



**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES
CITY OF MOBILE
Storm Water Modeling**

1.0 Introduction

Consultant services are needed to assist the City for small-scale watershed(s) assessment using stormwater modeling to identify key system constrictions and/or system-wide capacity issues.

The number of watershed(s) selected for analysis may be as few as one (1) and as many as three (3). The number of Consultants to be selected is undetermined but may as few as one (1) consultant and as many as three (3) consultants.

1.1 Background

The City's current Phase I NPDES permit number ALS000007 was issued by the Alabama Department of Environmental Management (ADEM) on July 7, 2021 and became effective on July 7, 2021 and expires on July 6, 2026.

The City implemented a storm water fee on August 21, 2018. The storm water fee proceeds are used to fund activities that support compliance with its NPDES permit. The storm water modeling project is funded by the storm water fee and supports NPDES permit requirement II.B.1. Storm Water Collection System Operations requirements.

The City received a federal grant for a storm water mapping project to acquire survey grade information on its storm water infrastructure, which was input into

the City's Geographic Information Systems (GIS) system. The City has undertaken previous small-scale watershed modeling project which resulted in identification of data gaps in its mapping project due to inaccessible structures on private property and buried manholes.

2.0 Scope of Work

- A. The Consultant should have a thorough understanding of GIS systems and data, hydrology, hydraulics, and storm water modeling using GIS data.
- B. The Consultant should have experience with and knowledge of storm water modeling software and the ability to determine the modeling software that is appropriate for the project conditions.
- C. The Consultant should have experience developing stormwater models for projects where definitive GIS information was not available on 100% of the system. The experience should include providing system analysis and assessment where conservative assumptions were made to model the system and flagging the pipe segments analyzed without GIS data/using assumptions.
- D. These activities are broadly defined and may be revised based on future needs. The work to be completed under this contract shall include, but is not limited to, the following list of assignments.
 - a. Obtain existing mapping, drainage system records, GIS information, easement/right of way records and other relevant records/documents on the small-scale watershed(s).
 - b. Review historical information of frequent flooding areas and high-water elevations within the associated watershed area(s).
 - c. Where data is not available, make conservative, qualified assumptions on what the system is doing in areas without data.
 - d. Delineate the drainage area for each storm water drainage structure.
 - e. Complete screening level modeling in GIS to assess the capacity of all pipes and drainage structures (inlets, manholes, junction boxes, etc.) within the watershed, based on City requirements using SCS Method/NCRS hydrology methodology using NOAA Atlas 14 rainfall depths and Time of Concentration calculation based on Urban Hydrology for Small Watersheds TR-55: Chapter 3 .
 - f. Provide a list of assets and a map of the stormwater conveyance system that lacks capacity to meet the City's prescribed design flows for various return frequency events.
 - g. Provide a list and map of assets where modeled capacity does not align with known flooding issues.
 - h. Provide a list of assets that should be assessed for maintenance issues or GIS data attribute errors. "Condition Assessment Investigation List"
 - i. Provide "Undersized Conveyance List" for the watershed(s).
 - j. Submit a Summary Technical Memorandum report describing the outcome of the analysis of the watershed(s) and recommendations for

next steps.

- k. It is possible that the selected firm may be called upon to provide Additional Services outside the Scope of Work. The services would be requested in writing by the City and hourly rates and an estimate of hours to complete the task(s) would be requested from the selected firm.

E. Potential Responsibilities and Desired Qualities

The selected firm(s) must:

- 1. Demonstrate thorough knowledge of storm water hydrology, hydraulics, and modeling, including knowledge about the City of Mobile applicable codes, standards and regulations (federal, state, and local).
- 2. Exhibit excellent written and oral communication skills.

F. Potential Watershed(s) for Analysis

Selected Consultant to identify exact sub-watershed limits.

- a. Little Stickney sub-watershed, bounded by Upham Street, Springhill Avenue, Mobile Infirmary Drive, and Old Shell Road
- b. S. Ann Street corridor sub-watershed southern limit at Virginia Street and northern limit at Springhill Avenue
- c. Old Shell Road/Railroad Overpass (in the vicinity of Union Avenue) to the culvert on Dauphin Street sub-watershed

3.0 Statements of Qualification (SOQ) Submittal Requirements

The Respondent shall prepare its proposal in the form described below and shall ensure that each page of its proposal is identified with the project name, Respondent's name, and page number.

Two (2) hard copies and an electronic copy of the proposal must be received by the City of Mobile Engineering Department no later than 3:00 p.m., Monday, July 22, 2024.

