



**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

**Monday, February 9, 2026 - 4:30 PM
City Council Chambers**

Council Members

Jack Burrell
Joshua Gammon
Jimmy Conyers
Jay Robinson
Andrea Booth

1. Presentation: Fairhope Junior City Council Annual Project
2. Discussion: Wastewater Treatment Plant Utility
3. Discussion: Professional Services Purchasing Policy
4. Committee Updates
5. Department Head Updates

Next City Council Work Session, Thursday, February 19, 2026, 4:00 p.m.

Fairhope Municipal Complex
City Council Chambers
161 North Section Street
Fairhope, AL 36532



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-528

FROM:	Fairhope Junior City Council
SUBJECT:	The Proposal of the Junior City Council Annual Project
AGENDA DATE:	February 9, 2026

RECOMMENDED ACTION:

City Council Approval

BACKGROUND INFORMATION:

Fairhope Junior City Council proposal of annual project, attached.

BUDGET IMPACT/FUNDING SOURCE:

This project is a fundraiser and the funds will be donated to the Fairhope Rotary Club.

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

Fairhope Junior City Council to finalize report after completion of project.

Date: February 2nd, 2026

Fairhope City Council
2/9/26 City Council meeting
161 N Section St., Fairhope, AL 36532

Subject: The proposal of the Junior City Council annual project

Dear Fairhope City Council

Every year, the Fairhope Junior City Council is charged with the responsibility of presenting and executing a group project. This year, the council has decided to present the idea of hosting a community centered pickle ball tournament.

The council is repeating permission to host the event at the Mike Ford Tennis Courts. Not only do we intend for this event to bring the community together, we also intend for it to be a beneficial fundraiser, in which the money will be donated to the Fairhope Rotary Club. We intend for this event to bring out those participating in the tournament as well as those who simply want to watch, creating a community-centered, family-friendly day.

The Fairhope Junior City Council thanks you for your time and consideration in approving and supporting our annual project.

Sincerely,
The Fairhope Junior City Council



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-548

FROM:	Daryl Morefield – WATER AND WASTEWATER SUPERINTENDENT
SUBJECT:	Discussion: Wastewater Treatment Plant Utility
AGENDA DATE:	February 9, 2026

RECOMMENDED ACTION:

Discussion with City Council on Wastewater Treatment Plant Utility.

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:



CITY OF FAIRHOPE
AGENDA MEMORANDUM

Item ID: 2026-537

FROM:	Kim Creech – CITY TREASURER
SUBJECT:	Discussion: Professional Services Purchasing Policy
AGENDA DATE:	February 9, 2026

RECOMMENDED ACTION:

Discussion with City Council to Review Professional Services Purchasing Policy.

BACKGROUND INFORMATION:

City of Fairhope Professional Services Policy 4.24.2017

BUDGET IMPACT/FUNDING SOURCE:

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:



CITY OF FAIRHOPE, ALABAMA

PROCEDURE FOR PROCURING PROFESSIONAL SERVICES

Revision 4-24-2017

ITEM I

INTRODUCTION

Contracting for engineering, architectural, and other professional services is a common and necessary function of our City government. The purpose of this policy is to establish a fair, clear and consistent procedure for selecting qualified firms to provide professional services for the City of Fairhope, Alabama (hereinafter, City).

In seeking professional services, the City is faced with four basic tasks:

1. While providing equal opportunity for all interested professionals, identifying and selecting the professional best qualified to meet the City's needs; and
2. Ensuring that the selected professional understands and provides for the City's needs in the most cost-effective manner; and
3. To minimize costly work delays, perform the selection of professional service providers as expeditiously as possible; and
4. At all times, be compliant with all Federal, State and local requirements for selecting and utilizing professional service providers.

OVERVIEW OF SELECTION PROCESS

The basic steps in the City's selection process are:

1. Establish a prequalification list of qualified professional service providers
2. As needed, evaluate professional service providers from the prequalification list to fill needs.
3. Recommend, approve, negotiate and contract with chosen professional service provider.

This selection process allows the City to effectively, and efficiently meet the four basic tasks outlined above.

ITEM II

PREQUALIFICATION

ADVERTISING FOR ADDITION TO PREQUALIFICATION LIST

The City will maintain on its website, an ongoing advertisement for prequalification of professional services.

1. The City will encourage professional service providers to submit statements of qualifications (SOQ) and letters of interest (LOI) for professional services as identified by the City. Instructions, format and forms will be available, and clearly described on the City's website. In addition, hard copy of the website information will be available for pickup at, or mailed on request from, the City Purchasing Department.

EVALUATION FOR ADDITION TO PREQUALIFICATION LIST

2. The City shall receive requests from professional service providers requesting addition to the prequalification list at the office of the Purchasing Manager.

3. The Purchasing Manager, and two additional Department Heads most closely associated with the requesting professional service provider's service, evaluate the SOQ and recommend inclusion on the prequalification list of those requesting providers determined to be qualified to provide professional services. This recommendation will be routed from the Purchasing Manager to the City Treasurer for review, and presentation to the Mayor for approval.

ASSIGNMENT TO PREQUALIFICATION LIST

1. All existing prequalified professional service providers from previous City of Fairhope prequalification lists, whose prequalification requirements status has not changed, will be grandfathered into, and therefore, inclusive in the current list.
2. The Mayor will review all such recommendations, and instruct City staff as to any additions to be made to the prequalification list.
3. The Purchasing Manager will then add the approved professional services providers to the prequalification list, and notify the approved providers of their inclusion.

UPDATING PROFESSIONAL SERVICE PROVIDER INFORMATION ON PREQUALIFICATION LIST

1. Prequalification shall be effective until such time as the City determines it is in the best interest of the City to remove any prequalified professional service provider from the list. Any professional services provider on the prequalification list may request an update to information it feels necessary and pertinent during each fiscal year, subject to a posting schedule determined by the Purchasing Manager, and will furnish updated information at any time requested by the City.

ITEM III

SELECTION OF PROFESSIONAL SERVICE PROVIDERS FROM THE PREQUALIFICATION LIST

FOR PROJECTS UNDER ONE HUNDRED THOUSAND DOLLARS

Professional service providers for projects that are under one hundred thousand dollars may be chosen by the Mayor from the prequalification list.

1. The Purchasing Manager, and the Department Head over the project requiring professional services choose two, or three professional service providers from the prequalification list, and route that short list through the City Treasurer to the Mayor.
2. The Mayor may select one of the recommended providers, or request another short list from which to make his choice.
3. Once the Mayor has made his/her choice, for professional services contracts estimated not to exceed Two Thousand Five Hundred Dollars, the Mayor may negotiate the fee schedule and sign the professional services contracts. For those contracts estimated to exceed Two Thousand Five Hundred Dollars, the Purchasing Manager will move the Mayor's choice forward to the City Council for authorization for the Mayor to negotiate a fee schedule and sign the contract. Should the City Council disapprove of the Professional Service provider chosen, they may select another from the list.
4. If the selected professional services provider fails to enter into contract, the Mayor may negotiate with the second highest ranked professional service provider on the short list, continuing down the list until successful, or, if negotiations are unsuccessful, call for another short list.

