

Etowah County Commission

Request for Qualifications

August 22, 2025

Overview

The Etowah County Commission (“Commission” or “County”), governing body of Etowah County, Alabama, as the awarding authority for a partnership between the Cities of Attalla, Glencoe, Hokes Bluff, Rainbow City and Southside and Etowah County is requesting proposals from qualified engineering consulting firms for developing a Comprehensive Safety Action Plan for the listed jurisdictions. You are invited to provide a proposal in response to this RFQ. All proposals should follow the requirements as provided in this request.

Scope of Work

The scope of work is for the development of a Safety Action Plan for unincorporated areas of Etowah County, City limits of Attalla, City limits of Glencoe, City limits of Hokes Bluff, City Limits of Rainbow City and City limits of Southside. The goal of the Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries for all users in the study areas. Each Action Plan must include all of the components laid out by the USDOT in the FY 2025 SS4A Grant Notice of Funding Opportunity (“NOFO”). Components of a SS4A Action Plan can be found on Table 1 in the SS4A FY2025 NOFO. Services to be included in the development of the Action Plan under this contract will include, but are not limited to:

- Safety Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the jurisdictions.
- Assistance with Public Engagement and Collaboration with the public and relevant stakeholders.
- Equity considerations developed through a plan using inclusive and representative processes.
- Policy and Process Review that will provide an assessment of the current policies, plans, guidelines, and standards to identify opportunities for improvements to and prioritize transportation safety processes.
- Project selections that identify a set of projects and strategies, which are data driven, as well as stakeholder input and equity considerations. The projects are to address the safety issues identified in the Safety Analysis and Public Engagement processes.

Statement to Funding

The County will utilize funds from the SS4A to support all or part of these projects. As such, the selected vendor must also comply with the terms and conditions of the Counties sub-recipient agreement with US DOT and Uniform Guidance.

Proposed Selection Schedule

The following is an estimated proposed selection schedule:

RFQ for Services Released	August 22, 2025
Deadline for Questions	September 5, 2025 at 4:30 p.m. CT
Response to Questions Posted	September 19, 2025
Deadline for Responses	October 3, 2025 at 10:00 a.m. CT

All dates, estimated timelines above or included elsewhere in the RFQ are tentative and subject to change at any time by the County at its sole discretion. The County reserves the right to delete or modify any part of the proposed schedule.

Communications

From the time this RFQ is posted until such time as the County has entered into a contract with a vendor, all informal communication between the County and the Proposer shall cease. Only formal questions and clarifications will be permitted.

Questions and Clarifications

Questions and clarifications shall be directed to the County's sole point of contact, Mr. Robert Nail at RNail@etowahcounty.org. The subject line should read: "Questions for the SS4A Planning Services RFQ". Questions must be received by 4:30 p.m. CT September 5, 2025. The County will post answers to any questions on its website www.etowahcounty.org. No questions will be answered via telephone or in-person.

The Etowah County Commission is committed to promoting Equal Opportunity. Therefore, the Commission encourages any firm that would qualify under 2 C.F.R. §section 200.321 to submit a proposal.

"The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement,

disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

Reasonable Investigation

The County will make reasonable investigations as deemed necessary to determine the ability of proposer to perform the services as required in this RFQ, and any proposed firm shall furnish to the County all information as may be requested. The County may seek clarification of the proposer at any time. Failure of the proposer to respond is cause for rejection.

Cost of Responding

All costs incurred by the proposer in preparation and delivery of response to this RFQ shall be borne solely by the proposer regardless of whether or not the proposer is selected for negotiations.

Alabama Open Records Law

Without regard to any designation made by the proposer, the County considers all information submitted in response to this request to be subject to the Alabama Open Records Law without consulting or contacting the person or entity making the submission, unless a court order is presented with the submission. If the proposer believes any portion of the proposal to be proprietary, privileged, or otherwise not subject to public disclosure, the proposer may provide an additional redacted copy, clearly watermarked as “REDACTED”, along with a letter detailing the legal exemption provided. By submitting a redacted copy, the proposer agrees to indemnify, defend, and hold harmless the County, or its partners the Cities of Attalla, Glencoe, Hokes Bluff, Rainbow City and Southside, from any legal or administrative challenge to the Open Records Law.

Eligible Contractor

The proposer, by submission of a response to the RFQ, represents that it is in good standing with the Alabama Board of Engineers and Land Surveyors, not under suspension or debarred from receiving federal funds consistent with 2 C.F.R. §200.214 or state funds consistent with Code of Alabama §41-4-162.