Mail to:

City of Mobile
Attn: Mr. Nick Amberger, PE, City Engineer
P. O. Box 1827
Mobile, AL 36633-1827

Or Deliver to:

City of Mobile
Attn: Mr. Nick Amberger, PE, City Engineer
205 Government Street
Government Plaza, 3rd Floor, South Tower
Mobile, AL 36644

FORMAT:

- Proposal shall be bound by semi-permanent binding method.
- Proposals shall be prepared on 8 1/2" x 11" paper, bound on the long side.
- Proposals shall use the font type and size of ARIAL 10 point.
- Proposals shall be in a format and sequencing commensurate with the RFQ (in the order the requirements are listed).
- Proposals shall include a table of contents.
- Proposal sections shall be tabbed.
- All text shall be clear of binding.

The SOQ shall not exceed 10 pages of text (one-sided and double-spaced). The page limitation does not include cover, resumes, index sheets, general promotion data, disclosure of legal and administrative proceedings and financial condition, a brief transmittal letter, or required attachments, such as disadvantaged business enterprise (DBE) certification forms. A limited number of 11" x 17" fold-out sheets may be included. The 10 text pages must be printed on colored paper (any non-white color suitable for print) to distinguish them from other material.

Any questions on the RFQ should be submitted in writing via email to the City Engineer at nick.amberger@cityofmobile.org AND stormwater@cityofmobile.org including a return email address. Copies of questions and answers will be shared with all Respondents who request to be copied and provide a return email address to the City Engineer.

NARRATIVE CONTENT:

Submittals must address the following topics in the 10 text pages:

3.1 Cover Letter

The Respondent shall prepare a cover letter, not exceeding two (2) pages in length, which summarizes the key points in the proposal. It should include the full name of the firm or joint venture members and all proposed subconsultants. If the Respondent is made up of more than one firm, the legal relationship between those firms must be described. The cover letter must include a statement committing the availability of the key personnel identified in Section 3.10 below to perform the work. The cover letter must be signed by a person who is also authorized to sign a Contract with the City.

If the Respondent believes any information, data, process or other material in its proposal should be considered by the City to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or

confidential.

3.2 Understanding the Project

Prepare a statement that describes the Respondent's approach to performing the Scope of Work, which is described in Section 2.0. Specifically address the following:

- Proposed Scope of Work
- The complexity, challenges and problems involved in performing that work
- Approaches and philosophy for dealing with problems
- Sensitivity and experience dealing with key issues
- Any additional issues or matters relating to the Scope of Work which the Respondent believes should be addressed

3.3 Proposed Work Plan

Prepare a description of the Respondent's management and organizational approach and methods for performing the Scope of Work. This should include the proposed process by which the requested individuals would complete the work along with the methods the Respondent would use to coordinate the work with City staff.

3.4 Project Schedule

Describe your approach to scheduling tasks to successfully implement a storm water modeling project, either for this project or other projects on which you have worked.

3.5 Organization and Management

Provide graphic and narrative descriptions that identify the Respondent's and subconsultants' key personnel who would perform work for storm water modeling services, specifically outlining major capabilities and areas of expertise. Identify the overall project manager and key staff members and provide brief resumes. In addition, include the title and a description of the work each person is capable of performing. Resumes of firm principals are not requested except for those persons that are proposed as active, integral members of the team. Principals should, however, be listed on the organizational diagram in relation to the team. Address a method by which the Respondent and the City would mutually agree upon a change in personnel should a change become necessary.

3.6 Description of Firm

Provide a general description of the firm including, but not limited to, services offered, number of employees, office locations, and years in business.

Each Respondent, or at least one firm of a joint venture team, must either (i) have an office in Mobile, Alabama, or (ii) be able to demonstrate that the Respondent has full capabilities to substantially undertake production of the work without a Mobile office.

3.7 Firm Project Experience

Provide a summary of past projects that demonstrate experience and ability to provide storm water modeling services.

All projects listed in this section must have been completed by the firm using current employees. List the names of key employees for each project. **Do not include projects for which key project personnel are no longer employed by the firm.** Projects for which experience was gained by individuals during previous employment should be indicated in the next section.

For each qualifying project, include the following information in tabular form:

- Project name
- Location
- Client, address, telephone number
- Total contract gross amount (and firm amount, if different)
- Proposed schedule vs. actual
- Proposed budget vs. actual
- Principal-in-charge
- Day-to-day technical project manager
- Key design staff
- Date completed
- Client reference (name, position and phone number)

The tabular summary and narrative of each project description shall not exceed one-half of an 8 1/2" x 11" page.