FOR PROJECTS OVER ONE HUNDRED THOUSAND DOLLARS

1. Upon identification of a specific project over one hundred thousand dollars, selection of a professional service provider from the prequalification list will be as follows.
2. The Department Head over the project requiring professional services will compose a scope of work and specifications for the required professional services.
3. The Purchasing Manager will incorporate that scope of work and specifications into a Request for Qualifications (RFQ).
4. The Purchasing Manager, and the Department Head over the project requiring professional services choose several (if available, five, six or more) professional service providers from the prequalification list, and present that short list through the City Treasurer to the Mayor.
5. The Mayor may accept the list of the recommended providers, modify the short list, or request another short list for his approval.
6. From the Mayor's accepted and approved recommended providers list, the Mayor will select from one to three professional service provider(s) for evaluation. The Purchasing Manager will issue the RFQ to the professional service provider(s) selected by the Mayor, requesting they submit a technical approach or project understanding, scope of services, and other details the City will use to evaluate and select the firm the City determines to be most qualified for the specific project.
7. City staff, consisting of the Department Head over the project, the Purchasing Manager, and one other Department Head, will evaluate the professional service provider's(s') response(s) to the RFQ. Interviews, presentations and / or discussions with the prospective professional service provider(s) may be required during evaluation of the technical proposal(s).
8. City Staff will move the evaluation, with a recommendation, through the City Treasurer to the Mayor.
9. If the Mayor approves the recommended professional service provider, the Purchasing Manager will move the choice forward to City Council. If the Mayor does not approve the choice, he / she may choose another professional service provider off the recommended list. If the recommended list is exhausted, without the Mayor choosing a professional service provider, the selection process would then revert to, and continue at item #5, until a professional service provider is chosen by the Mayor.
10. City Council will be requested to select the Mayor's chosen Professional Service Provider, and approve the Mayor to negotiate a fee schedule and, after approving the fee schedule, authorize the Mayor to execute a contract for the professional services. Should the City Council disapprove of the Professional Service provider chosen, they may select another from the list.
11. If City Council so directs, the Mayor will then attempt to negotiate a contract with the firm selected.
12. Should the City not be able to negotiate a contract with the selected professional service provider, then the City shall terminate the negotiations and enter into negotiations with the next most qualified firm. This negotiation process may continue and be repeated until the City is able to successfully negotiate a contract, or until the recommended list is exhausted, at which time the City may re-enter the selection process at Item #5.

ITEM IV

ADDITIONAL CONSIDERATIONS

VARIANTS TO PROCEDURE

1. The procedures listed herein apply to normal, routine situations in which the City needs to contract for professional services. There may be special situations where these procedures must be varied to expedite needed assistance. For those situations, the Mayor may instruct City staff to employ modified procedures that are in the best interest of the City, while maintaining all legal compliance.
2. Grants awarded to the City often mandate unique professional services requirements and procedures, which may vary from the procedures listed herein. For those situations, the City will modify these procedures to comply specifically to the awarded grant procedural mandates.
3. Some or all procedures may also be suspended when the City Council determines an emergency exists.

EVALUATION OF STATEMENT OF QUALIFICATIONS

1. Qualifications of any sub-consultant(s) used to obtain qualification in the various areas are to be included in the firm's statement of qualifications.
2. Evaluations of SOQ and ultimate selection of pre-qualified consultants are based on Exhibit A, Qualification Statement Evaluation, included with this document.
3. Evaluations of proposals among the City's pre-qualified consultants for specific projects will be based on Exhibit B, Proposal Evaluation Form, included with this document.

QUARTERLY ACTIVITY REPORTS

1. At a minimum of quarterly, the City Treasurer will submit a professional services activity report to the City Council. This report will include, but not be limited to, the list of active professional service providers, services they provided during the reporting period, and a summary of fees paid to those providers for those services during the reporting period.

ITEM V

PREQUALIFICATION CATEGORIES

AREAS OF PREQUALIFICATION

Engineering firms that are pre-qualified by the Alabama Department of Transportation (ALDOT) shall automatically be pre-qualified in the same or similar areas by the City of Fairhope. If the firm has not been pre-qualified by ALDOT, the City shall determine the area(s) of prequalification upon completion of review of the firms SOQ. The areas of prequalification for the City of Fairhope are listed below:

DOT Prequalification areas:

1. Non Complex/Complex Highway/Roadway Design
2. Non Complex/Complex Structure Design
3. Minor Bridge Inspection
4. Subsurface and Foundation Design
5. Traffic Signal/ Traffic Signal System Design
6. Construction Administration and Inspection
7. Right-of-way Plan Development

8. Environmental Studies/Assessments
9. Geotechnical/Testing Services
10. Highway Environmental Studies

ADDITIONAL PREQUALIFICATION AREAS:

Architectural Engineering Services:

1. General, services as needed
2. Plan Review Services — Residential & Commercial
3. Construction Management/Inspection Services

Civil Engineering:

1. General, services as needed
2. Survey
3. Landscape
4. Geographic Information System (GIS)
5. Transportation Studies (Traffic Impact Analysis)
6. Storm Water Management/Design
7. Water Resources Management/Design
8. Sanitary Sewer Management/Design
9. Civil Site Design
10. Water System Management/Design
11. Gas System Management/Design
12. Transmission/Distribution Electrical System Management/Design
13. Industrial Electrical Design/System Analysis/Performance
14. Electrical System Management/Design
15. Analysis/Performance

Structural Engineering

1. General, services as needed
2. Plan Review Services — Residential & Commercial
3. Construction Management/Inspection Services

CPA/Financial Services

1. Audits
2. Actuarial Services
3. Utility Rate Analysis

__Attorneys

__Codification of Municipal Ordinances

__Computer Programmers/Consultants

__Grants and Grant Writing

__Greenway, AL Trail Planning and Design

__Human Resources Consultants

__Insurance Brokers

__Planning

__Real Estate Appraisers

__Technology Consultants

__Zoning

__Other Professional Services as needed

Content Statement of Qualifications

Statement of Qualifications should include, but is not limited to, the following:

- 1) Cover letter and letter of interest (LOI) signed by a principal of the professional service provider.
- 2) Name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
- 3) Prequalification areas being requested and copy of current ALDOT prequalification letter if applicable. Firms that are not pre-qualified by ALDOT should include up to two pages of qualifications and experience for each area of prequalification they are requesting the City to evaluate. Additionally, for the other pre-qualification areas the City has identified, firms should include no more than two pages of qualifications and experience for the areas the firm is requesting the city to evaluate.
- 4) Names, qualifications, and experience of a principal/owner (contractual authority), a municipal services project manager, and key personnel (Task Manager) who would be assigned to a City of Fairhope project. This information should include but not be limited to the following for each individual (**a one page limit for each**).
 - a) Number and type of projects in which each individual has been involved (no project should be more than 5 years old).
 - b).Key personnel for the appropriate disciplines (maximum of five individuals).
- 5) Number and composition of staff that is **readily available** for City of Fairhope projects, including a table of organization by name to key personnel. Composition of staff should be broken into professional, designers, and technicians. Description of the firm's ability to generally respond to the City's project needs.
- 6) Name of responsible firm member and a Municipal Services Project Manager. (This individual is key to the firms prequalification. It is the City's expectation that this individual will be available to manage any project for which the firm may be selected. The only acceptable reason for this person to not be available for a Fairhope contract is the individual is no longer with the firm. It is the professional service provider's responsibility to advise the City of any changes in this individual's ability to be available for a Fairhope contract).
- 7) A statement detailing the firm's Quality Assurance Program.