Insurance

- a) The successful proposer shall maintain to the terms of the resulting contract the following types of insurance coverages:
 - 1) Workers’ Compensation coverage shall be provided in accordance with the statutory coverage required in Alabama
 - 2) Commercial Business Automobile Liability Insurance as required by Alabama Law.
 - 3) Professional Liability (Errors & Omissions) Insurance with policy limits of not less than \$1,000,000 per claim and \$3,000,000 in the aggregate.

- b) Prior to execution of the resulting contract, the successful proposer shall provide a Certificate of Insurance for the professional liability (E&O) insurance listing the County as the named certificate holder, which shall further specify that such insurance is not subject to cancellation without prior written notice to the Commission of at least thirty (30) days.
- c) Subject to express written approval from the Commission, proposer may meet the required limits in this section through an excess or umbrella liability coverage.
- d) The Commission reserves the right to require other types of insurance coverage

Indemnification

The successful proposer shall indemnify, defend, and hold the County and the partner Cities and their officers, employees, and agents harmless from and against liabilities, damages, losses, and judgments, relating to the resulting contract, including but not limited to, reasonable attorneys' fees and expenses under applicable law.

Proposal Form of Response

- 1) Firm Information
 - Firm name, address, phone number, primary contact, email address
 - Name and AL licensure number of Professional Engineer in responsible charge
 - Year the present firm was founded
 - Additional background information of firm, if desired
- 2) Related Project Experience
 - Provide up to (5) relevant projects completed by the proposer in the last 5 years
 - Project Name, brief description
 - Location, Client name and contact information
 - Design team members and roles on the project
 - Date of completion
- 3) Proposed Project Team
 - Provide a project-specific organizational chart outlining your proposed team members and their roles on the proposed project.
- 4) Project Process
 - Please address the following topics:
 - Approach and strategies for completing the plan
 - Schedule and strategies to keep the project on schedule
- 5) Proposed contract, including any relevant legal requirements required by state and federal law or regulations. Along with a hard copy, please also provide an electronic format (Word document) of the proposed contract.
- 6) Please provide the following certifications as required by state and federal law.
 - Eason Hammon Certificate
 - Everify MOU with US Department of Homeland Security
 - Economic Boycott Certificate
 - Byrd Anti-Lobbying Certificate

Response Submission Instructions

All Proposals must be received by 10:00 a.m. CT on October 3, 2025. All proposals received after that time and date shall be returned unopened. Proposers have the sole responsibility for assuring that proposals are received by the designated date and time.

The RFQ shall be in writing, labeled "RFQ RESPONSE, SAFETY ACTION PLAN SERVICES", the due date, and the Firm's name and directed to the following in sealed packaging:

Etowah County Engineering Department

ATTN: Robert Nail, Etowah County Engineer

402 Tuscaloosa Ave

Gadsden, AL 35901

"RFQ RESPONSE, SAFETY ACTION PLAN SERVICES"

The format of the Proposal submissions should include 1 original, and one electronic searchable PDF copy. The Proposal, excluding forms and resumes, must be no more than 20 pages, numbered, and be on 8 ½" x 11" or 11"x17" paper. To be considered for selection, the Proposer shall submit a complete response to this RFQ. Proposals should be as thorough and detailed as possible so the County may properly evaluate the proposing firms capabilities related to the required services.

Evaluation Criteria

The County will evaluate all proposals using the criteria outlined below:

Firm Information	10%
Qualifications	50%
Proposed Contract	3%
Project Process/Plan of Operation	35%
Legal Forms	2%

The County reserves the right to make the selection on the basis of best value or quality alone, or to accept or reject any or all proposals if it is determined to be in the best interest of the County and its partner Cities. Proposals found to be technically or substantially non-responsive at any point in the evaluation process may be rejected and not considered further.

The County at its discretion, may elect to require oral presentations of the Proposers being considered for award. Should the County elect to allow presentations as part of its selection process, the County reserves the right to amend the above scoring percentage to accommodate for the presentation.

Upon selection by the Commission, the County will notify the Proposers in writing of its intent to negotiate a contract.

The Proposer designated by the Commission will enter into contract negotiations, including negotiations for an acceptable, reasonable fee structure. If an agreement cannot be reached to the satisfaction of the Commission within 45 days of the notification of intent to negotiate, the Commission may reject the proposal or revoke the selection and begin negotiations with the next qualified proposer.