



PUTTING PEOPLE FIRST

The Birmingham Transit Program

Bus Rapid Transit

REQUEST FOR QUALIFICATIONS

West Community Transit Center Design Services

Key Dates:

RFQ Issued: May 18, 2018

Pre-Submittal Conference: May 30, 2018, 10:00am Central

Submittals Due: June 15, 2018, 4:00pm Central

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

TABLE OF CONTENTS

I. INTRODUCTION	4
A. Purpose	4
B. Birmingham Transit Overview	4
Transit Program	4
Bus Rapid Transit (BRT)	4
C. Program Management Office	6
II. GENERAL INSTRUCTIONS AND SPECIAL REQUIREMENTS	6
A. Required Services	6
B. Pre-Submittal Conference	8
C. Qualification Statement Submittal	8
D. Inquiries/No Contacts	8
E. Insurance	9
F. Prohibited Interests	9
G. Requirements by Law	10
H. Proposal Award Process	10
I. Selection / Evaluation Criteria	11
J. Compliance Issues	15
K. Protests	15
L. Ownership of Submittals/Pre-Contractual Expenses	15
M. Reserved Rights	16
III. SCOPE OF CONSULTANT SERVICES	16
A. Required Tasks	19
B. Major Deliverables	24
IV. PROPOSAL REQUIREMENTS	26
V. Attachments	30
A. City of Birmingham Transparency in City Government Disclosure Form	30
B. Federal Clauses - Professional Services	34
VI. Exhibits	35
A. BRT Bus Stops and Corridor Overview	35
B. Five Points West Community Transit Center Concept	36

C. Typical Bus Lane Section 37

I. INTRODUCTION

A. Purpose

The City of Birmingham (**City**) is issuing this Request for Qualifications (**RFQ**) to firms interested in performing professional Architectural and Engineering (**A&E**) Design Services and Construction Support Services for the Birmingham Bus Rapid Transit (**BRT**), West Community Transit Center (hereinafter referred to as “**Project**”). Submittals received in response to this RFQ are also referenced herein as Statement of Qualifications (**SOQ**).

B. Birmingham Transit Overview

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, employment opportunities, and vital services.

Bus Rapid Transit (BRT)

The BRT project, one of the projects within the Transit Program, is a high-capacity public-transit system that will serve the Birmingham Metropolitan Planning Area and the Birmingham-Hoover Metropolitan Statistical Area. The BRT project corridor is approximately ten-miles between the east and west termini located in the Woodlawn and Five Points West Communities respectively, running through downtown Birmingham with connectivity to the new Intermodal Station/BJCTA MAX Central Station on Morris Avenue.

The West Segment of the BRT begins at the intersection of Lomb Ave/Fairgrounds Dr., going east along Lomb, curving south to Montevallo Rd./Martin Luther King Jr. Drive, and going south along Martin Luther King Jr. Drive to 6th Avenue Southwest. The alignment then travels east and northeast along 6th Avenue Southwest/South to 8th Street South. The East Segment begins at the intersection of 1st Avenue North/56th Street South, and travels west along 1st Avenue North to 18th St. North downtown. The ITP Segment joins the East and West Segments. An overview of the BRT corridor is depicted in Exhibit A, with seven (7) stop locations identified on the west segment, four (4) stop locations identified on the east segment, and six (6) stop locations identified on the ITP segment.

The BRT project will use special rubber-tired vehicles with low-floors and wide doors to allow for easy and quick access for boarding and exiting passengers. The BRT corridor will operate on exiting travel lanes in mixed flow traffic with bus stops located along the alignment, and be located within ROW adjacent to the curb with accommodations for a

single bus at each stop. The system will also include transit signal priority (TSP) for transit at BRT intersections. Vehicles and traffic signals at these locations will be equipped with transponders that let the signal know a transit vehicle is approaching the intersection. The traffic light controller may apply “green extension” or “red truncation” to allow a transit vehicle to proceed through the intersection.

Exhibit B illustrates the Five Points West Community Transit Center (CTC) Concept, while Exhibit C illustrates a typical bus lane section. Public benefits of the BRT system are wide-ranging that include; economic competitiveness, improved quality-of-life, safety improvements, and environmental sustainability.

The overall BRT project scope includes the following components:

- A. Bus Transitways (Guideways),
- B. CTC’s and Bus Stops,
- C. Support Facilities,
- D. Sitework & Special Conditions (including passenger access), and
- E. Systems and Technology.

