



Request for Qualifications

Valley Creek Rails-to-Trail Design Update Services

Submissions Due Friday, December 8, 2023, at 3:00 pm CST

Email electronic file to carolyn.buck@freshwaterlandtrust.org

Introduction

The Red Rock Trail System is a network of existing and proposed greenways and bike lanes with a goal of connecting every resident in Jefferson County to a greenspace or alternative transportation route within one mile of their home. To date, there are 129 miles on the ground, with new trails opening throughout the network every year.

The 4.57-mile Valley Creek Rails-to-Trail is a unique Red Rock project in west Birmingham that will connect west Jefferson County residents to major destinations and amenities including the JCDH Western Health Clinic, Red Mountain Park, and the Crossplex Transit Center. The two-phased trail project combines a one-mile Complete Street project located along High School Drive in the City of Midfield, completed in 2015, with a 3.5-mile planned off-road, multi-use trail suitable for walkers, cyclists, runners, and micro-mobility riders.

On behalf of the City of Birmingham, Freshwater Land Trust is seeking qualified consultants to provide design and engineering services for the Valley Creek Rails-to-Trail. The selected consultants will update existing construction documents, designed in 2012, to account for new community developments, changes in traffic patterns, and address current community needs. The updated design must include a connection between the Valley Creek Rails-to-Trail and the new Crossplex Transit Center, an element that was not included in the original project scope.

Freshwater Land Trust is seeking a consultant team that can demonstrate one or more of the following: engineering and design, urban design, and/or landscape architecture, traffic analysis. The consultant team should be familiar with applicable local, state, and federal laws and regulations.

The contract for the Valley Creek Rails-to-Trail Design Update will be contingent on the successful acquisition of the required CSX rail line. It is estimated that the purchase will be completed, and design work will begin in early 2024.

The Valley Creek Rails-to-Trail Design contract will be between the selected consultant team and the City of Birmingham; however, Freshwater Land Trust will serve as the Project Manager for the work. The selected consultant team will work directly with Freshwater Land Trust, with oversight by City of Birmingham staff, to complete the design update.

Valley Creek Rails-to-Trail Design Update Scope of Work

Task 1: Review Existing Valley Creek Rails-to-Trail Design

The consultant team will work with Freshwater Land Trust, with input from the City of Birmingham, to review the existing design for the Valley Creek Rails-to-Trail and familiarize themselves with the new BRT system and major developments planned along the trail route.

Task 2: Solicit Community Input for the Design

The consultant team, in partnership with Freshwater Land Trust, will solicit community feedback for design elements to address safety concerns, neighborhood entry points, and amenities, like benches, needed to allow diverse groups to utilize the trail comfortably. Community input will be done through at least three in-person meetings and via online tools. Feasible suggestions, as determined by Freshwater Land Trust and the City of Birmingham based on cost and project size, should be incorporated into the final design.

Task 3: Update Valley Creek Rails-to-Trail Design

The consultant team will create an updated design for the Valley Creek Rails-to-Trail that adheres to current trail planning best practices. Special emphasis should be placed on road crossings, the

connection between the Valley Creek Rails-to-Trail and High Ore Line Greenway, and the connection to the Crossplex Transit Center.

Task 4: Prepare Construction Documents

The consultant team will prepare all necessary documents to enable the City of Birmingham to successfully bid, permit, and construct the trail.

Instructions for Statements of Qualification Submission

Respondents should submit documentation that demonstrates that they meet the minimum qualifications required to successfully complete the project. If an application is comprised of one or more individuals or business entities, provide the relevant information for each member of the proposed consultant team.

All proposals must be received electronically by **3:00 pm CST, Friday, December 8, 2023**. Direct proposals to Carolyn Buck at carolyn.buck@freshwaterlandtrust.org with the title "Valley Creek Rails-to-Trail Design Update Services- [Company Name]". Late submissions will be disqualified.

All expenses incurred while preparing and submitting a Statement of Qualification are the sole responsibility of the Respondent. All responses, inquiries, or correspondence relative to the Statement of Qualification, reports, and documentation submitted will become the property of the Freshwater Land Trust and City of Birmingham.