**ITEM VII
City of Fairhope
INSURANCE REQUIREMENTS**

THESE ARE OUR REQUIREMENTS FOR A BID

7.0 INSURANCE REQUIREMENTS

Awarded Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as an additional insured under the Contractor's General Liability insurance and automobile liability insurance policies, and all other applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the awarded Bidder.

7.01 All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the CITY. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the CITY for prior approval.

7.02 NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.

7.03 Worker's Compensation and Employer's Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employer's Liability	\$1,000,000	each accident
	\$1,000,000	each employee
	\$1,000,000	Policy Limit

7.04 U.S. Longshoreman & Harbor Workers Act (USL&H)

Required if contract involves work near a navigable waterway that may be subject to the USL&H law.

7.05 Maritime Endorsement (Jones Act)

Endorsement required if contract involves the use of a Vessel. Or include coverage for "Master Member or Crew" under "Protection and Indemnity" coverage (P&I) unless crew is covered under Workers Compensation.

Bodily Injury by accident	\$1,000,000	each accident
Bodily injury by disease	\$1,000,000	aggregate

7.06 Commercial General Liability

Coverage on an Occurrence from with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

Coverage to include:

- Premises and operations
- Personal Injury and Advertising Injury
- Products/completed operations
- Independent Contractors
- Blanket Contractual Liability
- Explosion, Collapse and Underground hazards
- Broad Form Property Damage
- Railroad Protective Liability Insurance if work involves construction, demolition, or maintenance operations on or within 50 feet of a railroad.

PART FOUR
INDEMNIFICATION AND INSURANCE

THESE ARE THE REQUIREMENTS FOR A PROFESSIONAL SERVICE

- 4.0 The CONSULTANT shall be responsible for all damage to life and property due to activities of the CONSULTANT and the sub-consultant, agents or employees of CONSULTANT in connection with their service under this CONTRACT. The CONSULTANT specifically agrees that the subcontractors, agents, or employees of CONSULTANT shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform. Further, it is understood and agreed by CONSULTANT to the fullest extent permitted by law, the CONSULTANT shall defend, indemnify, and hold harmless the CITY, and its agents and employees from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by the negligent acts or omissions of the CONSULTANT or anyone directly or indirectly employed by CONSULTANT or anyone for whose acts CONSULTANT may be liable. Such indemnity shall not be limited by reason of any insurance coverage provided.
- 4.1 The CONSULTANT, at its sole expense, shall obtain and maintain in force the following insurance to protect the CONSULTANT and the CITY for all acts performed pursuant to this agreement. The limits and coverage specified are the minimum to be maintained are not intended to represent the correct insurance needed to fully protect the CONSULTANT.
- 4.2 All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A-VII and must be acceptable to the CITY. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the CITY for prior approval.
- 4.3 NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.
- 4.4 Worker's Compensation and Employers Liability
- | | | |
|-----------|--|--|
| Part One: | Statutory Benefits as required by the State of Alabama | |
| Part Two: | Employers Liability | \$1,000,000 Each Accident
\$1,000,000 Each Employee
\$1,000,000 Policy Limit |
- 4.5 Commercial General Liability
- | | |
|--|-------------|
| Coverage on an Occurrence Form with a combined single limit (Bodily Injury and Property Damage combined) as follows: | |
| Each Occurrence | \$1,000,000 |
| Personal and Advertising Injury | \$1,000,000 |
| Products/completed Operation Aggregate | \$2,000,000 |
| General Aggregate | \$2,000,000 |
| Coverage to Include; | |
| Premises and operations | |
| Personal Injury and Advertising Injury | |
| Products/completed Operations | |
| Independent Contractors | |
| Blanket Contractual Liability | |
| Broad Form Property Damage | |

THESE ARE OUR REQUIREMENTS FOR A SMALL JOB

7.0

INSURANCE REQUIREMENTS

Awarded Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as an additional insured under the Contractor's general liability insurance and automobile liability insurance policies, and all other applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the awarded bidder.

7.01

All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City for prior approval.

7.02

NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.

7.03

Worker's Compensation and Employers Liability

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability	\$100,000 Each Accident
	\$100,000 Each Employee
	\$500,000 Policy Limit

7.04

U.S. Longshoreman & Harbor workers Act (USL&H)-

Required if contract involves work near a navigable Waterway that may be subject to the USL&H law

7.05

Maritime Endorsement (Jones Act)-

Endorsement required if contract involves the use of a Vessel. Or include coverage for "Master or Members or Crew" under "Protection and Indemnity" coverage (P&I), unless crew is covered under Workers Compensation.

Bodily Injury by accident	\$1,000,000 Each Accident
Bodily Injury by disease	\$1,000,000 Aggregate

7.06

Commercial General Liability

Coverage on an Occurrence form with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each Occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

- Coverage to include

- o Premises and operations
- o Personal Injury and Advertising Injury
- o Products/Completed Operations
- o Independent Contractors
- o Blanket Contractual Liability
- o Explosion, Collapse and Underground hazards
- o Broad Form Property Damage
- o Railroad Protective Liability Insurance if work involves construction, demolition or maintenance operations on or within 50 feet of a railroad.

Quality Based Selection of Engineering and Surveying Services

Federal law, Alabama Code and the Alabama Board of Licensure for Professional Engineers and Professional Land Surveyors (Board) require the use of Quality Based Selection (QBS) procedures for the selection of engineers and surveyors for work. Exercise of professional judgment is a key element in the successful practice of these professions, and bidding on work may restrict factors like the time available for job research, thoughtful approaches to job tasks, and consideration of the long term effects of a design or a survey. All of these work against the best interests of the owner.

The general intent of QBS is to select a highly-qualified firm because that will probably produce highly successful results. An important distinction of this process is that price does not become a consideration until the firm's qualifications have been reviewed and the firm has been found to highly qualified or determined to be the most qualified when several firms are considered. The cost of retaining that firm is a factor only if the owner finds the cost unreasonable. Although the specifics of the QBS process may change from agency to agency or state to state, there are three common elements:

- (1) Submittal of qualifications to perform the engineering or surveying desired by a client;
- (2) Evaluation of submittals and selection of the most-qualified firm(s); and
- (3) Negotiation of price, with the possibility of rejection by the owner, who then negotiates with the next most-qualified firm.

The remainder of this document overviews the Federal process, State agency process, and the Board Rules that apply to both government and private work. It also summarizes some of the advantages of QBS as noted in recent research, and offers examples

Federal Agency Process – The Brooks Act, Public Law 92-582, describes the Federal government process for selection of architects and engineers, using Quality Based Selection (QBS). The process has seven steps, which are simplified below to illustrate some of the primary considerations:

- a) Firms are encouraged to submit a statement of qualifications and performance data.
- b) The agency head determines the three highest-qualified firms.
- c) The agency head enters negotiations with the highest-qualified firm. If the agency head and firm are unable to agree on a fair and equitable price for services, the agency head ceases talks with that firm and moves to the second-most qualified firm. If negotiations with the second-most qualified firm are not successful, the agency head ceases talks and moves to the third-most qualified.

These steps clearly meet the general description of QBS.

Alabama Agency Process - The Alabama Competitive Bid Law (Code of Alabama 1975, section 41-16-21) governs the selection of engineers and surveyors for State

government projects. The Code exempts engineering and other stated professional services from the State Bid Law and specifies a QBS type of selection process.