The BRT project underwent a Project Development phase which included conceptual design and environmental review, and was classified as Documented Categorical Exclusion (DCE) by the Federal Transit Administration (FTA). These reports will be made available to the selected Consultant.

Implementation of the BRT project 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 Project commenced 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 project are funded by FTA grants on a matched basis with local matched and unmatched funds from the City or Birmingham-Jefferson County Transit Authority (BJCTA). The overall planned budget for the BRT project is approximately \$42 million. 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.

C. 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 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 the existing site master plan
- Transit facility site plans
- Cost analysis
- Construction Plans and Specifications required to enable the City to advertise for bids for the construction of the Project, and to support the successful completion of the construction of the facility.

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

- **Architectural and Interior Design:** Consultants working within this design discipline shall provide a design that meets the facility's functional and aesthetic needs, applicable national, state and local building codes, as well as the ADA. Drawings shall present security, building maintenance, graphics and future flexibility, and reflect a sensitivity to the proposed location of the facility. These work elements culminate in the preparation and completion of the final architectural contract drawings.
- **Site, Civil and Utility Design:** Work under this discipline completes the development of site geometry, the preparation of contract drawings for access points as they interface within the master plan of the area, site grading, pavement design, utilities, drainage, provisions for underground or above ground tanks, fencing, curbing and connections to existing utilities. The site drawings shall present placement of curbs, driveways, street improvements, sidewalks, fencing, gates and other security and safety features.

- **Landscape Design:** The materials that shall be selected to landscape the perimeter of the complex shall be chosen to ease the visual impact of the hard surfaces of the facility and present a pleasing appearance.
- **Geotechnical Design:** Soils and subsurface information shall be completed, reviewed and evaluated to design foundations requiring special consideration during construction. Recommendations on foundation types, as well as bearing capacity and settlement characteristics of the soil contained in the subsurface investigation report, shall be utilized to design foundations for various structures.
- **Structural Engineering:** This discipline shall design the facility's structural system based upon applicable codes and site conditions, perform the building foundation design, and design supports for the specialized equipment to be placed in this facility, as well as upgrading of the building slabs in the existing facility. The design shall meet all applicable codes, regulations and requirements for fire and safety.
- **HVAC and Energy Conservation Systems:** Work under this discipline shall include the finalization of the design for heating, ventilating and air conditioning for the different parts of the building based upon applicable codes as well as the unique design conditions presented by the facility.
- **Electrical Engineering:** Electrical design work shall include finalization of power and lighting requirements and design of an efficient electrical distribution system for a new facility. Other related work shall include design for gas detection, fire alarm systems, life/safety, emergency power, security and communication systems. The work shall include power and electrical requirements for maintenance and servicing equipment, the HVAC system and other mechanical systems.
- **Specifications:** Specifications for the entire facility 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 — particularly for the site work items. The general conditions shall include standard contract provisions required by the PMO. Also, long-lead items shall be identified within this scope.

The Consultant hired through this procurement shall be the Architect of Record for the transit improvement elements listed below:

- Bus transfer facilities
Note: this may be a single transit center building or an open-air facility comprised of canopies and passenger shelters
- Railings and signage
- Benches, bike racks, waste receptacles and other amenities
- Roadway improvements to support the transit operations
- Streetscape improvements such as landscaping, paving, crosswalks and lighting
- Mechanical work to support the transit operation

- Electric power and lighting to support the transit operation
- Complete compliance with the Americans with Disabilities Act Guidelines (ADAG).

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 CTC passenger and BRT 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 Conference held on **Wednesday, May 30, 2018 at 10:00 a.m. central time** 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, in-person or teleconference, 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 Friday, June 15, 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. on Friday, June 1, 2018.** Every effort will be made to respond to all questions by Close of Business, **Monday, June 4, 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 of 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. Proposal Award Process

A Selection Committee will be 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, the Regional Planning Commission, or others. 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 member’s rating and ranking of those long-listed firms will be made into a composite summary representing the findings of the total committee. The highest rated firms will be advanced to a “short list” and may be asked to make an in-person presentation to the Selection Committee. Interviews of the top-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 a final rank order of their 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 successful negotiation of contractual terms, a contract will be awarded to the highest rated firm/team subject to approval from the City Council of Birmingham.

I. Selection / Evaluation Criteria

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

1. Firm Capabilities and Experience (20 points)

a. Technical experience in performing work of a similar nature

- Firm's experience with the design of CTCs and BRT passenger facilities funded by the FTA.
- Firm's experience in Project Management and Construction Administration of CTC projects and BRT facilities of similar size and scope.
- Firm's knowledge of the City's guidelines and requirements.

