotiations.

The selected firm/team also shall insure that insurance shall be provided by or on behalf of all its sub-consultants who perform services under this contract and are included in all subcontracts.

The firm/team shall provide and maintain at their cost, the following minimum insurance:

- Errors and Omissions coverage with minimum limits of $1,000,000 per occurrence.
- Worker’s Compensation coverage to the statutory limits of the State of Alabama or documentation of an approved self-insurance program.
- General Liability limit of $1,000,000 per occurrence.
- Motor Vehicle Liability Insurance with minimum limits of $1,000,000

The City and BJCTA shall be named as additional insureds on the General Liability and Motor Vehicle Liability coverages.

F. Prohibited Interests

No member, officer, or employee of the City, BJCTA or of the State of Alabama, the governing bodies of the City, BJCTA, State of Alabama, and/or member of, delegate to, the Congress of the United States shall, during his/her tenure, or for one year thereafter, have either a direct or an indirect interest in the contract awarded on this project or the proceeds thereof.

G. Requirements by Law

The procurement of the Architectural/Engineering Design services described herein are guided by the Brooks Act. The following procedures are required by that Act:

1. The qualifications of all interested offerors will be evaluated;
2. Price will be excluded as a factor in the evaluation process;
3. Negotiations for a contract to perform the requested services will be conducted with only the most qualified offeror; and
4. If price or other contract terms cannot be agreed with the offeror which initially is deemed most qualified, negotiations will then be conducted with the offeror(s) who have been evaluated as the next most qualified until a contract award is made.
H. Selection / Evaluation Criteria

The following criteria will be used by the Selection Committee which evaluates the submittals. Your submittal of Qualifications should address at least the following areas, as these are necessary to conduct the evaluation:

1. Firm Qualifications and Experience (20 points)
   a. Technical experience in performing work of a similar nature
      - Firm’s experience with the design of Transit Vehicle Maintenance and Storage Facility renovations and improvements funded by the FTA.
      - Firm’s experience in permitting, design, fabrication, materials, construction, installation, commissioning support, start-up, and testing associated with the construction of improvements to an existing Compressed Natural Gas (CNG) system funded by the FTA.
      - Firm’s experience in Project Management and Construction Administration of Transit facilities of similar size and scope.
      - Firm’s knowledge of the City’s and BJCTA’s guidelines and requirements.

The respondent should demonstrate experience in the prior delivery of other similar projects and facilities. Please provide a list of your previous similar projects, arranging the information for each project in a manner that addresses the following:

1. Name of Facility and Project Scope
   This should include the name, location, and client for design and construction phase and facility operator.

   Identify the portion of the project that was funded through FTA and the role your firm played in the delivery of the project (A/E, program management, construction management, etc.) and whether your firm was the prime/lead firm or a sub-consultant.

2. Description and Location of Facility
   This should include the overall project site area and gross building area.

3. Program Budget
This should include the original program budget and the final program cost, indicating whether the changes were due to directed scope changes or unforeseen conditions.

4. **Program Schedule**

This should include: Pre-Design, Design, Construction, and Close Out. This does not need to be a detailed schedule but should reference the overall duration of each phase.

5. **Project Implementation**

This should be a brief account of how the project was delivered, including any challenges and how you addressed them.

6. **Cost of Facility**

This should include the overall cost of the project.

b. References

c. Financial conditions and stability of the firm.

2. **Project Management and Control (10 points)**

a. Demonstrated capability to perform the work on schedule and within budget.

b. Past performance on similar projects including control of costs, quality of work, and ability to meet schedules.

c. Methods used to control costs, prevent delays, and cost overruns.

d. Quality Control and Assurance Program – describe in detail the firm’s approach to quality control and assurance and explain how it will apply to this project.

e. Project Schedule that shows major milestones, deliverable dates and completion dates. The timeline should be shown in weeks following the Notice to Proceed.

f. Matrix of person-hours per task – The Consultant shall prepare and include an estimated matrix of person-hours only by skill for each phase and task. Any outside professional services or technical support shall be noted by man-hours and task.
g. The Respondent must clearly demonstrate their understanding and experience of FTA’s reporting requirements and grant requirements including but not limited to, project progress and financial reporting.