Section 3 (a) *...the competitive bidding requirements of this article shall not apply to: ...contracts for the securing of services of... engineers or other individuals possessing a high degree of professional skill where the personality of the individual plays a decisive part;*

Section 4. *... the procurement of professional services by any agency, department, board, bureau, commission, authority, public corporation, or instrumentality of the State of Alabama shall be conducted through the following selection process:*

(3) *Professional services of architects, landscape architects, engineers, land surveyors, geoscience, and other similar professionals shall be procured in accordance with competitive, qualification-based selection policies and procedures. Selection shall be based on factors to be developed by the procuring state entity...*

Notice of need for professional services shall be widely disseminated to the professional community in a full and open manner. Procuring state entities shall evaluate such professionals that respond to the notice of need based on such state entity's qualification-based selection process criteria. Any such procuring state entity shall then make a good faith effort to negotiate a contract for professional services from the selected professional after first discussing and refining the scope of services for the project with such professional.

Alabama Board of Licensure for Professional Engineers and Professional Land Surveyors

The Board's Administrative Code includes several rules of professional conduct (Code of Ethics, Rule 330-X-14, last amended January 2011) that directly address QBS and bidding on work. Two examples follow:

330-X-14-.05 Practice. (Canon IV) *The engineer or land surveyor shall endeavor to build a practice and professional reputation on the merit of his or her services as follows:*

(f) *The engineer or land surveyor shall not participate in procurement practices (bid submittals) which do not first determine the qualifications of the engineer or land surveyor prior to entering into fee negotiations for services being sought. An engineer or land surveyor having submitted a statement of qualification and performance data, and having first been judged as the qualified individual or firm to provide the services required for the proposed project, may proceed to negotiate a contract with a client and establish compensation or fees for the required services.*

Should the engineer or land surveyor be unable to negotiate a satisfactory contract with the client for any reason, the engineer or land surveyor shall withdraw from further consideration for the engineering or land surveying services. Another engineer or land surveyor may then be selected for negotiations of a contract for the services on the stated project.

330-X-14-.06 Ethics. (Canon V) *The engineer or land surveyor shall contribute to the maintenance, integrity, independence and competency of the engineering or land surveying profession as follows:*

(a) The engineer or land surveyor shall not:

14. Participate in procurement procedures for engineering or land surveying services either by providing bids or in requesting bids from other professional engineers or land surveyors where bidding is the primary consideration.

Research Confirms the Value of QBS

The basis for the Brooks Act is that ensuring sufficient time for professional judgment is essential for successful practice of certain professions, including engineering and surveying. Research has consistently backed this up. A good example is a recently published report by research specialists in the fields of construction management and public policy (Chinowsky and Kingsley, 2011). A survey administered by the researchers found that using QBS to hire the most qualified professional design service provider at a reasonable price gives the best chance for completing a project on time and on budget. Data show that there are fewer change orders and time extensions on QBS projects. Project owners preferred using QBS on projects with higher risk factors or higher design complexity. The survey showed that 93 percent of owners rated the success of their QBS projects as high or very high. There were other positive findings, including that QBS provides a better method for changes in project scope, can address emerging social issues, encourages innovation, and protects intellectual property.

QBS in Alabama Practice

QBS is the law for engineers and surveyors in Alabama, but sometimes owners do not understand that and request a price up front. The following list contains several ideas that might assist engineering and surveying professionals in following QBS processes during the process of acquiring work. Note that these are only examples, and that each licensed engineer or surveyor bears the responsibility for selecting appropriate QBS procedures while responding to clients.

- When owners request price information for professional services upfront, explain that your duty to follow QBS procedures could place you at risk of losing your license if you failed to follow them. You may wish to provide the owner a copy of this document.

- When responding in writing to a request for proposals, indicate that you are responding using QBS procedures.
- When one engineering firm receives a request for a proposal that includes a requirement for cost information, they submit the proposal to the owner but place the cost information in a separate envelope. A note on the envelope clearly indicates that it contains the cost information, but is not to be opened until the owner has selected the engineering firm as most qualified for the work.
- An Alabama state agency advertises for engineering or surveying firms to submit proposals for a project, but they request that the cost for the professional services be included in a separate sealed envelope. The envelope is not opened until the submitting firm is selected as most qualified.

Summary

This document has overviewed provisions of Quality Based Selection procedures found in federal and Alabama law, and in the Rules and Regulations of the Alabama State Board of Licensure for Professional Engineers and Land Surveyors. It has presented the general principles of QBS, illustrated that its effectiveness has been demonstrated through research. And above all, this has clearly stated the duty of licensed engineers and surveyors to follow QBS procedures.

References

Brooks Act: Federal Government Selection of Architects and Engineers, Public Law 92-582,

92nd Congress, H.R. 12807, October 27, 1972

Chinowsky, Paul S. and Kingsley, Gordon A., Analysis of Issues Pertaining to Qualifications- Based Selection, American Council of Engineering Companies, Washington, D.C. and American Public Works Association, Chicago, IL, 2011

State of Alabama Administrative Code, Rules of Professional Conduct, Rule 330-X-14, last amended January 2011

State of Alabama Law Regulating Practice of Engineering and Land Surveying, Code of Alabama 1975, Title 34, Chapter 11, Last Amended – August 1, 2009

Adopted on December 8, 2011

Date Awarded	Vendor	Project Description	Amount
10/13/2025	Mark Hammond/Adams & Stewart	Professional Architecture 3rd Peer Review Saferoom	\$ 7,000.00
11/10/2025	GeoCon Engineering	Professional Engineering Engineering and Material Testing WWTP	\$ 7,500.00
9/8/2025	Kevin Collier	Water/Wastewater Certification Training	\$ 10,000.00
2/20/2025	Lieb Engineering	Professional Engineering Summit St Outfall Repair	\$ 10,850.00
1/12/2026	Mark Foster Company	Professional Services Promotion Assessment	\$ 12,000.00
11/20/2025	Pyro Productions Inc	Professional Consultant for Design and Production of New Year's Eve	\$ 12,000.00
7/22/2024	Chrisitan Preus Landscpae	Professional Architecture Julwins/Bancroft Corner	\$ 12,500.00
1/13/2025	Volkert	Professional Engineering Grant Admin Services Airport Industrial Park HUD Grant	\$ 16,257.41
1/13/2025	Sawgrass Consulting	Professional Engineering Bond Secour at Grand Drainage Project	\$ 22,500.00
1/27/2025	Magnolia River Services	Professional Engineering New FlowGIS Forms and Workflow	\$ 23,840.00
11/20/2025	Grant Management	Professional Consulting Services grant management	\$ 24,000.00
4/29/2025	Krebs Engineering	Professional Engineering for 8" Water Main Replacement under Rock Creek	\$ 30,000.00
9/22/2025	International Code Council, Inc	Professional Consulting Services for 3rd Party Review of Construction Documents	\$ 35,000.00
2/20/2025	Jade Consulting	Professional Engineering Peacn Ave Watershed Phase I	\$ 35,650.00
3/17/2025	Chrisitan Preus Landscpae	Professional Architecture Julwins/Bancroft Corner	\$ 36,531.00
7/28/2025	Sawgrass Consulting	Professional Engineering Bon Secour Grand Drainage CE&I	\$ 39,900.00
4/14/2025	Neel-Schaffer	Professional Engineering Twin Beech Corridor Study	\$ 40,000.00
5/12/2025	Pyro Productions Inc	Professional Consultant for Design and Production of Fireworks Display	\$ 40,000.00
8/11/2025	O'Donnell & Assocaiates	Professional Services Hydrogeological Services Annual Contract	\$ 41,274.00
4/29/2025	Duke's Root Control	Professional Consulting I&I Study	\$ 49,500.00
1/12/2026	P.E.I.R	Professional Services Substance prevention educaiton and assistanace	\$ 50,000.00
1/26/2026	Sawgrass Consulting	Drainage Cowpen Creek Morphy/CR13	\$ 51,600.00
3/17/2025	Goodwyn Mills & Caywood	Professional Architect Welcome Center Envelope	\$ 53,416.00
1/27/2025	Krebs Engineering	Professional Engineering Dairy Rd Water Main Installation	\$ 60,000.00
1/27/2025	Sawgrass Consulting	Professional Engineering Gas Main Replacment Underneath I-10	\$ 64,100.00

