

STATE OF ALABAMA DEPARTMENT OF TRANSPORTATION  
JUNE 24, 2016  
PROCEDURE FOR SELECTION OF ARCHITECT  
AND/OR ENGINEERING SERVICES

I. Warrant for Use of Consultant Services

- a. The Consultant Selection Committee, as appointed by the Director, shall make a determination of necessity or desirability of services.
- b. A request for professional services must be made by Bureau Chiefs/Region Engineers to the Committee Chairman and will include:
  1. Justification for use of consultant services (to include assessment of workload, resources available within the Department, and expertise required).
  2. Detailed scope of work.
- c. The Committee will review the request and determine whether or not need of requested services is warranted. This determination is to be made following an assessment of workload, resources available within the Department, and expertise required. The Committee Chairman will send a response to the request for professional services with a determination or request for more information.

II. Selection Process

- a. Prequalification – The Department will maintain a listing of firms, which will be updated every other year, expressing an interest in providing services for the Department. This listing will be categorized by functional areas of services in which the firm has expertise. This listing may be supplemented by firms determined by the Committee to be capable of performing work in a professional manner. All firms listed must be in compliance with Chapter 11 of Section 34 of the Code of Alabama with particular reference to 34-11-9. A current copy of the certificate of authorization will be required. Chapter 11 relates to professional license requirements for individuals and firms. Firms will be selected without regard to race, color, religion, sex, or national origin.
- b. Upon determining services are warranted, the Department will:

1. Identify the procurement method.
  - i. Competitive negotiation procurement. Except for paragraphs (ii) and (iii) of this section, contracting agencies shall use the competitive negotiation method for the procurement of engineering and design related services when Federal-aid Highway Program (FAHP) funds are involved in the contract, as specified in 23 U.S.C. 112(b)(2)(A). The solicitation, evaluation, ranking, selection, and negotiation shall comply with the qualifications-based selection procurement procedures for architectural and engineering services codified under 40 U.S.C. 1101-1104, commonly referred to as the Brooks Act. The competitive negotiation procedures are explained in Sections III through VI.
  - ii. Small purchases procurement – ALDOT may use procedures that reflect applicable State laws and regulations for the procurement of engineering and design related services provided the total contract costs do not exceed the Federal simplified acquisition threshold (as defined in 48 CFR 2.101). When a lower threshold for use of small purchase procedures is established in State law, regulation, or policy, the lower threshold shall apply to the use of FAHP funds. The small purchases procurement procedures are explained in Section X.
  - iii. Noncompetitive procurement – where specific conditions exist allowing solicitation and negotiation to take place with a single consultant. The noncompetitive procedures are explained in Section XI. ALDOT may award a contract by noncompetitive procedures under the following limited circumstances:
    - a. The service is available only from a single source;
    - b. There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
    - c. After solicitation of a number of sources, competition is determined to be inadequate.

2. Identify the contract type.

- i. Project Specific - A contract between the contracting agency and consultant for the performance of services and defined scope of work related to a specific project or projects.
- ii. Multiphase - A project-specific contract where the solicited services are divided into phases whereby the specific scope of work and associated costs may be negotiated and authorized by phase as the project progresses.
- iii. On-call or Indefinite Delivery/Indefinite Quantity (IDIQ) - A contract for the performance of services for a number of projects, under task or work orders issued on an as-needed or on-call basis, for an established contract period not to exceed a maximum of five years and including a maximum total contract dollar amount.
  - a. If multiple consultants are to be selected and multiple on-call or IDIQ contracts awarded through a single solicitation for specific services:
  - b. Identify the number of consultants that may be selected or contracts that may be awarded from the solicitation; and
  - c. Specify the procedures the contracting agency will use in competing and awarding task or work orders among the selected, qualified consultants.

III. Solicitation

- a. The solicitation process shall be by public announcement, public advertisement, or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of the contract. Procurement procedures may involve a single step process with issuance of a request for proposal (RFP) to all interested consultants or a multiphase process with issuance of a request for statements or letters of interest or qualifications (RFQ) whereby responding consultants are ranked based on qualifications and a RFP is then provided to three or more of the most highly qualified consultants. Minimum qualifications of consultants to perform services under general work categories or areas of expertise may also be assessed through the prequalification process.