The respondent should demonstrate experience in the prior delivery of other CTCs and BRT facilities. Please provide a list of your previous CTC and BRT facilities, 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 Controls (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 CTC and BRT facilities 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 BRT facilities design 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.

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 the date 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 a bus transit passenger transfer facility i.e. Community Transit Center (CTC) and construction phase support services in the Five Points West area as required for the West BRT Segment as described above. CTCs are highly-visible passenger transfer points for the BRT, MAX local bus service, and flex-zone services. They provide transit riders with attractive facilities, non-transit riders with civic space, and are a cost-effective alternative to mass produced bus shelters. Upon completion of the Project construction, the BJCTA will assume ownership of the infrastructure and become responsible for the operation and maintenance of the Project and its associated facilities.

The Project will receive Federal financial assistance on a fifty-percent (50%) matched basis. The City has established a Project budget of \$2.6 million for the design and construction phases of the Project.

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

Phase 1: Conceptual Design and Engineering

- A. Collection and evaluation of information and data
- B. Establishment of design requirements
- C. 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 and
 - As-built/record drawing review
 - Provide technical assistance to the PMO

Two (2) separate Notice-To-Proceed (NTP) authorizations will be issued as follows:

NTP-1. NTP-1 is for Phases 1 and 2, and includes Conceptual Design, Preliminary Design (30%), advanced and final design submittals and Bid Documents, 90% and 100% respectively. Design review meetings will mostly be conducted at the City's PMO.

NTP-2. NTP-2 is for Phase 3 and will be issued subsequent to the City's acceptance of Phase 2.

The PMO emphasizes the significance of the design review and discussion of the details presented during the conceptual, preliminary, and final design submittals. The preliminary design submittal provides the focal point for critical decision making with respect to the project budget and design direction. Changes in design beyond the 30% milestone shall be incorporated at no added cost should the design element revision in question be determined to be the result of errors or omissions.

1. Furnished Information & Data (provided to selected Consultant)
 - A. Western Area Framework Plan
 - B. Thrive B'ham Character-based Code
 - C. Five Points West Community TOD Workshop Documentation
 - D. Birmingham CrossPlex Master Plan
2. Base Information (provided to selected Consultant)
 - A. Survey of Project Area
 - B. Tax Map of Five Points West Commercial Core
 - C. Environmental Documents

Though design of other bus transit related improvements and BRT components such as bus running ways, transit signal priority (TSP), signal upgrades, and intelligent transportation system (ITS); are not part of this RFQ, the Consultant is required to deliver compatible designs and/or design coordination with the design development work to ensure the Project integrates with the overall BRT system. Additionally, the Consultant shall assist identifying and visualizing how the Project might align with the overall vision for transit in Birmingham. The Consultant is also required to identify and coordinate with other City and agencies, with assistance provided by the PMO, projects that are not part of the BRT system, but which the Project may impact or be impacted by.

The BRT transit vehicles will also be specially branded to look different from the local bus system so that passengers can easily identify the vehicles as being part of the BRT system. The service along the route will be frequent, about every 15 minutes during the peak rush hours and 20 minutes in the off peak.

Bus bays located within the Project will consist of elevated platforms to provide near-level boarding with passenger shelter facilities that include real-time vehicle arrival information, route and area maps, and service schedules. BRT stops within the Project will be branded to identify with the BRT service so that they are easily identified by prospective passengers. Project features include the following:

- Shelter with lighting designed to serve the expected number of riders and future growth in ridership
- Unique shelter design to project the BRT service image
- Fixed signage including service/provider identification signs, maps and schedule information
- Real-time information sign with bus arrival information
- Benches or leaning rails
- Bike parking

- Pedestrian-scaled lighting
- Trash receptacles
- ADA compliant paved accessible pathway connecting to Project with the adjacent neighborhood/development

Other Project CTC infrastructure includes:

- Electrical and communication connections for lighting and electronic passenger information systems
- Electrical wiring or application of solar panels for interior lighting
- Reinforced concrete footings to anchor the facility
- Appropriate paving surface for each bus bay location

The Consultant will be required to provide professional services using technical staff and specialists from its own firm and/or sub-consultants as required, in completing the work under this contract. This scope of services under this contract is intended to cover the development of all necessary design documents and construction plans, technical specifications and detail cost estimates associated with construction and installation of the Project components at the CTC.

