



City of Mountain Brook

56 Church Street
Mountain Brook, AL 35213
(205) 802-3800
www.mtnbrook.org

Request for Proposals (RFP)

Date: May 15, 2015

To: Open Invitation to all Electrical Engineering Firms

From: The City of Mountain Brook Department of Parks & Recreation

Re: Professional Services in Upgrading Athletic Field Lighting

I. GENERAL INFORMATION

The City of Mountain Brook is accepting Requests for Proposals from qualified Electrical Engineering firms to assist in all aspects of the upgrading of the lighting at various athletic fields within the city. Questions concerning this RFP must be made via email per the schedule outlined below. Responses to all submitted questions will be posted at: www.mtnbrook.org

Issue date:	Friday, May 15, 2015
Final Questions due:	Tuesday, May 26, 2015 by 12:00 PM
Final Answers posted by:	Thursday, May 28, 2015 by 12:00 PM
Proposals due:	Monday, June 8, 2015 by 12:00 PM

Inquiries/submissions to: Shanda Williams, Superintendent
Mountain Brook Parks and Recreation
3698 Bethune Drive, Mountain Brook, AL 35223
williamssh@mtnbrook.org

II. QUALIFICATIONS

All engineers submitting proposals must be licensed Electrical Engineers in the State of Alabama. All engineers must submit references of at least three similar jobs that they have completed within the last three years. The selection of the electrical engineering firm and the lighting bids will require approval from city boards, commissions, and/or City Council.

III. PROJECT DESCRIPTION

The purpose of the project is to upgrade the athletic field lighting on various fields to be more in line with the National Park and Recreation Standards. The city is requesting that a qualified electrical engineering firm coordinate the project. This will entail developing plans and specifications, creating electrical designs, conducting the administrative and onsite responsibilities of the project bidding process and assist the city in evaluating the bids.

The following athletic fields may be included in this project:

Sports Complex Ball Fields 1, 3, 4,5,6,7	
Lower Soccer Fields	Crestline Elementary (BOE)
High School Tennis Courts	Brookwood Forest Elementary (BOE)
Overton Park Tennis Courts	Cherokee Bend Elementary (BOE)
Mountain Brook Junior High (BOE)	Mountain Brook Elementary (BOE)

The City reserves the right to delete projects from the list and/or include additional projects as required. The Board of Education (BOE) shall notify the City and engineer as to whether their lighting upgrades are to be included in the invitation to bid based on pricing estimates to be prepared by the engineer after designing the upgrades. A map of the High School Sports Complex has been provided as Attachment A on page 6. For additional information on the City Mountain Brook's Parks and Recreation Department and athletic fields, please visit: www.mtnbrook.org

IV. 1. SCOPE OF WORK: The Electrical Engineer's Responsibilities

Please carefully read the following information that details the City's expectations in relation to the lighting upgrades. The selected consultant will provide the City with professional services to realize the successful completion of improved lighting on athletic fields within the city. The electrical engineer will be responsible for coordinating all work with contractors. The list and order of activities outlined below may be amended and finalized with the electrical engineer. The scope of work includes, but is not limited to, the following elements:

- A. **Designing the electrical designs as needed and sports lighting specifications using Musco Sports Lighting Light Structure Sports Cluster Green Lighting System as the basis of design.**
- B. **Prepare cost estimates of the upgrades by area or field**
- C. **Creating a complete bid packet with all supporting documents.**
- D. **Assisting the city in evaluating all bids received for compliance with the designs and specifications.**
- E. **Reviewing information as submitted by the successful bidder for compliance with the designs and specifications.**
- F. **Overseeing the completion of the project in its entirety.**
- G. **Making sure contractors comply with all safety codes and that all facilities are properly secured during the construction period.**
- H. **Completing the final inspection, ensuring that all aspects of the project are installed correctly, meets all local codes, and is operational.**
- I. **Attending any and all meetings necessary to seek approvals or give updates on the project.**

2. SCOPE OF WORK: The City's Responsibilities

The City of Mountain Brook will provide the following:

- A. A site plan with all dimensions of each field as well as current electrical information if available.
- B. The advertisement and solicitation of bids.
- C. A contact person who can be available to assist contractors with access to facilities.