Regardless of any process utilized for prequalification of consultants or for an initial assessment of a consultant's qualifications under a RFQ, a RFP specific to the project, task, or service is required for evaluation of a consultant's specific technical approach and qualifications.

1. **Single-Step Process** – The Consultant Management Section will send the RFP by e-mail to the prequalified firms. The RFP will be advertised one time in a state newspaper of general circulation. Newspaper advertisements will be an abbreviated format. In addition, during the advertisement period, the RFP will be posted on the Department's Internet web-page. Interested firms will respond to the RFP. A typical one-step RFP can be found in Attachment A. A minimum of two weeks from date of notice (publication and/or letter) will be allowed for the firms to respond.
2. **Two-Step Process** – The Consultant Management Section will send the RFQ by e-mail to the prequalified firms. The RFQ will be advertised one time in a state newspaper of general circulation. Newspaper advertisements will be an abbreviated format. In addition, during the advertisement period, the RFQ will be posted on the Department's Internet web-page. Interested firms will respond to the RFQ. A typical RFQ can be found in Attachment B. A minimum of two weeks from date of notice (publication and/or letter) will be allowed for the firms to respond. The Consultant Selection Committee will then follow the process outlined in the single-step process, only an RFP (Attachment C) is sent to three or more of the most highly qualified consultants. The Consultant Selection Committee may choose to require presentations from all of the most highly qualified consultants.

IV. **Request for Proposal** – The RFP shall provide all information and requirements necessary for interested consultants to provide a response to the RFP and compete for the solicited services. The RFP shall:

- a. Provide a clear, accurate, and detailed description of the scope of work, technical requirements, and qualifications of consultants necessary for the services to be rendered. To the extent practicable, the scope of work should detail the purpose and description of the

- project, services to be performed, deliverables to be provided, estimated schedule for performance of the work, and applicable standards, specifications, and policies;
- b. Identify the requirements for any discussions that may be conducted with three or more of the most highly qualified consultants following submission and evaluation of proposals;
  - c. Identify evaluation factors including their relative weight of importance;
  - d. Specify the contract type and method(s) of payment anticipated to contract for the solicited services;
  - e. Identify any special provisions or contract requirements associated with the solicited services;
  - f. Require that submission of any requested cost proposals or elements of cost be in a concealed format and separate from technical/qualifications proposals, since these shall not be considered in the evaluation, ranking, and selection phase; and
  - g. Provide an estimated schedule for the procurement process and establish a submittal deadline for responses to the RFP that provides sufficient time for interested consultants to receive notice, prepare, and submit a proposal, which except in unusual circumstances shall be not less than 14 calendar days from the date of issuance of the RFP.
  - h. Identify if a contract DBE participation goal was set for the solicited service.

#### V. Evaluation of RFP

- a. The firm shall be prequalified as noted in Section II-A.
- b. The requirement above shall not apply to those disciplines as listed below:
  - 1. Cultural Resources Studies – Historical, Archaeological, Architectural; ROW Acquisition, Appraisal, Relocation and Management Consultants; Transportation Rate Studies; Underwater Inspection, Diver.
- c. Architectural Services will require registration with the Alabama Board of Registration for Architects. Land Surveying will require Alabama Land Surveying License. Landscape Design will require registration with the Alabama Board of Landscape Design Architects.
- d. Firms will be evaluated based on the evaluation criteria identified in the RFP.

- e. Suspension and debarment actions and eligibility of consultants are covered in ALDOT's Standard Contract Exhibit K (ALDOT Contract Exhibits available at <https://cpmsapps.dot.state.al.us/ConsultantManagement//default.aspx>).
- f. Presentation Before Committee – The Committee, through the Chairman, may request a presentation with three or more of the most highly qualified consultants based upon the size and complexity of the project. The presentation should include the evaluation factors in the RFP and any other data considered by the firm to be pertinent. The Committee may pose any relevant questions to the firm.
- g. Following evaluation of interest responses and presentations, the Committee shall document their findings.
- h. The Committee should invite FHWA input when selecting consultants for unusually complex or highly technical undertakings.