There are a variety of passenger amenities to be designed and implemented for the Project. The Consultant will coordinate with other design and construction work, including design and implementation of Intelligent Transportation System (ITS), traffic signal upgrades, and other roadway improvements. The Consultant will work with Utilities and local jurisdictions to locate power sources. Execution of preliminary and final design plans to integrate electrical elements into the civil site plans will also be required.

The Consultant will likely be involved, as requested, in coordination among a wide variety of entities, including the City, BJCTA, utility owners, property owners, and other stakeholder groups that may be affected by this Project.

A. Required Tasks

The 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 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: Conceptual Design and Engineering

Task 1: Management and Coordination

The Consultant shall be responsible for the overall project management – both internally within the design team and externally with BJCTA and the City of Birmingham, its owner’s representative, 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 not 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, verifying Consultant’s expenditures, and oversight of value engineering implementation and construction estimates.

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, the Operator, and all partnering agencies
- A public involvement plan to keep area neighborhoods and merchants’ associations informed and to conduct outreach for various tasks

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: Master Plan Evaluation and Conceptual Design

Consultant will evaluate existing site master plan documentation that applies to the scope and requirements of the Project and its operation to the site. Planning sessions with Consultant and stakeholders shall be held to determine optimum operational requirements, programming requirements, and space needs. The Consultant shall generate conceptual layouts that will be the basis of alternative site and building designs, from which the City and BJCTA will select a preferred alternative. This alternative 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 corridor 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.

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 shall 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. It will 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 of Birmingham, BJCTA and the PMO will review the preliminary 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 conceptual design report.

Task 5: Advanced and Final Design

The Consultant shall continue with final architectural and engineering design of the Five Points West CTC facility and the development of the detailing that will give the facility character and appearance. The plans and drawings prepared under this task shall be sufficiently detailed to define various building systems, necessary elements and prepare complete and coordinated engineering drawings, specifications and calculations for construction.

The Consultant shall complete all construction contract documents in conformance with the approved preliminary design plans 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, ALDOT, as well as presented to the public in meetings and workshops noted in this Scope. The Consultant will coordinate through City with these design review entities and respond to comments through meetings and reviews that will be scheduled and facilitated by the City.

The Consultant will prepare and submit for review advanced and final design drawings, and associated cost estimate and schedule at the 90 percent and 100 percent design stages, respectively. 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.

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 Project Management Team 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 may 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
- Value Engineering, and
- 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 the 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.

Sustainability Commissioning Services. The Consultant shall engage a third-party contractor to assemble all sustainability documentation and supporting data; provide the necessary certification documentations with the U.S. Green Building Council, Green Globes, Energy Star, or other appropriate agency; and provide necessary additional supporting documents as required to achieve the desired certification level. The commissioning agent shall also test the building systems and provide and compile the data supporting the design and certification. The firm shall prepare and execute the submission documentation for the Agency. The firm shall submit the data to the sustainability certification agency as required and manage the submittal process.

B. 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 BJCTA, the City of Birmingham and Other Key Project Stakeholders
- Conduct Planning Sessions with Stakeholders and Generate Conceptual Layouts
- Sub Agreements submitted to the City of Birmingham and to the BJCTA

Task 2: Master Plan Evaluation and Conceptual Design

- Evaluate Existing Site Master Plan Documentation
- Generate Conceptual Layouts

Task 3: Community Outreach Support

- Community Outreach Support (illustrative concepts and presentation materials)
- Stakeholder meetings support, including drawings/posters and facilitation as needed
- Alternative Conceptual Development and Building Plans

Task 4: Preliminary Engineering and Design

- (a) Data Gathering and Individual Site Assessment
- (b) Existing Conditions Summary Report
- (c) Transportation Impact Assessment
- Conceptual Layout Design
- Program manual (space allocation program)
- Sustainability Report
- Facility Needs Assessment Report
- 30% complete design plans and specifications
- 30% schematic design to include:
 - (a) Survey (as needed)
 - (b) Geotechnical report
 - (c) Facility site placement
 - (d) Location of platforms
 - (e) Location of canopies
 - (f) ADA ramps
 - (g) Other infrastructure determined at concept
 - (h) Fare vending
 - (i) Seating or lean rails
 - (j) Landscape and/or public art
 - (k) General materiality of the facility elements will be included
- Station Area Design and Architecture
- Elevation drawings of facility design
- Design Reviews and Responses to Comments
- Preliminary estimate of construction costs
- Milestone Report

Task 5: Advanced and Final Design

- 90 and 100 percent contract document review packages:
 - (a) Drawings
 - (b) Specifications
 - (c) Cost Estimate
 - (d) Project Schedule
- Design Manual

Task 6: Post-Design 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)

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., Friday, June 15, 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 facilities. Areas should include planning, design, and construction phase services.
4. Describe each team member experience with design and construction phase services of Project facilities 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 is thirty-three percent (33%) including eighteen percent (18%) of the Federal financial assistance expended on this U.S.