V. RFP SUBMITTAL

Please limit the length of the response to this RFP to approximately 20 single sided pages and include the following:

1.) Technical Proposal consisting of:

- a. A description of the approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal;
- b. A scope of work that includes steps to be taken, including any products or deliverables resulting from each task;
- c. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task;
- d. A proposed schedule that indicates project milestones and overall time for completion;
- e. Any other information deemed necessary to address the requests of this RFP.

2.) Cost Proposal consisting of:

- a. A composite schedule by field/ task of direct labor hours;
 - Field list may be altered, so an itemized list is requested. One engineering firm will be selected to complete the finalized list of fields.
- b. An itemized schedule of all estimated expenses, including both labor and direct expenses. If the use of sub-consultants is proposed, a separate schedule of hours and expenses must be provided for each sub-consultant.

Responses to this RFP must be received per the schedule outlined on Page 1 to be considered. Proposals must be submitted in a digital format (PDF), either via email or mailed CD. Applicants will receive a confirmation email once their proposal is received. Please ensure that the document is easily printable in an 8.5x11 format.

Additional requirements are as follows:

- Proposers are solely responsible for ensuring that proposals arrive on time.
- Each consultant MUST provide their submittal electronically as a PDF.
- Faxed proposals WILL NOT be accepted.
- Late replies WILL NOT be considered.

VI. EVALUATION CRITERIA & SELECTION PROCESS

Each proposal will be evaluated by a Selection Committee for responsiveness to the requirements of this RFP.

- A. Evaluation Criteria shall include, but are not necessarily limited to:
 - a. Priority assigned to City projects
 - b. Expertise in athletic lighting
 - i. Resume of key individuals
 - c. Managerial capability
 - d. Familiarity with Federal, State and local codes, conditions and ordinances where essential to proper performance
 - e. Past performance record and relevant experience
 - i. The firm selected and principal-in-charge of the project shall be experienced in the design and construction of all aspects of athletic lighting
 - ii. References showing names, addresses, and phone numbers
 - f. Cost proposal
 - g. Overall quality of firm and proposal
- B. Two or more firms submitting proposals may be requested to make an oral presentation to the Selection Committee to show samples of previous work, explain their proposal, and answer questions.

At the conclusion of the Selection Committee's evaluation of applicants, a recommendation will be presented to the City Council for their approval.

VII. ANTICIPATED SCHEDULE

The City anticipates the final selection of the engineering firm in June of 2015. The City reserves the right to amend dates. While this timeline may be subject to change, all participating parties will be notified.

- Week of June 8 – Review of RFP submittals and final selection
- Monday, June 22 or July 13 —City Council approval
- Project kick-off should be within two weeks of City Council approval

VIII. TERMS & CONDITIONS

Communications

It is extremely important that all respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or RFP process via email. Responses to all submitted questions will be posted on the City website at:

www.mtnbrook.org. Questions concerning this RFP must be received via email per the schedule outlined on page 1. Inquiries received after this date will not be considered or answered.

Respondents should not communicate with any City department, employee, or City Official during the submission process except as described above. Communication with any parties for any purpose other than those expressly described herein may cause an individual firm, or team to be disqualified from participating.

Other terms

Costs for preparing Proposal in response to this request are solely the responsibility of the respondent. The City of Mountain Brook reserves the right to accept or reject any or all proposals, with or without cause, and to waive immaterial defects and minor irregularities in responses. All decisions related to this solicitation by the City will be final.

The City reserves the right to request clarification of information submitted and to request additional information of one or more respondents. All materials submitted in response to this RFP will become the property of the City upon delivery. This solicitation in no way obligates the City of Mountain Brook to award a contract.

General Compliance with Laws: the Consultant shall comply with all applicable Federal, State and local laws. The City of Mountain Brook participates in the E-Verify program and will require a Memorandum of Understanding from the selected firm. Failure to comply could result in disqualification.