## VI. Evaluation, Ranking, and Selection

- a. The Committee will rank, in order of preference, at least three consultants determined most highly qualified to perform the solicited services based on the established and published evaluation criteria with the following exceptions:
  - 1. In instances where only two qualified consultants respond to the solicitation, the Committee may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements that arbitrarily limited competition.
  - 2. The committee may submit a single firm in accordance with Section XI.
- b. The Director will then review the Committee's ranking and concur in the determination or request more information from the Committee.
- c. The Committee shall notify all responding firms with the final ranking and selection.
- d. ALDOT shall retain supporting documentation of the solicitation, proposal, evaluation, and selection of the consultant.

## VII. Negotiation with Firm

- a. Concurrence by the Director will constitute authorization for the appropriate Bureau Chief/Region Engineer, under whose responsibility work will be performed, to proceed with negotiation with the top ranked firm relative to understanding of the scope of work and fee deemed fair and just compensation for the work. The appropriate Bureau Chief/Region Engineer will be responsible for detailed negotiation of the agreement and presenting findings in accordance with paragraph VII-m. The Federal Highway Administration will be advised of the date and time of negotiations and may attend at its option.
- b. Scope of Work – All necessary Department personnel will meet with the prospective firm to review in detail the required services and ensure a complete and thorough understanding of requirements involved in the professional service.
- c. The method of payment may be either
  1. Lump sum - The lump sum payment method shall only be used when the contracting agency has established the extent, scope, complexity, character, and duration of the work to be required to a degree that fair and reasonable compensation, including a fixed fee, can be determined at the time of negotiation.
  2. Cost per unit of work,
  3. Cost plus a fixed fee amount, or
  4. Specific rates of compensation - The specific rates of compensation payment method provides for reimbursement on the basis of direct labor hours at specified fixed hourly rates, including direct labor costs, indirect costs, and fee or profit, plus any other direct expenses or costs, subject to an agreement maximum amount. This payment method shall only be used when it is not possible at the time of procurement to estimate the extent or duration of the work or to estimate costs with any reasonable degree of accuracy. The specific rates of compensation payment method should be limited to contracts or components of contracts for specialized or support type services where the consultant is not in direct control of the number of hours worked, such as construction engineering and inspection. When using this payment method, the contracting agency shall manage and monitor the consultant's level of effort and classification of employees used to perform the contracted services.

- d. Compensation based on a cost plus a percentage of cost of construction shall not be used. Lump sum method of payment will be used when the scope and complexity of work are defined to the extent that a fair and reasonable fee may be negotiated. Cost plus a fixed fee will be the next preferred method of compensation. When the method of payment is other than lump sum, the contract shall specify a maximum amount payable which shall not be exceeded unless adjusted by a contract modification.
- e. After the work requirements are clearly understood by both parties, the prospective firm will be required to prepare a proposed fee for the required services, separated by the various items of work and supported by estimated man-day requirements, out-of-pocket costs, etc., necessary to perform the desired work. This shall include the following:
  - 1. Fee broken down by direct labor with a schedule showing estimated man-hours with the applicable hourly rate.
  - 2. Estimated other direct costs with a schedule detailing these costs. A schedule of the audited labor additive rate and the audited overhead rate to be used in the agreement. These schedules should include the dollar amount of the base and the dollar amount of the factors in each rate calculation.
  - 3. The proposed fixed fee amount.
- f. Prior to receipt or review of the most highly qualified consultant's proposal, ALDOT will prepare a detailed independent estimate with an appropriate breakdown of the work or labor hours, types or classifications of labor required, and other direct costs for the defined scope of work. The independent estimate shall serve as the basis for negotiation.
- g. After the material regarding fee has been submitted, a meeting, if necessary, will be held to discuss proposed fees and at this time further clarification of work requirements may be in order to ensure proper relationship between the cost and the service to be rendered.
- h. ALDOT will assure that concealed cost proposals of unsuccessful bidders will be properly disposed.
- i. ALDOT will assure consultant compliance with the Federal cost principles.
- j. Every agreement shall include the following conflict of interest statement; "As a part of the obligation of the consultant to the state under this agreement, the consultant does hereby certify that consultant has no financial or other interest in the outcome of the project proposed under this AGREEMENT".