SAMPLE OF APPROVED PROFESSIONAL SERVICES

CURRENT PREQUALIFIED PROFESSIONALS	CONSULTANT	ADDRESS	CITY	STATE	ZIP	EMAIL ADDRESS	PHONE
AGROMAX	Jeff Cornelson sales/consultant Joe Baggett, CM	P.O. Box 1040	Magnolia Springs	AL	36555	jeff@agromaxusa.com+G2:G85	251 988-1267
ABMB Engineers, Inc	Michael Bruce	500 Main Street	Baton Rouge	LA	70801	mbruce@abmb.com	225-765-7400
Allen Engineering and Sciences, Inc.	Melissa Gordon Pringle, PhD	1100 C Dauphin Street	Mobile,	AL	36604	mpringle@allenes.com	251-342-0700
AMEC	Steve Stewart, P.E.	169 Dauphin Street	Mobile	AL	36602	steve.stewart@amec.com	251 433-0880
Appraisal and Consultant Group, Inc	Edmond D Eslava, III MAI	9082 Independence Av	Daphne	AL	36526	acqbud@aol.com	251 338-2250
Ardurra Group, Inc.	Jeff Duplantis, PE, PMP Joe Downey, PE	210 State Street	Mobile	AL	36603	jduplantis@ardurra.com jdowney@ardurra.com	251-202-0610 256273-9625
Barry A. Vittor and Associates, Inc	Barry Vittor	8060 Cottage Hill Road	Mobile	AL	36695	bvittor@bvaenviro.com	251 633-6100
BES	Walter Bolton /Steve R Commander	P.O. Box 1348	Fairhope	AI	36532	wbolton@besdesignbuild.com	251 929-0551 251 422-5676
Blue Zones, LLC	Dan Burden, Dir Innov and Inspir Blue Zones, LLC Amelia Clabots, Operations Director	80 South Eighth Street	Minneapolis	MN	55402	amelia@bluezones.com	612 596-3600 612 596-3603
Callahan & Associates, Inc.	Robert Callahan	7 South Bayview Avenue	Fairhope	AL	36532	bcjr@callahanmail.com	251 928-1559
The Cassady Company, Inc	Calvin Cassady, P.E. President	4700 Highway 69 North	NorthPort	AL	35473	calvin@thecassadyco.com	205 330-0098
Cavanaugh MacDonald Consulting, LLC	Alisa Bennett Ed MacDonald	355 Busbee Parkway Ste 250	Kennesaw	GA	30144	AlisaB@CavMacConsulting.com EdM@CavMacConsulting.com	678 388-1700
CDG Engineers and Associates, Inc	Jefferey A Harrison, PE Gregory A Ryland, PE	P.O. Box 2155 778 North Dean Road, Suite 200A	Auburn	AL	36831	jeff.harrison@cdge.com	334 466-9431
CES	Mike Noori	1095 Windward Ridge Parkway, Suite 140	Alpharetta	GA	30005	Mike@CEngS.com	770-619-3999
CH2M Hill, Inc. (now Jacobs Engineering Group, Inc)	David Stejskal	25 West Cedar Street, Suite 560	Pensacola	FI	32502	David.Stejskal@CH2M.com	850-438-2740 251 591-9248 cell
CIVIC PLUS	Chris Gladu	317 Houston Street Ste E	Manhattan	KS	66502	gladu@CivicPlus.com	785-323-1505
Christian Preus Landscape Architecture, PLLC	Christian Preus	307 De La Mare Ave	Fairhope	AL	36532	info@christianpreus.com	855 539-5086
Clair Byrd Dorough	Clair Dorough	1700 Dillon Court	Bay Minette	AL	36533	cbd417@gmail.com	251 689-1837
Coast Architects, Inc	Phillip Owens	6475 Spanish Fort Blvd, Suite E	Spanish Fort	AI	36527	coastarchitect@aol.com	251 433-0217
Compliance Support Associates, LLC	Rick Hinrichs	9299 Fairhope Av	Fairhope	AL	36532	rhinrichs@bellsouth.net	251 454-9545
Condrey & Associates, Inc	Steve Condrey	P.O Box 7907	Athens	GA	30604	steve@condrey-consulting.com	706 380-7107
Constantine Engineering, Inc.	James Kizer, Jr. Jeff Duplantis	60-B Springdale Blvd.	Mobile	AL	36606	jduplantis@tcgeng.com	m 225-921-3067 o 251-202-0610
DELL Consulting LLC	Andy Maurin, PE	813 Downtowner Blvd, Ste D	Mobile	AL	36609	andy@dellsonslutlinc.com	251 316-0015
Dewberry Engineers (old Preble-Rish)	John Avent Andy Bobe	9949 Bellaton Ave	Daphne	AL	36526	abobe@dewberry.com	251 929-9781
DI Jacobs Consulting Co	Donald I Jacobs	90 Twinbrooke Drive	Holden	MA	1520	dijacobs@aol.com	508 829-2254
Diversified Emergency Management Associates, LLC	Walt Dickerson	3030 Widgeon Dr P.O. Box 9114 Mobile, AI 36691	Mobile	AL	36695		
Dyas Construction Management	J Daniel Dyas	23210 Hwy 98	Fairhope	AL	36532	JDDyas@gmail.com	251 990-6000
ECO Solutions Inc.	Thomas H Hutchings	P.O. Box 361	Montrose	AL	36559	ecosolutions@bellsouth.net	251 621-5006
E-J Builders	James Jurkiewicz	220 W. Laurel Avenue	Foley	AL	36536	office@ejbuilders.com	251-943-1112
Energy Vision, LLC	James Hatch	2039B Highway 25 P.O. Box 76	Columbiana	AL	35051	jhatch@energyvision.com	352 332-8097
Engineering Design Technologies, Inc.	Lawrence Wilson, PE	9786-B Timber Circle	Spanish Fort	AL	36526	lawrence.wilson@EDTinc.net	251 680-2241
engineering Design Technologies, Inc.	Vince Lucido	24693 Canal Road	Orange Beach	AL	36561	Vince_Lucida@rebsAE.com	251 967-3250
EnvironChem Inc	Ken Mohr	4320 Midmost Drive	Mobile	AI	36609	kmohr@bellsouth.net	251 344-9106
Espalier, LLC	Joseph H Comer, IV	302 Magnolia Av	Fairhope	AL	36532	joe@espalierdesign.com	251-454-3500
Evergreen Solutions, LLC	Dr. Linda Recio	2852 Remington Green Circle, Suite 101	Tallahassee	FL	32308	linda@consultevergreen.com	850 383-0111
FMS Engineering LLC	Cristin Faircloth, PE	2509 Commercial Park Dr	Mobile	AL	36606	cfaircloth@fmsengineering.com	251 450-2377
Gulf Coast Community Design Studio (Ms. State University)	David Perkes, AIA	769 Howard Ave	Biloxi	MS	39530	dperkes@gccds.msstate.edu	601 259-5616
Garver, LLC	Lindsay Tucker, PE					litucker@garverusa.com	251-895-7594
Geotechnical Testing Services	Jason Christian	715 Cardinal Circle	Summerdale	AI	36580	jasonchristian@cttesting.com	334 260-9174
GeoTechnical Engineering-Testing, Inc	Curt Doyle	904 Butler Drive	Mobile	AL	36693	cdoyle@geoenr.com	251 666-7197
Goodwyn, Mills, Cawood	Lee Walters Matt Griffith	11 Water Street, Ste 15250 316 Magnolia Ave	Mobile Fairhope	AL	36602 36532	lee.walters@gmcnetwork.com denise.king@gmcnetwork.com scott.hutchinson@gmcnetwork.com brandon.bias@gmcnetwork.com	251 460-4006
Gulf States Engineering, Inc. (GSE)	Dr. John T. Wade, P.E., F.P.E. Vice President, Principal Engineer	600 Azalea Road	Mobile	AL	36609	tom.wade@gseeng.com	251-460-4646
G.W Stewart dab Stewart Eng & sonstruction	Wade Stewart	40680 State Hwy 59	Bay Minette	AL		wstewart@stewartengineering.net	251 937-6313
Hargrove Engineers+Constructors	Tom Nelson, PMP	20 South Royal St	Mobile	AI	36602	tnelson@hargrove-epc.com	251 375-5718 251 300-1499 C
HiLine Engineering a GDS Company	Jason Settle P.E.	1850 Parkway Place, Suite 800	Marietta	GA	30067	jason.settle@gdsassociates.com	770 799-2360 404 909-2098 cell
HMR (Hutchison, Moore, & Rauch), LLC (now GMC)	Scott Hutchinson	2039 Main St . P.O. Box 1127	Daphne	AL	36526		251-380-8744 251 680-2555
Hoar Program Management	James Adams	150 Government Street, Suite 3005	Mobile	AL	36602	jadams@hoar.com	205-423-2238
Holmes & Holmes Architects	Nick Holmes	257 N Conception Street	Mobile	AL	36601	nhhili@holmesarchitects.com	251 432-8771 251 422-7176 cell