3. Experience, Competence and Commitment of Key Personnel – Specialized Experience in Required Disciplines (30 points)

a. Identify principal of your firm that will have total responsibility for managing your team’s services under this project.

b. Qualifications of the Project Manager, Project Architect, Project Engineer, and specialized staff in performing related work who will be assigned to this project.

c. Quality of relevant experience. Experience working with public agencies including FTA.

d. Percentage of the key personnel’s time that will be devoted to this project. Assurances must be given that the personnel proposed will remain available for the duration of this assignment.

e. Projects and percentage of time the key proposed personnel are presently committed to. Resumes of key individuals who will work on this project must be included.

f. Provide a statement as to why your firm should be selected for this assignment. Explain what differentiates your firm relative to specialized disciplines.

g. Experience of key personnel assigned to this Project in designing Transit Vehicle Maintenance and Storage Facilities, along with CNG facilities, including renovations and improvements, similar in size and scope. Provide a list of projects and describe their role in the delivery of the project (A/E, program management, construction management, cost estimating, quality control, etc.)

h. Knowledge of federal and state transit requirements.

4. Project Approach and Methodology (20 points)

a. Demonstrated understanding of the Project requirements and potential problem areas. Describe in detail the tasks that will be undertaken to accomplish the work and produce the deliverables identified in the Required Services and the Scope of Services. Provide additional details about the processes that will be used in developing the deliverables and the end product.
b. Completeness of proposal and technical content.

c. The responsibilities of any subcontracting firms shall be clearly noted.

d. The Respondent must demonstrate a clear approach to the management of the program including the administration of the budget; the management of the schedule; the administration of the pre-design, design and construction phases, and the reporting protocol to the City.

5. **Team Composition and Experience (15 points)**

a. Clearly describe the organization and composition of your team to include the identification of the prime/lead firm, subcontractors, or joint venture partners, if applicable.

b. Describe the proposed distribution of work. Address how the team is organized to accomplish the Scope of Services.

c. Identify the office location of each firm and where the work will be accomplished.

d. Address the team’s familiarity with the Birmingham area and the applicable code, zoning, and permit requirements.

e. Address whether the firms have worked together before on FTA funded BRT facilities and/or transportation projects and if so, in what capacity. Please provide a list of relevant projects that the firms have worked on as a team including project scope, location, and project cost.

f. If multiple firms are involved, address how the work will be managed and coordinated to assure that the project requirements are met in an efficient and effective manner.

g. Describe the processes you use to assure project coordination among the disciplines.

h. Address the team’s experience in Transit Vehicle Maintenance and Storage facilities design, design and construction of CNG systems, and construction/project management experience.

i. Address the team’s familiarity and knowledge of FTA design requirements and regulations.

6. **Disadvantaged Business Enterprise (DBE) (5 points)**
a. Provide the names and addresses of the DBE firms that will participate in the project team. The City’s DBE goals are stated in Section IV below.

b. Describe the work that the DBE firm will perform.

c. Provide an estimate of the percentage of work by dollar amount that the DBE firms will perform.

d. If you cannot meet the DBE goals established for this project, you must provide evidence of a good faith effort.

e. If your firm is selected for negotiation, you will have to provide signed documentation of commitments to use DBE firms and confirmation from the DBE firms prior to entering negotiation.

I. Proposal Award Process

Selection Committee has been established to evaluate submittals and, using the applicable criteria, rank the most-qualified offerors to perform this project. The Selection Committee may include representatives of the City, BJCTA and the Regional Planning Commission. Firms responding to the RFQ will first be evaluated by each committee member as to being qualified or not qualified for further consideration. For those firms determined to be qualified to perform the work, their proposal will be placed on a “long list” for review, evaluated and rated by each member of the selection committee. A consolidation of each individual committee members rating and ranking of those long-listed firms will be made into a composite summary representing the findings of the total committee. At a minimum, the three highest rated firms will be advanced to a “short list” and may be asked to make a personal presentation to the Selection Committee. Interviews of the top three rated firms/teams will take place at a later time. Subsequent to the consultant presentation, each committee member will again evaluate, rate and rank the short-listed firms and a composite of individual findings to establish their 1st, 2nd, and 3rd choices. The City reserves the right to reject any and all proposals, any part or parts of a proposal, waive any technicalities, and award any or the entire contract in a manner that is in the best interest of the City. Following negotiation of contractual terms, a contract will be awarded to the highest rated firm/team subject to approval from the City Council of Birmingham.