- k. Disadvantaged Business Enterprise (DBE) program – ALDOT may give consideration to DBE consultants in the procurement of engineering and design related service contracts subject to 23 U.S.C. 112(b)(2) in accordance with 49 CFR 26.
- l. All contracts and subcontracts exceeding \$100,000 shall contain, either by reference or by physical incorporation into the language of each contract, a provision for lobbying certification and disclosure, as specified in 49 CFR 20.
- m. Judgement of Fee
  - 1. The fee, after reviews and clarification proposed by the firm, shall be judged by a Fee Judging Committee designated by the Transportation Director. The judgment is to be based on the following considerations:
    - i. Fair and just fee will be evaluated from the maximum compensation aspect, and will be evaluated to ensure sufficient compensation to assure professional quality of the work items desired.
    - ii. Proposed fee should be compared to the independent estimate and to other projects of similar nature where possible where previous experience provides an indication toward a fair and just fee for the services.
  - 2. If the Fee Judging Committee does not feel a fair and just fee can be obtained, the following steps will be taken:
    - i. Recommend in writing to the Director that negotiations be terminated, and
    - ii. If the Director concurs by approval of the above report, the firm will be notified in writing by the Consultant Selection Committee Chairman and the Department shall undertake negotiations with the next ranked firm. Failing with the listed firms, the Committee shall recommend additional firms deemed qualified to provide the services required.
    - iii. If the Director does not concur in the above report, the Director will issue appropriate written instructions to proceed.
    - iv. A copy of the executed contract will be furnished to FHWA for information.

## VIII. Monitoring Work in Progress

### a. Preliminary Evaluations

1. When the firm begins work under the terms of the agreement, it will be required to submit monthly progress reports regardless of whether or not an invoice is submitted, and whether or not any work is performed during the month.
2. The progress will be carefully reviewed by the State and each progress report verified. This verification will be accomplished by normal reviews at appropriate steps in the development of the work and any additional reviews that may be deemed necessary to verify the progress reported.

### b. Final Design and Contract Plans

1. Items 1 and 2 under Section VIII-a, Preliminary Evaluations, will also apply to Final Design and Contract Plans work.
2. Generally, there will be three thorough reviews of contract plans during development: 30% Review, Plan-In-Hand Review, and PS&E Inspection.

### c. Other Types of Engineering Services

1. Items 1 and 2 under paragraph VIII-a, Preliminary Evaluations, will apply to Other Types of Engineering Services.

### d. Contracts Other Than Lump Sum Fixed Fee Type

1. When the method of payment is other than lump sum, the contract shall specify a maximum amount payable which shall not be exceeded unless adjusted by a contract modification. Firms with contracts providing for payment of a cost-plus-fixed fee basis, or any basis on which the actual expenditures of the firm are a factor in determining amounts of periodic and final payments, shall be audited as necessary during the life of the agreement plus an audit prior to final payment. The Office of External Audit may prepare an audit report at any time based on other audits of the firm if the other audits adequately confirm the expenditures.

### e. Architectural Services

1. Items 1 and 2 under paragraph VIII-a, Preliminary Evaluations, and paragraph VIII-d, Contracts Other Than Lump Sum Fixed Fee Type, will also apply to Architectural Services.

2. Other terms and conditions providing for architectural services are to be set forth in the proposal for such services.

## IX. Contract Administration and Monitoring

a. **Responsible charge.** A full-time, public employee of the contracting agency qualified to ensure that the work delivered under contract is complete, accurate, and consistent with the terms, conditions, and specifications of the contract shall be in responsible charge of each contract or project. While an independent consultant may be procured to serve in a program or project management support role, as specified in § 172.7(b)(5), or to provide technical assistance in review and acceptance of engineering and design related services performed and products developed by other consultants, the contracting agency shall designate a public employee as being in responsible charge. A public employee may serve in responsible charge of multiple projects and contracting agencies may use multiple public employees to fulfill monitoring responsibilities. The term responsible charge is intended to be applied only in the context defined within this regulation. It may or may not correspond to its usage in State laws regulating the licensure and/or conduct of professional engineers. The public employee's responsibilities shall include:

1. Administering inherently governmental activities including, but not limited to, contract negotiation, contract payment, and evaluation of compliance, performance, and quality of services provided by consultant;
2. Being familiar with the contract requirements, scope of services to be performed, and products to be produced by the consultant;
3. Being familiar with the qualifications and responsibilities of the consultant's staff and evaluating any requested changes in key personnel;
4. Scheduling and attending progress and project review meetings, commensurate with the magnitude, complexity, and type of work, to ensure the work is progressing in accordance with established scope of work and schedule milestones;
5. Ensuring consultant costs billed are allowable in accordance with the Federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant's work;