DOT assisted contract. As noted above, Federal financial assistance is expected to cover fifty percent (50%) of the costs of this project.

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

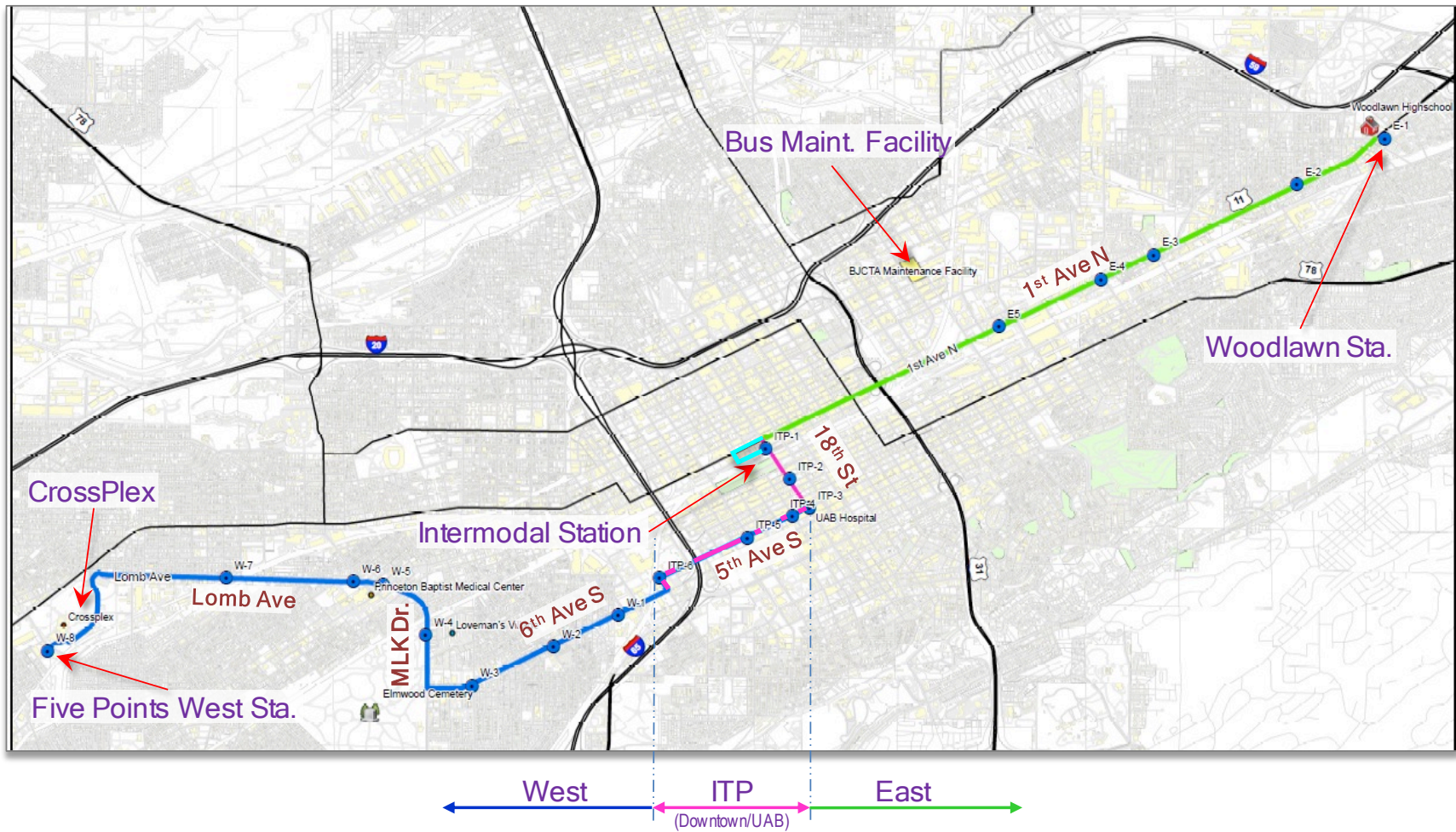
Title/Position with Applicant

B. Federal Clauses - Professional Services