3.8 Individual Project Experience

This section must follow the same general format as for the firm project experience but is intended to include projects for which experience was obtained while individuals were employed elsewhere.

For each qualifying project, include a brief narrative and the following information

in tabular form: project name, location, client, current employees who had key management or staff roles, employer during the project, and a client reference.

3.9 Subconsultants

Describe the qualifications of each subconsultant that the Respondent plans to retain to perform work or who will provide individuals possessing specific expertise. Describe the type of work which will be assigned to each subconsultant and the estimated percentage of the total Agreement value that each subconsultant will perform.

3.10 Key Personnel

Submit detailed resumes for the proposed project manager and key staff personnel including key personnel of subconsultants. Key personnel are those likely to be assigned to various tasks as described in the potential scope of services. Include a description of their qualifications and experience and a description of their position and length of employment with the Respondent or subconsultant. Key personnel identified in this proposal will be expected to remain assigned to this project for the term of the Agreement, and to be replaced only with the mutual consent of the Respondent and the City.

3.11 Ability to Respond

Describe the Respondent's current ability to effectively and conveniently perform the Scope of Work and to coordinate its efforts with the City and its other consultants. For the Respondent and each subconsultant on a team, list office addresses and total number of employees, and the number of both professional and support employees located at those offices. Respondents shall identify the location where work on this project would be performed.

3.12 Computer Aided Design and Drafting (CADD) / Geographic Information System (GIS) Requirements

All project record drawings submitted by the Consultant to the City shall be provided in a format in accordance with the City of Mobile CADD and GIS standards and shall be submitted on appropriate electronic media as specified by the City.

The Respondent shall describe and demonstrate the firm's existing CADD and GIS methods and experience using CADD and ESRI systems.

3.13 Other City ordinances, policies and executive orders

Respondents should familiarize themselves with pertinent ordinances, policies and executive orders which relate to contracting with the City as well as storm water management. The following is a partial listing of relevant City ordinances, policies and executive orders:

- City of Mobile Code – including Storm Water Management and Flood Control Ordinance, Flood Plain Management Plan, Unified Development Code, Right of Way Ordinance, Litter Ordinance and participation by socially and economically disadvantaged contractors
- Affidavit of Ownership or Control
- The City of Mobile’s available GIS information can be downloaded from its City of Mobile GIS Data Portal <https://open-government-cityofmobile.hub.arcgis.com/>

3.14 Additional Information

The Respondent is invited to describe any particular aspects of its organization or proposal which, by way of background, experience, unique qualifications, or other basis, sets it apart from the competition in its ability to accomplish this particular Scope of Work.

3.15 Fee Structure

Respondent should describe its fee structure and supply a schedule of hourly rates for staff by position and reimbursable costs. The material presented in the SOQ to address the above topics is expected to clearly reflect qualifications that demonstrate the consultant’s knowledge, experience and ability to provide storm water management services.

4.0 Selection Process and Schedule

The City’s storm water management services will require a consulting firm that is capable of performing a wide variety of tasks and managing specialized sub-consultant firms where necessary to properly complete the tasks assigned. The procedure to be used in the selection process is described in the following steps.

- Step 1. SOQ from firms responding to the Request for Qualifications will be reviewed and evaluated. This review will be performed by a committee of City of Mobile employees appointed by the City Engineer. The selection committee will identify a shortlist of consultant candidates based on the criteria listed in Section 5.0.
- Step 2. At the discretion of the City, short-listed consultant candidates may be required to participate in an interview with the project selection

committee or other City senior staff. If this step is used, the Respondent's representative presentation and interview must be made by the staff members who will be assigned to this Contract. Candidate firms will be limited to four participants in the interview and permitted to present a maximum five-page handout to the selection committee.

Step 3. The project selection committee will rank the firms separately based on the results of any interview conducted and the selection criteria in Section 5.0. The Committee may negotiate with more than one Respondent.

Step 4. The selected consultant will enter into negotiations with the City to develop a detailed scope of work, cost schedule, and the contract terms and conditions.

Following is a tentative schedule. The schedule is **subject to change**.

June 27, 2024	Request for Qualifications advertised
July 22, 2024 by 3pm	Statements of Qualifications submitted by candidate firms
July 29-30, 2024	Interviews conducted (if required)
August 7, 2024	Selection
September 5, 2024	Contract on City Council agenda for approval

NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.

5.0 Selection Criteria

The Project Selection Committee will review each Statement of Qualification using the following general objective criteria. They are listed in no order of importance.