6. Evaluating and participating in decisions for contract modifications; and
7. Documenting contract monitoring activities and maintaining supporting contract records, as specified in 2 CFR 200.333.

b. Contract Modification

1. Contract modifications are required for any amendments to the terms of the existing contract that change the cost of the contract; significantly change the character, scope, complexity, or duration of the work; or significantly change the conditions under which the work is required to be performed.
2. A contract modification shall clearly define and document the changes made to the contract, establish the method of payment for any adjustments in contract costs, and be in compliance with the terms and conditions of the contract and original procurement.
3. A contracting agency shall negotiate contract modifications following the same procedures as the negotiation of the original contract.
4. A contracting agency may add to a contract only the type of services and work included within the scope of services of the original solicitation from which a qualifications-based selection was made.
5. For any additional engineering and design related services outside of the scope of work established in the original request for proposal, a contracting agency shall:
  - i. Procure the services under a new solicitation;
  - ii. Perform the work itself using contracting agency staff; or
  - iii. Use a different, existing contract under which the services would be within the scope of work.
6. Overruns in the costs of the work shall not automatically warrant an increase in the fixed fee portion of a cost plus fixed fee reimbursed contract. Permitted changes to the scope of work or duration may warrant consideration for adjustment of the fixed fee portion of cost plus fixed fee or lump sum reimbursed contracts.

## X. Small Purchases Procurement Method

### a. Consultant Selection

1. The prequalification list will be used to determine interest. After this list is developed, follow-up contacts to determine interest by consultants of specific work may be solicited via telephone calls or other electronic means.
2. Consultants will not be interviewed unless absolutely necessary to determine the qualifications of a particular firm.
3. The scope of work, project phases, and contract requirements shall not be broken down into smaller components merely to permit the use of small purchase procedures.
4. The Consultant Selection committee will send an RFP to a minimum of three consultants. The consultants will respond to the RFP and the Consultant Committee may proceed with evaluation and selection.
  - i. In instances where only two qualified consultants respond to the solicitation, the contracting agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition.
  - ii. Alternatively, a contracting agency may pursue procurement following the noncompetitive method when competition is determined to be inadequate and it is determined to not be feasible or practical to re compete under a new solicitation as specified in §172.7(a)(3)(iii)(C).
5. Contract costs may be negotiated in accordance with the following procedures:
  - i. The allowability of costs shall be determined in accordance with the Federal cost principles.
  - ii. Negotiation procedures are as set forth in Section VII.
6. The full amount of any contract modification or amendment that would cause the total contract amount to exceed the established simplified acquisition threshold is ineligible for Federal-aid funding. The FHWA may withdraw all Federal-aid from a contract if it is modified or amended above the applicable established simplified acquisition threshold.

XI. Noncompetitive Procurement Method

- a. ALDOT will document that one of the following conditions exist:
  - 1. The service is available only from a single source;
  - 2. There is an emergency which will not permit the time necessary to conduct competitive negotiations; or
  - 3. After solicitation of a number of sources, competition is determined to be inadequate.
- b. The Committee, through the Chairman, may request a presentation by a firm if said firm has never made a presentation or has not made a presentation within a reasonable time.
  - 1. The presentation should include the evaluation factors in the RFP and any other data considered by the firm to be pertinent. The Committee may pose any relevant questions to the firm.
- c. Following evaluation of interest responses and presentations, the Committee shall document their findings and proceed to Section VI.
- d. ALDOT will then proceed to follow the negation procedures in Section VII.

XII. Selection Procedures for Cities, Counties & MPOs

- a. Standard Process
  - 1. Consultant Selection – Cities, counties, and MPOs shall do the following:
    - i. Request written permission from the ALDOT Director to select a consultant for performing work on projects for which federal or state funds will be used to pay the consultant. Written requests are not required when non-federal or non-state funds are used to pay the consultant.
    - ii. Follow the requirements in Sections II through XII.
    - iii. Upon selection of a consulting firm, will notify the Department in writing of the selection, including the qualifications-based reasons for selecting the firm, and request the Department's approval and concurrence.
  - 2. Negotiation with Firms
    - i. Approval by the Department will constitute authorization for the city or county under whose responsibility work will be performed to proceed with

negotiation with the firm relative to understanding the scope of work and fee deemed fair and just compensation for the work.