J. Compliance Issues

1. The chosen firm/team must be able to comply with all City, State, and Federal laws, regulations and guidelines.

2. As noted above, this project is funded in part by assistance from the FTA, and is subject to all applicable federal regulations. As a condition of award, applicants must submit certification that they and their prospective consultants and their proposed sub-consultants are not debarred, suspended, or excluded from participation in federally-assisted projects.
K. Protests

1. Protests related to this solicitation will only be accepted from prospective firms/teams who submitted a SOQ and whose direct economic interest would be affected by the award of or the failure to award a Contract. Any pre-qualification protests must be submitted in writing by no later than fifteen (15) calendar days after award to:

   Mr. Andre’ V. Bittas, Director  
   Planning, Engineering & Permits Department  
   710 North 20th Street, Room 207  
   Birmingham, Alabama 35203  
   Email: andre.bittas@birminghamal.gov

2. The scope of any FTA review of protests is limited to a grantee failing to have protest procedures, violating such procedures, or failing to review a complaint or protest.

L. Ownership of Submittals/Pre-Contractual Expenses

1. Upon receipt of a submittal of Qualifications, the Qualifications Statement shall be property of the City of Birmingham, without compensation to the offeror, for disposition or usage by the City at its discretion. Neither the City nor BJCTA will bear any responsibility for reimbursing any offeror any of the following expenses: costs incurred by offerors in preparing the qualifications in response to this RFQ and submitting responses to this RFQ; expenses related to making presentations to the selection committee; and any other expense incurred by the offeror prior to the date of the Contract award and Notice to Proceed shall not be the liability of the City.

2. The City of Birmingham and the Birmingham-Jefferson County Transit Authority shall be held harmless from any liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization in responding to this RFQ.

M. Reserved Rights

1. The City reserves the right to reject any and all proposals submitted in connection with this RFQ, and to waive what it considers to be informalities and minor irregularities in those proposals.

2. Any Contract resulting from this RFQ will be financed in part with funds available to the City through grants from FTA. The obligations of the City are contingent upon the receipt of these requested funds by the City. In the event that funding from federal sources or local matching funding is eliminated or decreased, the City reserves the right to terminate any contract that may be awarded on this project or modify it accordingly.
III. SCOPE OF CONSULTANT SERVICES

The specific Scope of Services for this RFQ (i.e. the Project) is the development phase services necessary to design Vehicle Maintenance and Storage Facility renovations and improvements and to provide construction phase support services.

A. Background

Transit Vehicle facilities are typically designed for a 40-year useful life. BJCTA’s maintenance facility is now over 50 years old and has deteriorated to the point of needing significant upgrades. Although long-term plans for new facilities will be addressed and implemented with future funding, the existing Project is intended to address immediate needs. The Administration Area, Bus Maintenance Area, and the CNG facilities have multiple deficiencies and experience regular failures, and must be brought up to code. To commence the remedy of the facility’s existing deficiencies, the Birmingham BRT TIGER grant has budgeted approximately $4.0 million for the Project design and construction upgrades. This facility investment will improve the transit facility’s state of good repair and benefit BJCTA’s riders and the Birmingham metropolitan area by allowing the continued provision of public transportation services.

The starting point for this Project will be a review of previous plans and evaluations that identify building and facility components in need of replacing, installing, or upgrading to meet current industry and/or code requirements. Where drawings are available, they will be provided to the selected Consultant. Priorities for this Project will be developed by the Consultant and a programming phase will be used to establish priorities.

BJCTA Existing Maintenance Facility

The BJCTA Vehicle Maintenance and Storage Facility is located on approximately 7.16 acres at 3105 Abraham Woods Jr. Boulevard. (See Exhibits A & B). The site is separated into two parcels with the bus parking area (approximately 2.33 acres) on the north side of Abraham Woods Jr. Boulevard (8th Avenue) and the administrative offices, maintenance, shops, fueling facilities and employee parking (approximately 4.83 acres on the south side of Abraham Woods Jr. Boulevard (8th Avenue). The original office and maintenance building was constructed in 1966 with a five-bay expansion in 1986, totaling 24 bays, and a second renovation inside the office area in 1987. The office facility is a two-story brick façade building attached to the maintenance facility on one side. The maintenance facility is a combination of metal frame construction and load bearing concrete block structure. Compressed natural gas (CNG) fueling facilities were added in 1995 and subsequently expanded in 2005.

While the over 50-year old facility is well located near Downtown Birmingham, it has deteriorated and is in need of significant upgrade. The facility’s bus service lane has regular pavement failures and the mechanical and electrical systems have deficiencies that must be
brought up to code. The US 11/US 78 East Corridor Study evaluated current and future fleet size and alternatives for upgrading or replacing the existing facility. The Birmingham BRT project includes the acquisition of 18 BRT buses, including eight replacement buses and 10 expansion buses. This BRT fleet acquisition will increase the fleet from 87 fixed route buses to 97 fixed route buses. Thirty paratransit vehicles are also operated from the facility.

