

Baldwin County Commission

Request for Qualifications (RFQ) for Professional Services for the Development of a Comprehensive Safety Action Plan

Overview:

The Baldwin County Commission, acting by and through the Eastern Shore MPO, seeks qualifications from qualified firms for the development of a Comprehensive Safety Action Plan (CSAP). The goal of the CSAP is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries for all users. The Plan will be funded through a U.S. Department of Transportation Federal Highway Administration Safe Streets and Roads for all (SS4A) Grant.

Requirements:

The CSAP must include all the components laid out by the U.S. Department of Transportation (DOT) in the SS4A grant notice of funding opportunity. Components of a SS4A CSAP can be found on Table 1 in the SS4A FY24 NOFO. The chosen firm must have Professional Engineer (P.E.) licensure, and proper business licensure, both in the State of Alabama, at the time of submittal. Firms responding to this RFQ should provide Dun and Bradstreet number and be registered with the GSA database at www.sam.gov to confirm debarment/suspension status.

Scope of Services:

The scope of services to be performed by the consultant firm shall include but not be limited to the following:

- Safety Analysis of the existing conditions and historical trends that provide a baseline level of crashes involving fatalities and serious injuries.
- Assistance with engagement and collaboration with members of the public and relevant stakeholders.
- Perform an assessment of the current policies, plans, guidelines, and/or standards to identify opportunities for improvements and prioritize transportation safety processes.
- Project recommendations that identify a comprehensive set of projects and strategies to address the safety issues identified in the Safety Analysis and Public Engagement processes.
- Prepare reports as required by the grant agreement.
- The firm must comply with all applicable state, local, and federal regulations related to the services provided. The County reserves the right, subject to negotiation and agreement with the selected firm, to either expand or limit the scope of services as needed.
- The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter a contract for services based upon the negotiated fee structure.

Period of Performance:

The selected firm shall provide a Final Plan by March 15, 2027, and complete final reporting by May 15, 2027.

Submittal of Qualifications:

Qualifications submitted in response to this RFQ must provide detailed information to show evidence of qualifications, experience, and expertise. Six (6) hard copies of the RFQ are required. No emailed or faxed materials will be accepted. Please limit proposals to ten (10) pages, not including (1) a two-page maximum Letter of Transmittal, (2) Table of Contents and (3) up to fifteen (15) pages for Appendices. Cover page should include Dun and Bradstreet (DUNS) number and company point of contact information. The cover pages and RFQ Response Form do not count towards the page numbers.

Questions regarding this information shall be directed to Wanda Gautney, Baldwin County Purchasing Director at wgautney@baldwincountyal.gov. Questions must be received no later than November 5, 2025, at 2:00 pm CST.

Qualifications should be sent to the address below on or before 2:00 pm CST November 12, 2025.

Baldwin County Purchasing Department
Mrs. Wanda Gautney
Purchasing Director

Mailing Address:
312 Courthouse Square
Bay Minette, AL 36507

Physical Address:
257 Hand Avenue
Bay Minette, AL 36507

Selection Process and Evaluation Criteria:

A committee consisting of Baldwin County Commission staff members will evaluate and rank the most qualified firms' written qualifications based on demonstrated competence and professional qualifications for performance of the services required.

The County Selection Committee will select the most qualified firm from the submitted qualifications. Upon selection of a consulting firm, a scope of work meeting will be conducted and a proposal for work will be required. The County reserves all rights in the selection of the firm of its choosing regarding this RFQ.

The County Commission will approve the most highly qualified firm and a contract with that firm, to be negotiated by the Eastern Shore MPO, with a budgeted firm-fixed price amount. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the County Commission. Upon completion of the contract and fee negotiations, the County Commission executes the contract. Contract award will be subject to the timely completion of contract negotiations between the County and the selected Respondent.

The County reserves the right to reject all Statements, negotiate further with any entity submitting Statements, seek additional Statements, or waive any irregularities or informalities in the RFQ process.

Qualifications should contain information sufficient to enable the Selection Committee to properly evaluate the competence and qualifications of the consultant for achieving the project objectives. Qualifications will be evaluated based on the following criteria:

- Understanding of project objectives
- Qualifications of the personnel to be used on the project including project availability
- Proposed project approach
- Previous experience of the firm on similar projects (include firm's role in the projects)
- Location of where work will actually be accomplished
- Estimated time to perform the work including a timeline with major tasks/benchmarks

Qualifications will be scored as follows:

| Criteria | Possible Points |
|--|-----------------|
| Understanding of project objectives | 5 |
| Qualifications of Personnel and Availability | 25 |
| Proposed Project/Technical Approach | 30 |
| Previous Experience | 25 |
| Location of Work | 5 |
| Estimated Timeline | 10 |
| Total | 100 |

Project Funding:

This project is funded through a U.S. Department of Transportation Federal Highway Administration Safe Streets and Roads for all (SS4A) Grant, and Baldwin County funding.

Equal Opportunity Business Development:

Non-Discrimination. The Baldwin County Commission does not discriminate on the basis of race, color, religion, age, gender, pregnancy, national origin, genetic information, veteran status, or disability in its hiring or employment practices nor in admission to, access to, or operations of its programs, services, or activities.

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.

Indemnification:

The firm shall indemnify, defend and hold County and its affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder resulting from any negligent act or omission by the firm. The firm shall provide the COUNTY with proof of general liability

coverage including the COUNTY as an additional insured. This indemnification shall survive the expiration of this agreement.

Insurance:

The Engineer agrees to carrier at their own cost and expense for the length of the contract and with insurers satisfactory to the Baldwin County Commission, maintain in effect the following insurance coverage from an insurance company or companies authorized to do business in Alabama.

Comprehensive General Liability Policy
Comprehensive Liability Insurance covering all owned and non-owned Automobiles
Worker's Compensation Insurance as required by law.

Bidder Qualifications:

All vendors, contractors and the grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

Termination of Services:

The COUNTY may terminate this Contract, with or without cause or reason by giving written notice of such to the other party. Upon receipt of such notices, PROVIDER shall discontinue its work to the extent specified in the notice. In the event of termination, the COUNTY shall pay PROVIDER for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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| * APPLICANT'S ORGANIZATION | |
| <input type="text"/> | |
| * PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE | |
| Prefix: <input type="text"/> | * First Name: <input type="text"/> Middle Name: <input type="text"/> |
| * Last Name: <input type="text"/> | Suffix: <input type="text"/> |
| * Title: <input type="text"/> | |
| * SIGNATURE: <input type="text"/> | * DATE: <input type="text"/> |