CURRENT PREQUALIFIED PROFESSIONALS	CONSULTANT	ADDRESS	CITY	STATE	ZIP	EMAIL ADDRESS	PHONE
Hummingbird & South	Adrienne Gates	1102 Dauphin Street, St A	Mobile	AL	36604	adrienne@hummingbirdssouth.com	251 445-3835
Hydro Engineering Solutions (division of HYDRO, LLC)	John E Curry, PE	2124 Moores Mill Road P.O. Box 2889, Auburn, AL 36831-2889	Auburn	AL	36830	jcurry@hydro-engineering.net	334 466-0894
Integrated Science and Engineering	Matthew Jones, PE	1290 Main Street, Suite C	Daphne	AL	36526	mjones@intse.com	251 210-2544
Ironworx Mechanical Services	Brad Barton	124 Sand Dune Drive	Gulf Shores	AL	36542	bbarton@ironworx.us	251-802-4300
Jessica Meryl Sawyer	Jessica Meryl Sawyer	120 Cherryhill Drive	Daphne	AL	36526	jessicasawyerAL@gmail.com	251 721-5607
J Pierce and Associates, LLC	Jacob Pierce	16116 Old Ganey Road	Bay Minette	AL	36507	jacob@jpierceandassociates.com	251 937-6222 334 657-1337
j. thomas, inc	Jason Thomas, Inc	602 Nichols Ave	Fairhope	AL	36532	jason@jthomas.net	251 928-6502 251 751-5669 cell
JADE Consulting, LLC	Perry Jinright	P.O. Box 1929	Fairhope	AL	36532	jinright@jadengineers.com	251 928-3665
Jones Walker, LLP	Matt McDonald	11 N. Water St. Suite 1200 RSA Battle House Tower	Mobile	AL	36602	mmcdonald@joneswalker.com	251 432-1414
Keet Consulting Service LLC	Bob Dooley	2501 Meadoview Lane, Ste 202	Pelham	AL	35124	bdooley@kcsngis.com	205 620-9843 205-565-1436
Kimley-Horn	Chuck Starling	11 North Water Street, Suite 10290 RSA Battle House Tower	Mobile	AL	36602	chuck.starling@kimley-horn.com	251-263-8350
Krebs Architecture and Engineering Inc.	Ron Harris	24693 Canal Road Ste A	Orange Beach	AL	36561	vince_lucida@krebsAE.com	251-967-3250
Lathan Associates Architects, PC	Rick Lathan	1550 Woods of Riverchase Drive, Suite 200	Hoover	AL	35244	rlathan@lathanassociates.com	205-988-9112
Lieb Engineering Company	Chris Lieb, PE	22881 Highway 98	Fairhope	AL	36532	clieb@liebengineering.com	251 928-9779
Magnolia River Services, inc	Kimberly Hoff CEO Nathan Sills, Area director	408 Bank Street	Decatur	AL	35601	nathan.sills@magnolia-river.com	256 773-9420 205 337-9825 cell
Mercer	Laura Mooser	462 South Fourth Street, Suite 1100	Louisville	KY	40202	laura.mooser@mercercor.com	502 560-8240
Milliman, Inc	John Hankerson	1301 Fifth Avenue, Suite 3800	Seattle	WA	98101	john.hankerson@milliman.com	206 504-5545
Moore Surveying Inc	Seth Moore		Fairhope	AL	36532		251 928-6777
Mott MacDonald Alabama LLC	John Peterson	107 St Francis St Suite 2900, Mobile, AL 36602	Mobile	AL	36602	John.peterson@mottmac.com	251 343-4366
MPACT	Mary Mullins Redditt	P.O. Box 994	Montrose	AL	36559	mmullins@mpactpublicaffairs.com	251 -802-3341
Neel-Schaffer	J. Gorman Schaffer John Murphy	169 Gaston Ave	Fairhope	AL	36532	gorman.schaffer@neel-schaffer.com john.murphy@neel-schaffer.com	251 377-7332
O'Donnell & Associates, Inc.	Marsha Nell O'Donnell	600 Bel Air Blvd, Suite 130	Mobile	AL	36606	groundwater@oaiwater.com	251 285-5945 251 510-9355 cell
Overstreet & Associates, PLLC	F. Jason Overstreet, P.E.	26151 Equity Drive; Suite 4	Daphne	AL	36526	contact@overstreeteng.com	251-444-7150
Payne Environmental Services	Randle T. Payne, REM, V.P.	7320 Hitt Road, Suite B	Mobile	AL	36685	info@payne-env.com	251-342-9400
Payne Pipeline Services	Randy Payne, CHMM, MEP, VP	7320 Hitt Road	Mobile	AL	36695	rpayne@payne-pipe.com	251-342-9400
Polyengineering Inc.	James H. Clarke	P.O. Box 837	Dothan	AL	36302	jclarke@polyengineering.com	334 793-4700
SAFEbuilt Georgia, LLC		4005 Nine McFarland Dr, STE 150	Alapartta	GA	30004	bmoore@safebuilt.com	470 349-1410
SAFE SPAN, LLC	Michael Sharp, CBI	P.O. Box 95	Silverhill	AL	36576	michaelssharp@safespanllc.com	251 943-6228
Safety Plus, Inc	Don Druse	4254 Halls Mill Road	Mobile	AL	36693	don@safetyplusinc.net	251 661-7650
Sain Associates Consulting Engineers and Surveyors	Jeff Stephenson, P. E. PTOE	Two Perimeter Park South, Suite 500 East	Birmingham	AL	35243	jstephenson@sain.com	205 263-2172
Sawgrass Consulting, LLC	Stephen Delahunty, P.E.	11143 Old Highway 31	Spanish Fort	AL	36527	sdelahunty@sawgrassllc.com	251 544-7900 251 753-5212 cell
S.E. Civil, LLC	Larry Smith	1 S. School Street	Fairhope	AL	36532	larry@secivil.pro	251 990-6566
Skipper Consulting, Inc	Darrell Skipper, P.E.	3644 Vann Road, Suite 100	Birmingham	AL	35235	darrell@skipperinc.com	205 655-8855
South Alabama Regional Planning Commission	Chris Miller, Ex Dir	110 Beauregard P.O. Box 1665	Mobile	AL	36366	cmiller@sarpac.org	251 433-6541
South Coast Engineers, LLC	Scott Douglas, PHD	P.O. Box 72	Fairhope	AL	36533	scott@southcoastengineers.com	251- 510-2903
Southern Earth Sciences, Inc	Lewis Copeland, JR	762 Downtowner Loop West	Mobile	AL	36616	lcopeland@soearth.com	251 445-4356
Sovereign Consulting, Inc	Robert A Cummings,	826 Lakeside Drive, Ste E	Mobile	AL	36693	rcummings@sovcn.com	251 665-1095
Specialty Civil Designs	David Fuqua	10300 Windmill Road	Fairhope	AL	36532	dafuqua@msn.com	251 454-6662
Stewart Engineering, Inc.	Lance Junkin, Pres.	300 E. 7th St.	Anniston	AL	36207	services@stewartengineering.org	256-237-0891
Stewart Environmental Construction, Inc.	Sallye B. Stewart	549 Daybrite Dr.	Tupelo	MS	38801	sstewart@selectconnect.net	662-841-9202
TAG / the architect group	Robert Taylor Mary Ellen Zoghby	710 Downtowner Blvd	Mobile	AL	36609	rtaylor@tagarchitects.com mzoghby@tagarchitects.net	251 343-1811
Terracon Consultants Inc	James Foster	6215 Rangeline Road, STE 115	Mobile	AL	36582	jfoster@terracon.com	251 447-5374
Thompson Engineering Inc	Eliska Morgan	2970 Cottage Hill Road Ste 190	Mobile	AL	36606	emorgan@thompsonengineering.com	251 666-2443 251 665-5421
Valley House Design	Tyler Rudick, designer	2020 Valley Road	Rockford	IL	61107	tyler.rudick@gmail.com	713-336-3827
Volkert, Inc	Ray Miller, PE Andrew James	1110 Montimar Blvd., Suite 1050	Mobile	AL	36609	rav.miller@volkert.com Andrew.James@volkert.com	251 342-1070
Walcott, Adams, Verneville	Clay Adams	One School Street	Fairhope	AL	36532	clay@wvavarchitects.com	251 928-6041
WHLC ARCHITECTURE	Mack McKinney	70 S. Section Street	Fairhope	AL	36532	mack@whlarchitectur.com	251 990-6200
WAS Design	Troy Strunk	P.O. Box 4023	Gulf Shores	AL	36547	tstrunk@was-design.com	251 948-7181
Zambelli Fireworks Mfg., Co	Danielle Fredrickson (office Mgr)	1 W Camino Real Blvd Ste 100	Boca Raton	FL	33432	dfredrickson@zambellifireworks.com	561 395-0955