B. Consultant Design Responsibilities

The scope of work comprises a set of tasks encapsulated within three (3) distinctive design and construction phases as described below:

**Phase 1: Program Phase and Management**
A. Collection and evaluation of existing information and conditions  
B. Establishment of project priorities and design requirements  
C. Develop cost estimates for each identified priority project  
D. Schematic design

**Phase 2: Architectural and Engineering Design**
A. Design development  
B. Preparation and delivery of construction documents, inclusive of technical specifications and drawings

**Phase 3: Construction Related Services**
A. Technical assistance during procurement, including participation in Pre-Bid Meeting to include preparation of addenda  
B. Bid selection  
C. Construction administration and support:
   - Performance of shop drawing reviews  
   - Site visits  
   - Site meetings  
   - Code inspections  
   - Field clarifications  
   - As-built/record drawing review  
   - Provide technical assistance to the PMO
The selected Consultant will be fully involved with the City in undertaking the work of this Project as described in this RFQ. Consultant services for this RFQ include program phase and project management, conceptual, preliminary, and final design, community outreach support, developing procurement documents for construction, and construction management support services. The following is a description of tasks and activities to be performed, and deliverables to be provided by the Consultant for this Project.

Phase 1: Program Phase and Management

Task 1: Management and Coordination

The Consultant shall be responsible for the overall project management – both internally within the design team and externally with the City, BJCTA, PMO, and other stakeholders. This task includes regular and ongoing project management and coordination necessary for the successful completion of this Project.

As part of this task the Consultant shall provide administrative management to include, but not be limited to, quality control / quality assurance, design procedures and criteria, coordination of the design team and project elements, monitoring schedules, document control, submittal review, submitting of design deliverables, organizing and conducting progress meetings, monitoring the progress of work, construction estimates, and verifying Consultant’s expenditures.

To that end, the Consultant shall develop a Project Management Plan that defines the Work Plan, Schedule, and Outreach Program to guide and manage the project. This will include:

- A schedule with milestones
- A process for communication with the City, BJCTA, and all partnering agencies
- A public involvement strategy that will support the City’s Stakeholder Involvement Plan and keeps area stakeholders and associations informed

The Consultant shall be expected to coordinate the documentation for all design disciplines; including that of the sub-consultants, so that the initial project research and the resulting contract documentation is complete, concise, and without omission, contradiction, or ambiguity. The Consultant shall also organize and lead a project team kick-off meeting, and bi-weekly and/or monthly coordination meetings/teleconferences to include the project manager and additional design team members as needed to participate in these regular meetings/calls. These meetings will be held to review the project progress, budget and cost-to-complete, discuss issues that may arise, and provide any needed direction to the Consultant.

Task 2: Conceptual Design

Consultant will evaluate the existing publicly available documentation and existing conditions and other planning documents that apply to the scope and requirements of the Project and its operation associated with the site location. Planning sessions with the Consultant, PMO, and stakeholders shall be held to determine optimum operational requirements, programming requirements, and space needs. Results from these sessions will provide the basis of the priority projects and designs, from which the City and BJCTA will select the preferred priority projects for the existing Project budget.
The Consultant shall generate a preliminary evaluation report of the priority projects and construction budget. The selected projects will be further developed through the creation of a schematic design.

**Task 3: Community Outreach Support**

Effective involvement of the public and impacted stakeholders is critical to the success of this project. The fundamental objective of public outreach is to make sure that the concerns and issues of those with a stake in the Project are identified and addressed. The PMO has developed and implemented a public and stakeholder involvement plan that addresses the specific activities, milestones and schedule for engaging the public and stakeholders in disseminating information, presenting various project plans, and obtaining feedback.

The Consultant may produce illustrative renderings for presentation, and support the City by attending targeted workshops with stakeholders for the Project, as well as other public meetings.

**Phase 2: Architectural and Engineering Design**

**Task 4: Preliminary Engineering and Design Decisions**

During this task, the Consultant shall develop a 30% preliminary design for the Project. Work under this task includes site evaluation and investigation which comprises all research and investigations necessary to develop design documents for the Project. Activities may include, but not be limited to surveys (as needed), geotechnical investigation, hydraulic and hydrological studies, drainage investigations, environmental research, hazardous materials research and assessments of existing conditions. This task may also include researching and validating space programming and operating requirements for each functional area in the proposed Project.