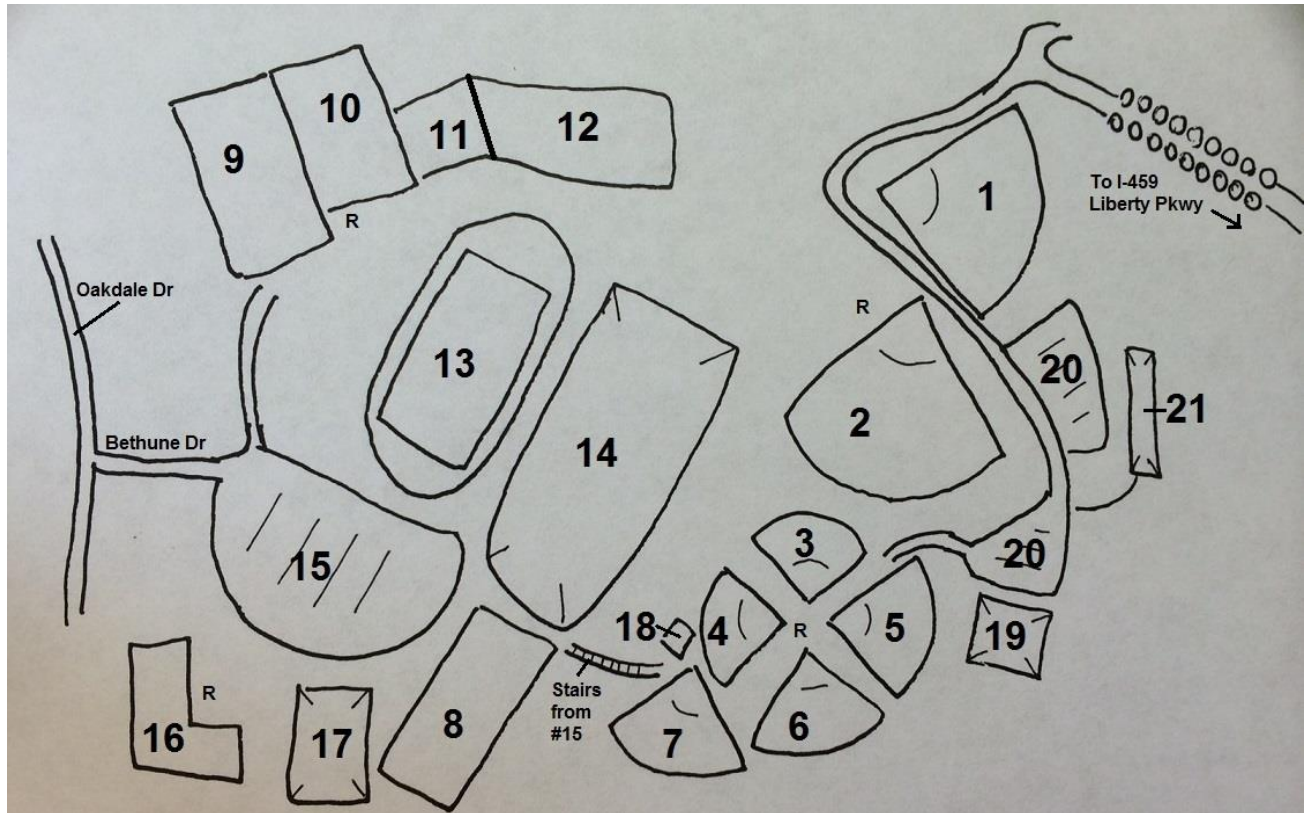
Equal Opportunity: the selection of the firm shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Mountain Brook is an Equal Opportunity Employer and encourages proposals from all qualified businesses.

It will be necessary for responding parties to comply fully with the terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read, understands, and has followed all procedures is a part of this RFP must be included as part of the final submittal (see Attachment B).

ATTACHMENT A

Mountain Brook High School Sports Complex

* Denotes fields and tennis courts included in the RFP



- | | |
|---------------------------------------|-----------------------------------|
| 1. *Field 1 – park baseball | 12. MBHS football practice field |
| 2. Field 2 – MBHS baseball | 13. MBHS football stadium & track |
| 3. *Field 3 – park baseball | 14. Mountain Brook High School |
| 4. *Field 4 – park baseball | 15. Main Parking lot |
| 5. *Field 5 – park baseball/softball | 16. *Tennis Courts |
| 6. *Field 6 – park baseball | 17. MBHS Gymnasium |
| 7. *Field 7 - MBHS/park softball | 18. Sports Complex playground |
| 8. Upper Soccer Field – MBHS | 19. MB Gymnastics |
| 9. *Lower Large Soccer field – park | 20. Parking for baseball, 2 lots |
| 10. *Lower Middle Soccer field – park | 21. Park and Recreation Offices |
| 11. *Lower Small Soccer field – park | R - Restrooms |

ATTACHMENT B

Understanding of RFP Procedure, Terms and Conditions

This page to be returned with qualifications submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Electrical Engineering Firm: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____