- ii. The negotiated fee shall be submitted to ALDOT for concurrence. If ALDOT does not concur in the fee, it shall issue appropriate written instructions.

3. Monitoring Work in Progress – The Region in which the work is performed will be responsible for supervision in order to have the consultant comply with all appropriate state and federal regulations.

b. Alternate Selection Procedures for Cities, Counties & MPOs

1. Consultant Selection

- i. If cities and counties elect to use an ALDOT “on-call” consultant, they shall request written permission from the ALDOT Director to select a consultant for performing work on projects for which federal and/or state funds will be used to pay the consultant.
- ii. ALDOT will transmit a list of currently active “on-call” consultants to the city/county/MPO. Upon receiving the list of consultants, the city/county/MPO will select one of the consultants listed and then enter into negotiations with the selected firm.
- iii. The terms of the agreement between the city/county/MPO and the consultant shall be the same as in the “on-call” agreement between ALDOT and the consultant. The fees to be used in the city/county/MPO agreement with the consultant will be the same fees as previously approved by ALDOT’s Finance and Audits Bureau – External Audit Section for use in the “on-call” agreement with ALDOT.
- iv. The negotiated fee shall be submitted to the Department for concurrence. If the Department does not concur with the fee, it shall issue appropriate written instructions.
- v. A copy of the signed agreement between the city/county/MPO and the consultant will be transmitted to the appropriate Region office.


2. Monitoring Work in Progress – The Region in which the work is performed will be responsible for supervision in order to have the consultant comply with all

appropriate state and federal regulations.


- XIII. The Division Administrator, Federal Highway Administration, will be notified and may attend any meetings relative to the processes defined above where projects involve federal-aid highway funds.
- XIV. ALDOT shall prepare an evaluation summarizing the consultant's performance on a contract. The performance evaluation should include, but not be limited to, an assessment of the timely completion of work, adherence to contract scope and budget, and quality of the work conducted. ALDOT shall provide the consultant a copy of the performance evaluation and an opportunity to provide written comments to be attached to the evaluation. ALDOT should prepare additional interim performance evaluations based on the scope, complexity, and size of the contract as a means to provide feedback, foster communication, and achieve desired changes or improvements. Completed performance evaluations should be archived for consideration as an element of past performance in the future evaluation of the consultant to provide similar services.
- XV. Lump sum contracts will be closed once all work assigned reaches 100% completion, all work has been invoiced for and paid and contract expires, unless terminated by either party prior to contract expiration. On-call contracts will be completed and no new work will be issued under the contract once the expiration date is reached.
- XVI. Policies covering the retainage of records, errors and omissions, sanctions and penalties and disputes are included in Standard Contract Exhibit G (ALDOT Contract Exhibits available at <https://cpmsapps.dot.state.al.us/ConsultantManagement//default.aspx>).
- XVII. The procedure is designed to comply with 23 CFR 172.



Submitted by:


  
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Don T. Arkle, Chief Engineer  
Alabama Department of Transportation

6-21-16  
Date

  
\_\_\_\_\_  
John R. Cooper, Director  
Alabama Department of Transportation

6-21-16  
Date

Approved by:

  
\_\_\_\_\_  
Mark Bartlett, Division Administrator  
Federal Highway Administration

7/20/2016  
Date

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ATTACHMENT A  
ONE-STEP REQUEST FOR PROPOSALS (RFP)

Notice is hereby given that the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama, 36110, is requesting submittal of interest from all engineering firms interested in performing work outlined in the following scope of work. This will be a (lump sum/cost-plus/unit rate) agreement and approximately (number) firms will be selected.