- Conformance with the format and content requirements stated in this RFQ.
- Readability of the SOQ.
- Thoroughness of the SOQ.
- The firm's demonstrated understanding of scope of work.
- The firm's experience with similar projects.
- Individual experience with similar projects.
- The firm's approach to organization and management of the project.

6.0 Evaluation

Each element of the SOQ will be evaluated by each member of the selection committee on the following criteria:

- Experience
 - Include any examples of municipalities or similarly situated entities. located in Alabama, that your firm has served as the Storm Water Modeling Consultant.
- Project management approach
 - For the Scope of Work, personnel assigned and how they will interface with City's senior staff
- Staffing
 - Intended contract staffing including identification of project manager, key personnel, and availability of key additional resources
- Plan for Disadvantaged Business Enterprise (DBE) for Scope of Work
- Demonstration of responsiveness
 - Give examples
- Ability of meeting schedules
 - Give examples
- Quality assurance approach
- Demonstration of past client satisfaction
 - Give examples or letters of reference (if available)
- Demonstration of past performance in meeting budgets
 - Give examples

7.0 Use of Subconsultants

It is expected that the prime consultant may assemble a team of subconsultants that provide an adequate range of resources to undertake the variety of assignments described in the Scope of Work. The resources and capabilities of each member of the subconsultant team must be described in the SOQ. The proposed team of subconsultants will be reviewed by the City during the selection process.

ONCE A CONSULTANT TEAM HAS BEEN SELECTED TO BEGIN CONTRACT NEGOTIATIONS, THE PRIME CONSULTANT WILL BE REQUIRED TO OBTAIN

WRITTEN APPROVAL FROM THE CITY FOR EACH OF THE SUB CONSULTANTS ON THE TEAM BEFORE NEGOTIATIONS CAN BE COMPLETED. NO FUNDS WILL BE COMMITTED NOR ANY SERVICES RENDERED UNTIL THE CITY APPROVES THE SUBCONSULTANTS. THE CITY RESERVES THE RIGHT TO REJECT ANY PROPOSED SUBCONSULTANT AND TO REQUEST THAT THE SELECTED PRIME CONSULTANT REVIEW OTHER CANDIDATE FIRMS FOR A PARTICULAR AREA OF RESPONSIBILITY.

8.0 Miscellaneous

1. A cost proposal is intentionally excluded from this submittal.
2. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
3. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the City, the City reserves the right to select an alternate consultant.
4. The City of Mobile reserves the sole right to; (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.
5. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended team.
6. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.).

9.0 Insurance

Each selected consultant shall deposit with the City at the time of execution of the contract certificates of insurance evidencing to the satisfaction of the Director that the following coverages and minimum amounts have been obtained by the selected consultant. Upon the request of the Director, the originals of all policies referred to above, or copies certified by the agent or attorney-in-fact issuing them, shall be submitted to the Director. Each policy shall contain an endorsement by the issuer waiving rights of subrogation against the City of Mobile. All policies must also name the City as an additional insured.

Each selected consultant using subcontractors shall require each subcontractor to

meet the same minimal insurance requirements and provide evidence thereof. All policies of insurance required herein shall be in a form and with a company or companies approved by the City and authorized to do business in the State of Alabama.

At all times at which each selected consultant or its contractors are working on City property, each selected consultant or its contractors shall maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, **which such insurance shall name the City of Mobile as an additional insured.**

A. Workers' Compensation/Employer's Liability:

1. Workers' Compensation insurance in the amounts required by all applicable laws, rules or regulations of the state of Alabama.
2. Employer's Liability with limits of not less than:
 - Bodily Injury by Accident \$1,000,000 each accident
 - Bodily Injury by Disease \$1,000,000 policy limit
 - Bodily Injury by Disease \$1,000,000 each employee
 - Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.

B. Comprehensive General Liability Insurance:

1. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.
2. Limit of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
3. General Aggregate Limit shall apply on a "Per Project" basis.

C. Automobile Liability Insurance:

Automobile Liability Insurance to cover all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.

D. Excess/Umbrella Liability Insurance

Providing following form coverage for Employer's Liability, Comprehensive General Liability, and Automobile Liability.

- Limit of Liability: \$2,000,000 combined single limit of liability each "occurrence" for bodily injury and/or property damage.

E. Professional Liability Insurance

1. "Per Project" limit - \$1,000,000.

Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.

Additional Insured - All policies of insurance, except those referenced under paragraph A, shall be endorsed to name City of Mobile as an Additional Insured.

Primary Insurance - All policies of insurance, except those referenced under paragraph A, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by City of Mobile.

Certificates of Insurance - Prior to commencement of the Work, Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.