Contents of Qualifications Response

Letter of Interest

The Letter of Interest is meant to describe the services offered by the Respondent, including individuals of the proposed consultant team, subcontractors, or sub-consultants that will work on the project. The Letter of Interest must be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm. Provide the contact information of the individual(s) with the authority to negotiate and contractually bind the consultant/firm.

1. Name, Business Address, and Contact Information- Provide the contact information of the individual or firm submitting the proposal.
2. Organization General Qualifications- Provide an overall description of the proposing firm including the scope of services provided by the organization.
3. Information of Individuals of Consultant Team- Provide the names of everyone comprising the proposed consultant team and include the title, classification, and the area of expertise each individual will bring to the project.
4. Statement of Understanding- Write a short summary of the project to demonstrate Respondent understands the project scope and expected deliverables.

Business Profile

Respondent should complete a Business Profile to include:

1. Legal Name of Respondent and D.B.A. (if applicable)
2. Previous Business Name (if applicable)
3. Form of Respondent (Corporation, Partnership, Joint Venture, LLC., Other)
4. Years in Business (under current business name)
5. Years of Experience Providing Services to Governmental Entities

General Statement of Qualifications, Experience, and Competence

Respondent must demonstrate that they have the necessary qualifications needed to complete the proposed project and provide examples of recent experiences on projects of comparable size and scope to the Valley Creek Rails-to-Trail Design Update. To demonstrate relevant experience and qualifications, provide:

Examples of Relevant Experience

1. Summarize the comparable project, including general project scope and client name, completed by the Respondent.
2. Provide the general timeframe (month/year) of the project.
3. Indicate the role the Respondent played within the project and whether the Respondent acted as the prime contractor or subcontractor.

Consultant Team Qualifications

Provide the following for each team member who will have an active role in the project from both the primary and sub-consultant firms:

1. Provide each team member's role within the company and role they will play in the Valley Creek Rails-to-Trail Design Update.
2. Provide individual qualifications including educational background, years of experience, and any specializations/areas of expertise each team member possesses.
3. Provide a general summary of each team member's work experience.
4. Provide, when applicable, any other qualifications including certifications, licensure, and/or specializations.

Availability

Indicate other projects the Respondent will be working on, or likely will be working on, involving the principal team members for this project when the contract begins in early 2024.

DBE/MBE Certification

If applicable, list the Respondent, or subcontractor's, DBE or MBE certification.

References

Provide three to five references for the primary consultant and at least two references for any sub-consultant. References should be based on projects with similar objectives and requirements outlined in the Valley Creek Rails-to-Trail Design Update scope of work and performed by team members that will be assigned to this project. Include the names, titles, organization affiliation, phone numbers, and email addresses of each reference.

Statement of Financial Stability

Respondents must provide a statement in writing, signed by a duly authorized representative, stating the present financial condition of the Respondent, and disclosing information as to Respondent's involvement in any current bankruptcy proceedings. The Statements of Financial Stability must be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

Statement of Litigation History

Respondents must provide a statement describing any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or political subdivision thereof or which may affect the performance of the services to be rendered herein, in which the Respondent, any of its employees, subcontractors or subconsultants is or has been involved within the last five 5 years. The Statement of

Litigation History must be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

Statement of Compliance with Alabama Code Section 31-13-9

Respondent shall participate in the E-Verify program as required under the Beason-Hammon Alabama Taxpayer and Citizen Protection Act. Respondent agrees to comply with all applicable provisions of the Act. As a condition for the award of any contract, Respondent shall provide documentation establishing that the Respondent is enrolled in the E-Verify program, or a signed, written statement that the Respondent does not have a presence (one or more employees) in the State of Alabama. Respondent may submit applicable documentation with the proposal or no later than seven (7) working days of receipt of notice of intent to award.

Non-Collusion

Respondent covenants and declares that it has not employed any person to solicit or procure this Agreement and that Respondent has not made, and will not make, any payment of any compensation for the procurement of this Agreement. The covenant contained herein shall survive the expiration or earlier termination of this Agreement.

W-9 Form

If the selected Respondent is not currently set up as a vendor in the City of Birmingham vendor file, Respondent will be required to submit a completed W-9 tax form prior to any award.