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
PREQUALIFYING PROFESSIONAL SERVICE PROVIDERS
FOR
THE CITY OF FAIRHOPE**

MAYOR
Sherry Sullivan, Mayor

FAIRHOPE CITY COUNCIL
Jimmy Conyers
Council President

CITY OF FAIRHOPE, AL

(Ongoing advertisement for Prequalification of Professional Services)

The City of Fairhope of Baldwin County, Alabama, is requesting professional consulting, design, or service firms to submit Letters of Interest (LOI) and Statements of Qualifications (SOQ) for evaluation for inclusion on a list of prequalified professional service providers.

The City of Fairhope is an Equal Opportunity Employer and requires that all vendors comply with the Equal Employment Opportunity laws. The City also encourages and supports the participation and utilization of Minority Business Enterprises on this and all public solicitations.

Services will be obtained on an as-needed basis and the City makes no representations as to the actual amount of service, if any, to be obtained from any particular firm.

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFQ. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFQ.

1.0 **INSTRUCTIONS TO PROFESSIONAL SERVICE PROVIDERS WHO WANT TO BE ADDED TO OUR PREQUALIFIED PROFESSIONAL PROVIDERS LIST**

- 1.0.1 Submittal of Letter Of Interest (LOI) and Statement Of Qualifications (SOQ) should include, but is not limited to, the following:
 - 1.0.1.1 Letter of interest (LOI) signed by a principal of the professional service provider , stating a brief summary of the intent of the requester.
 - 1.0.1.2 Name of firm, address and telephone number. A primary contact with phone number and email shall also be provided.
 - 1.0.1.3 Prequalification areas being requested and copy of current ALDOT prequalification letter if applicable. Firms that are not pre-qualified by ALDOT should include up to two pages of qualifications and experience for each area of prequalification they are requesting the City to evaluate. Additionally, for the other pre-qualification areas the City has identified, firms should include no more than two pages of qualifications and experience for the areas the firm is requesting the City to evaluate.
 - 1.0.1.4 Names, qualifications, and experience of a principal / owner (contractual authority), a municipal services project manager, and key personnel (Task Manager) who would be assigned to a City of Fairhope project. This information **(a one page limit for each)** should include but not be limited to the following for each individual:
 - 1.0.1.4.1 Number and type of projects in which each individual has been involved (no project should be more than five years old).
 - 1.0.1.4.2 Key personnel for the appropriate disciplines (maximum of five individuals). Respondents shall further provide proof of all professional licenses held by each of the foregoing primary individuals and note whether each primary individual is in good standing with the agencies issuing such licenses. This proof should include all professional licenses necessary to do work for / in the City of Fairhope, Alabama.
- 1.0.1.5 Number and composition of staff that is **readily available** for City of Fairhope projects, including a table of organization by name to key personnel. Composition of staff should be broken into professional, designers, and technicians. Description of the firm's ability to generally respond to the City's project needs.