The Consultant shall assist the City in determining whether sustainability certification is desired, and the proposed certification level for the proposed facilities. The Consultant shall investigate the appropriate level of certification, as well as the probable costs associated with certification.

The City, BJCTA and the PMO will review the design, cost estimate and schedule, and provide comments and approval, with the next step including final design and implementation upon the completion of this task. Work under this task also includes design decisions, refinement and updates to the preliminary evaluation report.

**Task 5: Advanced and Final Design**

The Consultant shall continue with final architectural and engineering design of the Project. The plans and drawings prepared under this task shall be sufficiently detailed to define various building and facility systems, and prepare complete and coordinated engineering drawings, specifications and calculations for all aspects related to the construction of the Project.

The Consultant shall provide renderings of the Project design for use at design presentations and public meetings. Renderings shall be in color and represent the design in true
perspective, with viewpoints for the renderings are to be selected by the City with considerations to the intended use and approved by the PMO.

The Consultant shall complete all construction contract documents in conformance with the approved preliminary design plans, and that shall permit construction contractors to bid competitively. Construction drawings will depict all the details, layout, configuration, notes, schedules, and dimensions necessary to enable prospective bidders to make accurate and reliable estimates of the quantities, quality, character, and costs of the labor, materials and equipment required to furnish and install the work in a skillful and well executed manner.

Contract documents shall provide complete descriptions of work involving the architectural, civil, structural, mechanical, electrical, special systems, interior design, landscaping components and all other drawings noted in the design development task of the proposed improvements. The documents shall describe, locate and dimension, as well as give the physical properties, workmanship requirements, performance characteristics and other pertinent information relating to each component. Any required construction methodology and sequencing as well as special provisions due to phasing requirements shall be described.

Contract drawings, specifications, cost estimates and project schedules shall be submitted at the 90 percent and 100 percent (issued for construction) design submittals, including plans and specifications for public bidding, engineer’s cost estimate, and probable construction schedule. Design documents will be reviewed by the FTA, City, BJCTA, the PMO, as well as presented to the public in meetings and workshops noted in this Scope. The Consultant will coordinate through the City with the design review entities and respond to comments through meetings and reviews that will be scheduled and facilitated by the City.

Key discipline leads will participate in design reviews with the design review entities at each of these stages. The Consultant will prepare a comment-response memorandum, which addresses design comments and requested changes and the design team’s response and recommended action for each.

The Consultant shall provide a Design Manual that documents all codes, requirements, guidelines and standards pertaining to the work, including American Institute of Architects (AIA) and International Building Code (IBC) standards and guidelines, in the Design Manual. If requirements are unclear or contradictory, obtain clarifications from code enforcing bodies.

The selected Consultant will be required to use the Engineering Technical CADD/Drafting Standards (Drafting Standards) for the City of Birmingham Engineering Drafting Section, as well as for all engineering drawings prepared on behalf of the City of Birmingham by consultants, implemented to provide uniform presentation and workings of CAD drawings.

**Phase 3: Construction Related Services**

**Task 6: Post Design (Bid Phase) and Construction Phase Services**

The Consultant shall perform post-design and construction phase services in an expeditious, reasonable and timely manner. The Consultant shall assist the PMO in reviewing the work of the Contractor(s) for conformance with the construction contract requirements. The
Consultant shall answer and resolve any questions regarding the design that may impact the quality, cost or schedule of the project.

Construction Related Services (CRS) will be initiated promptly after the receipt of the notice-to-proceed (NTP) for Phase 3 services. This generally occurs immediately after the City’s acceptance of the 100% Final Submission of the completed contract documents.

The Consultant shall provide bid and construction support services as well as coordination with the PMO and separately contracted construction contractor. This task will be initiated after the City and BJCTA are approved by FTA to enter the construction phase.