Business License

If awarded the Valley Creek Rails-to-Trail Design Update contract, the Respondent must provide the City of Birmingham a copy of his/her current City of Birmingham business license no later than seven (7) working days from receiving the award. Failure to submit the requested information will result in the notice of intent to award being revoked. A copy of the Respondent's license may be submitted along with the proposal.

Evaluation

Proposals will be reviewed by the Freshwater Land Trust and City of Birmingham staff. Proposals will be evaluated by the Respondent's relevant experience, qualified personnel, responsiveness, clear understanding of the project goals, and extent to which the services offered most closely match the Valley Creek Rails-to-Trail Design Update's needs. In the event that an Awardee cannot be selected solely on the proposals submitted, Freshwater Land Trust may invite any number of qualified firms for a virtual interview and formal presentation.

Notification of Award

The successful Respondent will be notified by phone and written confirmation. Respondents whose proposals were not selected will be notified in writing. Freshwater Land Trust is not obligated to explain the results of the evaluation process to any Respondent.

Conditions Governing Responses

The Valley Creek Rails-to-Trail Design Update is a Request for Qualifications, not a Request for Contract; therefore, Freshwater Land Trust reserves the right to:

1. Accept or reject any or all submissions, or portions, associated with this work, cancel the solicitation request prior to making an award for any reason or for no reason, or re-request proposals for this scope of work;

2. Require Respondent to clarify aspects of their proposal and/or approach via video conference or phone;
3. Waive or modify any irregularities in a submitted proposal;
4. Amend specifications contained within the RFQ after its release, with proper notification to all Respondents to provide an opportunity to modify responses to reflect the change; and
5. Negotiate with the successful Respondent.

Submission of a proposal does not guarantee any further consideration. All proposals will become property of Freshwater Land Trust once submitted and any restrictions of use of the data contained in the proposal must be clearly stated.

Conflict of Interest

Freshwater Land Trust reserves the right to disqualify a Respondent should a real, apparent, or potential conflict of interest exist, as determined by Freshwater Land Trust.

Confidentiality

The Awardee will receive and have access to confidential information from the project's major stakeholders, as well as internal affairs of the City of Birmingham and Freshwater Land Trust, and Freshwater Land Trust donors, land negotiations, and other activities. The Awardee is expected to respect and maintain the confidentiality of all employee records, business records, data, donor information, land negotiations and agreements, and other information of the City of Birmingham, Freshwater Land Trust, or our major stakeholders, not otherwise available to the public. At the end of the Valley Creek Rails-to-Trail Design Update contract, the Awardee must return all documents, records, or property of any type that belongs to the City of Birmingham, Freshwater Land Trust, or a major stakeholder. Any programs, writings, or other material developed by the Awardee as part of his or her work will become the property of the Freshwater Land Trust and City of Birmingham.

Indemnification

The Awardee will indemnify and save harmless the City of Birmingham and Freshwater Land Trust and its officials, agents, and employees from all suits or claims of any character brought by reason of infringing on any patent trademark or copyright.

Insurance

Without limiting its liability, the Awardee must maintain the following insurance during the life of the contract: worker's compensation, comprehensive general liability, automobile liability, and professional liability. The Awardee must provide a standard Certificate of Insurance. The amount of coverage will be negotiated within the contract but should be sufficient to protect Freshwater Land Trust and the City of Birmingham from liability as a result of this project. Coverage cannot be canceled, reduced, or allowed to lapse without written notice to the City of Birmingham.

Inquiries

All inquiries should be made to Carolyn Buck at carolyn.buck@freshwaterlandtrust.org or at (205) 417-2777.

Attachment A

CERTIFICATION OF NON-COLLUSION

The undersigned, having been fully informed regarding the accuracy of the statements made herein, certifies that:

- (a) This application was developed and submitted independently and without consultation, communication, collusion, understanding, or agreement with any other Proposer or potential Proposer.
- (b) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract.
- (c) This proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive application.
- (d) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Authorized Signature

Date

Title/Position

Attachment B

DEBARMENT CERTIFICATION

The Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public* transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions terminated for cause or default.

Where the Contractor is unable to certify to any of the statements in this certification, such Contractor shall attach an explanation to this certification.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Authorized Signature

Date

Title/Position

_____ I am unable to certify to the above statements. My explanation is attached.