- 1.0.1.6 Name of responsible firm member and a Municipal Services Project Manager. (This individual is key to the firms prequalification. It is the City's expectation that this individual will be available to manage any project for which the firm may be selected. The only acceptable reason for this person to not be available for a Fairhope contract is the individual is no longer with the firm. It is the professional service provider's responsibility to advise the City of any changes in this individual's ability to be available for a Fairhope contract).
- 1.0.1.7 A statement detailing the firm's Quality Assurance Program.
- 1.0.1.8 Qualifications of any sub-consultant(s) used to obtain qualification in the various areas are to be included in the firm's Statement of Qualifications (SOQ).
- 1.0.1.9 Respondents may provide any additional information the respondents feel would be necessary for or relevant to the City's review of their submissions.

PREQUALIFICATION CATEGORIES

The areas of prequalification for the City of Fairhope are listed below. **Please check each area for which your firm desires evaluation, and include this page in your SOQ.**

AREAS OF PREQUALIFICATION

Engineering firms that are pre-qualified by the Alabama Department of Transportation (ALDOT) shall automatically be pre-qualified in the same or similar areas by the City of Fairhope. If the firm has not been pre-qualified by ALDOT, the City shall determine the area(s) of prequalification upon completion of review of the firm's SOQ. The areas of prequalification for the City of Fairhope are listed below:

DOT Prequalification areas:

1. ☐ Non-Complex/Complex Highway/Roadway Design
2. ☐ Non-Complex/Complex Structure Design
3. ☐ Minor Bridge Inspection
4. ☐ Subsurface and Foundation Design
5. ☐ Traffic Signal/ Traffic Signal System Design
6. ☐ Construction Administration and Inspection
7. ☐ Right-of-way Plan Development
8. ☐ Environmental Studies/Assessments
9. ☐ Geotechnical/Testing Services
10. ☐ Highway Environmental Studies

ADDITIONAL PREQUALIFICATION AREAS:

Architectural Engineering Services:

1. ☐ General, services as needed
2. ☐ Plan Review Services (Residential & Commercial)
3. ☐ Construction Management/Inspection Services
4. ☐ Landscape Architecture and Urban Design
5. ☐ Greenway Planning

Civil Engineering:

1. ☐ General, services as needed
2. ☐ Survey
3. ☐ Landscape
4. ☐ Greenway Planning
5. ☐ Geographic Information System (GIS)
6. ☐ Transportation Studies (Traffic Impact Analysis)
7. ☐ Storm Water Management/Design
8. ☐ Water Resources Management/Design
9. ☐ Sanitary Sewer Management/Design
10. ☐ Civil Site Design
11. ☐ Water System Management/Design
12. ☐ Gas System Management/Design
13. ☐ Transmission/Distribution Electrical System Management/Design
14. ☐ Industrial Electrical Design/System Analysis/Performance
15. ☐ Electrical System Management/Design
16. ☐ Analysis/Performance

Structural Engineering

1. ☐ General, services as needed
2. ☐ Plan Review Services (Residential & Commercial)
3. ☐ Construction Management/Inspection Services

Land Surveying

1. ☐ General, services as needed
2. ☐ Topographical
3. ☐ Industrial

CPA/Financial Services

1. ☐ Audits
2. ☐ Actuarial Services
3. ☐ Utility Rate Analysis

☐ **Attorneys**

☐ **Codification of Municipal Ordinances**

☐ **Computer Programmers/Consultants**

☐ **Grants and Grant Writing**

☐ **AL Trail Planning and Design**

☐ **Human Resources Consultants**

☐ **Background Investigations**

☐ **Insurance Brokers**

☐ **Planning**

☐ **Real Estate Appraisers**

☐ **Technology Consultants**

☐ **Zoning**

☐ **Other Professional Services as needed** _____

EVALUATION OF STATEMENT OF QUALIFICATIONS

1. Evaluations of SOQ and ultimate selection of pre-qualified consultants utilize "Exhibit A", Qualification Statement Evaluation, **included with this document as information only.**
2. Evaluations of proposals among the City's pre-qualified consultants for specific projects will utilize "Exhibit B", Proposal Evaluation Form, **included with this document as information only.**

WHERE TO SUBMIT LETTER OF INTENT AND STATEMENT OF QUALIFICATIONS

Submittals, questions and comments will be received by the City of Fairhope Purchasing Manager at:

Mailing address:

City of Fairhope
Purchasing Department
P.O. Drawer 429
Fairhope, AL 36533

Email address:

purchasing@fairhopeal.gov
Phone: 251-928-8003

sample
EXHIBIT A

QUALIFICATION STATEMENT EVALUATION FORM

QUALIFICATIONS FOR: _____

FIRM NAME: _____

REVIEWER: _____

DATE: _____

CATEGORY	CRITERIA	RATING X WEIGHT = SCORE
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**FIRM AND INDIVIDUAL
QUALIFICATIONS**

Number of years in business	_____ 2 _____
Competence of the firm to perform the required Services as indicated by: technical training and education of firm's personnel	_____ 5 _____
Experience of the firm's personnel assigned to perform the work	_____ 5 _____

LOCATION OF FIRM

_____ 5 _____

**CAPACITY TO PERFORM
WORK**

Ability of the firm to perform the required service competently and expeditiously, and the availability of necessary personnel	_____ 5 _____
--	---------------

REFERENCES

Past performance of the firm as exemplified by past work with the City of Fairhope, or other Clients (provide references) with respect to such factors as:

Quality of design	_____ 3 _____
Technical innovation	_____ 5 _____
Meeting schedules and deadlines	_____ 5 _____
Controlling project costs/meeting budgets vs project	_____ 5 _____
Communication and Cooperation	_____ 5 _____

TOTAL POINTS (of possible 225) _____

Rating: 1-poor, 2-fair, 3-good, 4-excellent, 5-superior
Weighting factors (1-5) can be adjusted for each Contract according to the need and priorities of the City of Fairhope

sample
EXHIBIT B
PROPOSAL EVALUATION FORM

PROPOSAL EVALUATION _____

PROFESSIONAL SERVICE PROVIDER _____

PROJECT _____

EVALUATOR _____

DATE _____

CATEGORY	CRITERIA	RATING X WEIGHT=SCORE		
TECHNICAL APPROACH	Understanding of Project and basic scope of services	_____	5	_____
	Additions or deletions to the basic scope of services	_____	3	_____
	Understanding of unique conditions of the Project	_____	3	_____
	Technical approach to the Project	_____	4	_____
	Project Schedule	_____	3	_____
	Key equipment or Resources that assists in performance of work	_____	2	_____
PROJECT TEAM	Consultant's and Sub-Consultant's Experience on similar Projects	_____	5	_____
	Working relationship with Project Team (Consultant Sub-consultants)	_____	3	_____
	Project Manager's Experience on similar Projects	_____	4	_____
	Key Task Manager's Experience on Similar Projects	_____	5	_____
	Location of Key Staff Members (Consultant and Sub-Consultants)	_____	4	_____
PAST PERFORMANCE	Quality of Consultant's/Sub-Consultant's past work (similar size and/or scope)	_____	5	_____
	Consultant's/Sub-Consultant's ability to meet Project Schedule	_____	4	_____
	Project Manager's ability to coordinate Project	_____	4	_____
	Consultant's/Sub-consultant's Success in controlling Project costs	_____	5	_____
	Consultant's/Project Manager's ability to communicate effectively with agency	_____	5	_____
TOTAL POINTS (OF POSSIBLE 320)		_____		

Rating: 1-poor, 2-fair, 3-good, 4-excellent, 5-superior

Weighting Factors (1-5) can be adjusted for each Contract according to the need and priorities of the City of Fairhope