Pre-bid work elements will include:

- **Pre-bid Conferences**: Schedule and attend contractor pre-bid conference and site visit, and answer questions related to the design, and provide technical information.
- **Pre-bid Inspections**: Attend pre-bid site inspection(s), if held.
- **Long-lead Items**: Identify items with long lead times and propose alternates for consideration.
- **Respond to Questions**: Answer questions raised by prospective bidders regarding the contract documents at the pre-bid conference and during the bidding period.
- **Addenda**: Prepare contract documentation for addenda as required. The documentation may include, but is not limited to, responses and/or clarifications to contractor’s inquiries, redesign or supplementary design, if required, and cost estimates for each addendum.
- **Review Bids**: Assist the Project Management Team in the review and evaluation of contract bids for responsiveness/conformance with the contract drawings and specifications. After bid openings, prepare technical evaluation of bids and make recommendation of contract awards. The technical analysis shall include market conditions, comparison with the Consultants estimate and any other potential concerns that the Project Management Team should consider prior to awarding any contracts.
- **Analyze Substitutions**: Analyze substitutions request and recommend disposition.
- **Modify Contract Documents**: If the City awards a contract(s), the Consultant will modify Contract Bid Documents (drawings and specifications) to incorporate all addenda to produce a “Conformed Construction Set” of Contract Documents.

The Consultant shall also assist the City and BJCTA in issuing addendums. The Consultant will participate, as requested by the PMO, in a pre-bid conference and bid evaluation support.

Work efforts after the construction contract award will consist of design services during construction. Anticipated work efforts include:

- Participation in pre-construction conferences
- Participation in construction meetings
- Participation in progress meetings
- Providing reviews of construction contractor submittals
- Providing critical design element inspections
- Providing periodic observations
Assisting with resolving constructability issues
Providing responses to construction contractor requests for information (RFI)
Design clarifications
Testing and startup assistance
As-built and records documentation
Coordination as needed with the City, BJCTA and the PMO regarding contract change orders and evaluating cost changes.

Task 7: Post-Construction Services

Facility Maintenance Plan. The Consultant shall prepare a preventive maintenance plan for any new facility that shall identify the maintenance requirements of all building components, systems and equipment that need to be maintained on a regular basis and the frequency of maintenance required.

Warranty Review. Eleven months after substantial completion (and one month before the end of the one-year warranty period expires), the Consultant shall conduct a warranty inspection for the purpose of identifying any items of work that need to be corrected under the warranty. The Consultant shall work with the Program Management Team as required to ensure that the work is corrected in a timely manner.

C. Major Deliverables

Task 1: Management and Coordination

- Management and Coordination
- Project Management Plan
- Kickoff and Ongoing Internal & External Coordination meeting minutes
- Progress Reports
- Coordination Meetings with the City, BJCTA, and Other Key Project Stakeholders
- Sub Agreements submitted to the City of Birmingham and to the BJCTA

Task 2: Conceptual Design

- Evaluate Existing Documentation and Conditions
- Generate a preliminary evaluation report of the priority projects
- Generate Conceptual and Schematic Layouts

Task 3: Community Outreach Support

- Community Outreach Support (illustrative concepts and presentation materials for one meeting)
- Stakeholder meetings support, including drawings/posters and facilitation as needed

Task 4: Preliminary Engineering and Design Decisions

- Conceptual Site Plan and Layout Design
• 30% design plans and specifications to include as needed:
  (a) Survey
  (b) Geotechnical report
• Design Reviews and Responses to Comments
• Preliminary estimate of construction costs
• Milestone Report
• Sustainability Report (as needed)

Task 5: Advanced and Final Design
• Design Development Drawings
• Outline Specifications
• Artist Renderings
• 90 and 100 percent contract document review packages:
  (a) Drawings
  (b) Specifications
  (c) Cost Estimate
  (d) Project Schedule
  • Design Manual

Task 6: Post-Design (Bid Phase) and Construction Phase Services
• Minutes of Pre-Mid Meeting
• Log of Contractor Questions and Responses
• Addenda
• Bid Analysis and Recommendation
• Shop Drawing Review Log
• RFI Response Log
• Construction Meeting Minutes
• Field Observation Reports
• Preliminary and Final Punch Lists
• Certificate of Occupancy
• As-Built and Record Documents

Task 7: Post-Construction Services
• Facility Maintenance Plan
• Warranty
• Sustainability Commissioning Documentation and Application(s) (as needed)
IV. PROPOSAL REQUIREMENTS

This RFQ contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define or detail all of the project needs. Rather, it allows for the credentials of the proposer to be demonstrated in the areas of expertise necessary to the project.

A. Proposal Due Date

Proposals must be submitted by 4 p.m., Tuesday, June 19, 2018 to:

Mr. Andre’ V. Bittas, Director
Planning, Engineering & Permits Department
City of Birmingham
710 North 20th Street, Room 207
Birmingham, Alabama 35203

B. Proposal Format

Each proposal must include the following information, presented in a clear, comprehensive and concise manner to illustrate the firm’s capabilities and technical approach to the planning, design and contract administration activities. Proposals shall be made on 8.5” x 11” paper in a 12-pt. type face. Supplemental information should be included separately in an appendix and all sections of the proposal must be tabbed. The format for the proposal is outlined in the following section. Interested firms must submit one (1) unbound original, seven (7) bound copies, and an electronic version in Adobe PDF format.