SCOPE OF WORK

(DETAILED SCOPE OF WORK WILL BE WRITTEN OUT)

REQUESTED INFORMATION

Firms interested in performing the work will be considered on the basis of information in the files and submittal of the following in written form (limited to three pages):

1. Statement of registration of the firm and names and registration numbers of individuals involved in this project (when performing professional services). Copy of the certification in compliance with Code of Alabama 34-11-9, as required by the Alabama State Board of Licensure for Professional Engineers and Land Surveyors.
2. Statement of professional standing including any pending controversies. If none exist, such a statement should be made.
3. Statement of experience in the fields that the proposed services are requested and work of similar nature which the proposed staff for requested services was in responsible charge. Proposed names and experience of staff who will work on the project are to be provided.
4. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services.

5. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired from outside sources.
6. Statement as to whether or not the firm is operating on a sound financial basis.
7. Statement of where work will actually be accomplished is to be described.
8. Statement of whether or not and when the site has been reviewed prior to submittal of interest.

TO EXPRESS INTEREST

(The following statement may be modified as necessary to accommodate electronic submittals.)

One copy of your statement of interest is to be identified with project number \_\_\_\_\_ and is to be submitted prior to 4:00 p.m. CST on \_\_\_\_\_ to the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama 36110.

ATTACHMENT B  
REQUEST FOR QUALIFICATIONS (RFQ)

Notice is hereby given that the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama, 36110, is requesting submittal of interest from all engineering firms interested in performing work outlined in the following scope of work. This will be a (lump sum/cost-plus/unit rate) agreement and approximately (number) firms will be selected. The most highly qualified firms will be short-listed to provide proposals to the Consultant Selection Committee.

SCOPE OF WORK

(DETAILED SCOPE OF WORK WILL BE WRITTEN OUT)

REQUESTED INFORMATION

Firms interested in performing the work will be considered on the basis of information in the files and submittal of the following in written form (limited to three pages):

1. Statement of registration of the firm and names and registration numbers of individuals involved in this project (when performing professional services). Copy of the certification in compliance with Code of Alabama 34-11-9, as required by the Alabama State Board of Licensure for Professional Engineers and Land Surveyors.
2. Statement of professional standing including any pending controversies. If none exist, such a statement should be made.
3. Statement of experience in the fields that the proposed services are requested and work of similar nature which the proposed staff for requested services was in responsible charge. Proposed names and experience of staff who will work on the project are to be provided.

4. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services.
5. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired from outside sources.
6. Statement as to whether or not the firm is operating on a sound financial basis.
7. Statement of where work will actually be accomplished is to be described.
8. Statement of whether or not and when the site has been reviewed prior to submittal of interest.

TO EXPRESS INTEREST

(The following statement may be modified as necessary to accommodate electronic submittals.)

One copy of your statement of interest is to be identified with project number \_\_\_\_\_ and is to be submitted prior to 4:00 p.m. CST on \_\_\_\_\_ to the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama 36110.

ATTACHMENT C  
REQUEST FOR PROPOSALS (RFP)

Notice is hereby given that the Alabama Department of Transportation, 1409 Coliseum Boulevard, Montgomery, Alabama, 36110, is requesting submittal of the most highly qualified, short-listed firms interested in performing work outlined in the following scope of work. This will be a (lump sum/cost-plus/unit rate) agreement and approximately (number) firms will be selected.

SCOPE OF WORK

(DETAILED SCOPE OF WORK WILL BE WRITTEN OUT)

REQUESTED INFORMATION

Firms interested in performing the work will be considered on the basis of information in the files and submittal of the following in written form (limited to three pages):

1. Statement of registration of the firm and names and registration numbers of individuals involved in this project (when performing professional services). Copy of the certification in compliance with Code of Alabama 34-11-9, as required by the Alabama State Board of Licensure for Professional Engineers and Land Surveyors.
2. Statement of professional standing including any pending controversies. If none exist, such a statement should be made.
3. Statement of experience in the fields that the proposed services are requested and work of similar nature which the proposed staff for requested services was in responsible charge. Proposed names and experience of staff who will work on the project are to be provided.
4. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed in the proposed services.

5. List of qualified personnel in other disciplines required for the proposed services, both in-house and those to be acquired from outside sources.
6. Estimated man-days by professional, sub-professional, and other.
7. Statement as to whether or not the firm is operating on a sound financial basis.
8. Statement of where work will actually be accomplished is to be described.
9. Statement of whether or not and when the site has been reviewed prior to submittal of interest.

TO EXPRESS INTEREST

(Instructions for short-listed firms to make presentations or submittals based on this information will be placed here)