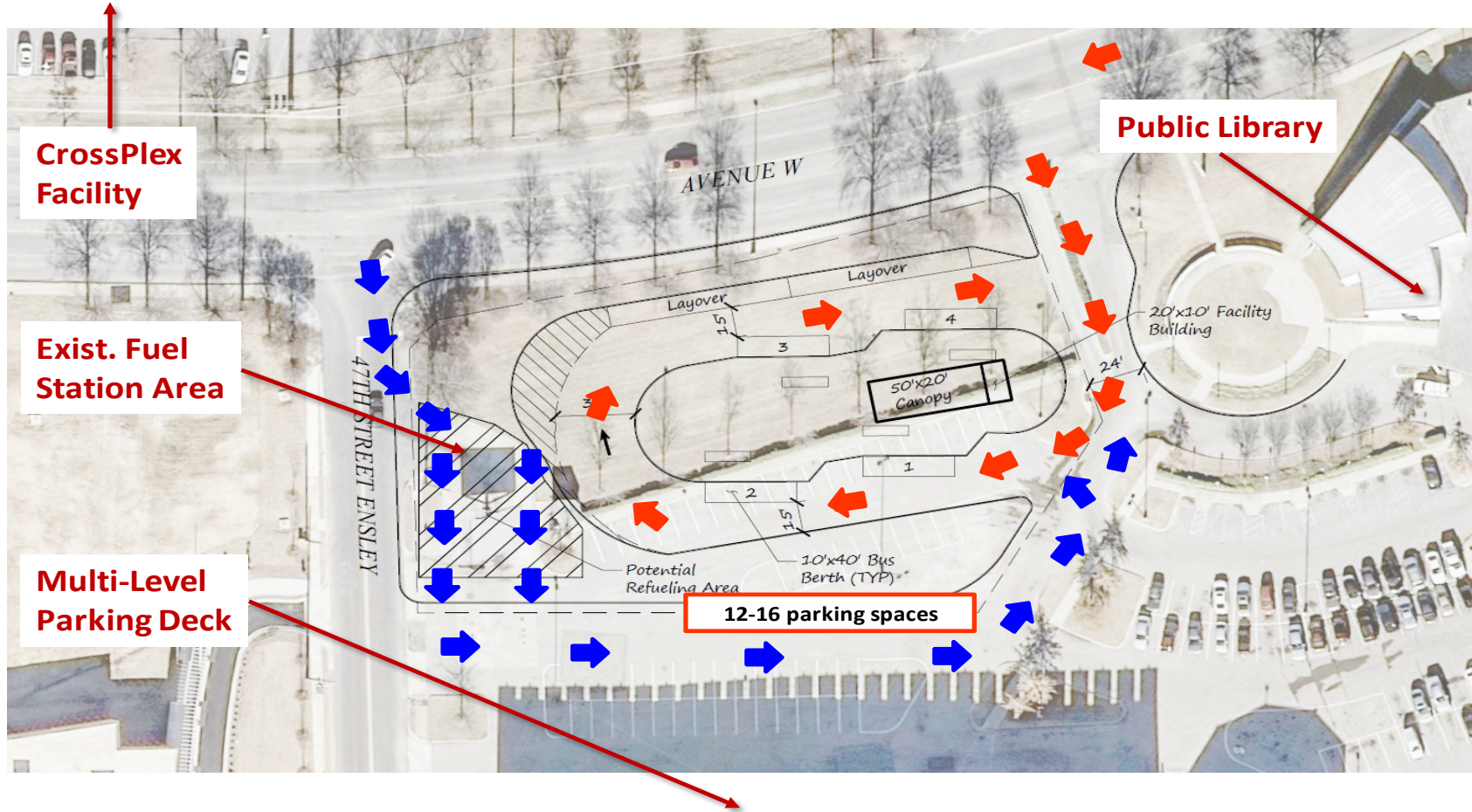
The Federal Clauses for Professional Services is provided as a separately attached file.

VI. EXHIBITS

A. BRT Bus Stops and Corridor Overview



B. Five Points West Community Transit Center Concept



- ➡ Fueling Station Traffic Flow
- ➡ BRT Transit Traffic Flow

C. Typical Bus Lane Section