1. Project Contact – Firm name, business address, telephone number, fax number, e-mail address and name of contact person.

2. Project Goals and Methodology – A statement of the goals and objectives of the project team’s approach to the project. This information should include a detailed description of the activities and services to be provided by the project team. This also should include a plan and schedule for project phases, including the acquisition of necessary contracts, permits, and supporting professionals. This portion shall be specific and detailed enough to illustrate that the project team has the knowledge of the necessary and appropriate tasks required to design and manage the construction of the facility. Proposers shall furnish methodology for each of the project phases as described in Section III Scope of Consultant Services.
3. Statement of Qualifications – Include experiences of the project team and assigned personnel of projects similar to the proposed Project. Areas should include planning, design, and construction phase services.

4. Describe each team member experience with design and construction phase services of projects similar to the proposed Project funded by FTA.

5. Your qualifications submittal should include any additional information that relates to the selection criteria included in Section II.H, as that will be the basis of selection.

6. Project Team Organization Structure, Schedule and Personnel – This section should include the following:
   
   a. An organization chart of the leading individuals assigned to the project by function.

   b. The Consultant shall prepare and include an estimated matrix of person-hours only by skill for each phase and task. Any outside professional services or technical support shall be noted by man-hours and task.

   c. A project work program schedule chronologically outlining the phases, tasks, submissions, meetings, review and approval periods.

C. Disadvantaged Business Enterprise (DBE) Goals

The City’s overall DBE goal for this project will be thirty-three percent (33%) minimum of the contract value. As a matter of public policy, the City of Birmingham agrees to make opportunities available to the maximum extent possible, to actively include Historically Underutilized Business Enterprises (HUBE’s) such as architectural firms, engineering firms, investment banking firms, other professional consultant services providers, and construction contractors as part of business, economic and community revitalization programs.

The City reserves the right to treat any offeror’s failure to make good faith efforts to comply with its DBE goal as a matter of responsiveness. In determining whether an offeror has made good faith efforts, the City will take into account the performance of other offerors in meeting the contract goals.

Offerors are required to submit the following information:

- Provide the names and addresses of the DBE firms that will participate in the project team.
• Describe the work that the DBE firm will perform.
• Provide an estimate of the percentage of work by dollar amount that the DBE firms will perform.
• If your firm/team cannot satisfy the DBE goals established for this project, you must provide evidence of a good faith effort to comply with that objective.
• If your firm/team is selected to negotiate a contract awarding the project, you must provide signed documentation of commitments to use DBE firms and confirmation from the DBE firms prior to entering negotiation.

DBE’s certified by the Birmingham Construction Industry Authority (BCIA) or the State of Alabama DOT will be accepted for this project. If part of the selected team, any DBE not currently certified by the aforementioned agencies must complete certification prior to the execution of the contract.

The obligation of the offeror is to make good faith efforts. The offerors can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. In determining whether an offeror has made good faith efforts, the City of Birmingham will take into account the performance of other offerors in meeting the contract goals.

D. Required Contract Clauses

The City will supply a prototype contract that it will present to the selected firm/team. In addition, the City will ensure that the following clauses must be placed in every U.S. DOT assisted contract and subcontract:

**Contract Assurances:**

*The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of U.S. DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the City of Birmingham deems appropriate.*

**Prompt Payment:**

*The prime contractor agrees to pay each subcontractor under his prime agreements for satisfactory performance of its contract no later than 7 days from the receipt of each payment the contractor receives from the City of Birmingham. The prime contractor agrees to further return retainage payments to each*
subcontractor within 7 days after the subcontractor’s work is successfully completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following the written approval of the City of Birmingham. This clause applies to both DBE and non-DBE subcontractors.
V. ATTACHMENTS
   A. City of Birmingham Transparency in City Government Disclosure Form

   APPLICABLE TO ALL CITY CONTRACTS AND APPOINTMENTS
   NOT GOVERNED BY STATE COMPETITIVE BID LAWS

INSTRUCTIONS:

This form must be fully completed by each individual, firm, group, agency, non-profit and other entity (hereinafter referred to as “you” or “Applicant”) seeking to do business with the City, provide services to the City, enter into a contract or appointment with the City, or apply for City funding.

Submit completed forms to the Mayor’s Office, Third Floor City Hall – Attention: Internal Audit and Contract Compliance Division. Answer all questions applicable to you. Respond “Not applicable” or “NA” if a question does not apply to you. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council along with the Applicant’s proposed contract, appointment and/or funding request.

1. Name of Applicant:

2. Physical Street Address of Applicant:

3. Mailing Address of Applicant (if different from street address):

4. Phone Number of Applicant:

5. Key Contact Person for Applicant:

6. Identify all officers, directors, owners, substantial investors in (5% or more of Applicant’s stock) and partners of the Applicant:

7. Are any of these persons City employees?
8. Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

9. Identify all key employees or personnel of the Applicant:

10. Are any of these persons City employees?

11. Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

12. Has the Applicant ever received City funding, entered into a contract or appointment with the City, or provided services to the City?

13. If you answered “Yes” to Question No. 12:
   a) State the amount of funds received or amount of the contract or appointment.
   b) Describe in detail the work performed, scope of appointment, or purpose for which the funds were used, and attach supporting documentation such as receipts and invoices.
   c) Attach a copy of the contract or appointment.

14. Attach resumes of Applicant’s key personnel.

15. Attach Applicant’s articles of incorporation if applicable.

16. Attach Applicant’s 501(c)(3) letter from Internal Revenue Service if applicable.

17. Attach Applicant’s City of Birmingham business license, if applicable.
18. Describe in detail the work Applicant seeks to perform for the City.

19. Identify all sources and amounts of public funding (federal, state and local) the Applicant has received within the past three (3) years.

20. Has the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.

21. Has any individual associated with the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.

22. During the past three (3) years, has Applicant retained, hired or paid any lobbyist, political consultant or attorney to assist Applicant in its bid to perform work for the City or obtain a City contract, appointment or funding? If yes, identify by individual name, firm name, address and telephone number any such lobbyist, political consultant or attorney.

23. Identify any business or firm in which:
   a) The Applicant or its key personnel owns 5% or more of the stock;

   b) The Applicant or its key personnel serves as an officer or director;

   c) The Applicant or its key personnel is a partner.

Applicant’s failure to file a Transparency in City Government Disclosure Form is punishable by state or local law to the maximum allowed by law and subject to any federal penalties required by the U.S. Code Annotated.
I declare under penalty of perjury that the Applicant’s answers to each and every question on the City of Birmingham Transparency in City Government Disclosure Form are true and correct:

________________________________________
Signature

________________________________________
Print Name

________________________________________
Date

________________________________________
Title/Position with Applicant
B. Federal Clauses - Professional Services

The Federal Clauses for Professional Services is provided as a separately attached file.
VI. EXHIBITS

A. BRT Bus Stops, Stations, and Corridor Overview

[Map of BRT Bus Stop, Stations, and Corridor Overview]

- West Segment
  - W-1: 5th Ave S / 6th St S
  - W-2: 6th Ave S / 1st St S
  - W-3: 6th Ave S / Goldwire St
  - W-4: MLK Jr. Dr. / Loveman Vlg
  - W-5: Lomb Ave / Tuscaloosa Ave
  - W-6: Lomb Ave / Princeton Pkwy W
  - W-7: Lomb Ave / 13th St
  - W-8: 47th St / Ave W (Station)

- ITP/Downtown Segment
  - ITP-1: 10th St / Morris Ave
  - ITP-2: 18th St / 2nd Ave S
  - ITP-3: 18th St / 5th Ave S
  - ITP-4: 5th Ave S / 17th St S
  - ITP-5: 5th Ave S / 14th St
  - ITP-6: 5th Ave S / 10th St S

- East Segment
  - E-1: 1st Ave N (Station)
  - E-2: 1st Ave N / 50th St N
  - E-3: 1st Ave N / 43rd St N
  - E-4: 1st Ave N / 41st St N
  - E-5: 1st Ave N / 34th St

- Vehicle Maintenance Facility
  - CrossPlex
  - Lomb Ave
  - 5 Pts. West Sta.
  - Intermodal Sta.
  - 6th Ave S
  - 5th Ave S
  - 1st Ave N

- Woodlawn Sta.

- BRT Bus Maintenance Facility

- 25 of 99 neighborhoods
- 11 of 22 communities
- 6 of 9 council districts
B. BJCTA Vehicle Maintenance and Storage Facility Location Map