



## Jefferson County Environmental Services Department

### Qualifications-Based Selection Program

#### REQUEST FOR QUALIFICATIONS STATEMENT

TO: All eligible consultants in the "Other Professional Services" project category:

FROM: Jefferson County Environmental Services Department  
Daniel White, Deputy Director

DATE: March 24, 2023

RE: Request for Qualifications Statement

Your firm is invited to submit your Qualifications Statement to become eligible to compete for professional engineering services relative to the following upcoming project:

#### **AS NEEDED GEOTECHNICAL AND MATERIAL TESTING SERVICES**

Attached to this memo you will find the following:

1. A list of materials and information that should be included with your Qualifications Statement.
2. A general definition of the Preliminary Scope of Work.
3. Project Specific Selection Criteria/Grading Sheet
4. A Schedule of Activities for the selection process.

Your Qualifications Statement materials should be forwarded to the following address to be received no later than **5:00 p.m. on April 14, 2023**. Qualifications Statements should be mailed or hand delivered. Consultants should submit **three (3) copies** of their Qualifications Statement and a **USB flash drive with pdf copy**. Qualifications Statements to:

**Mr. Daniel White, P.E.**  
**Deputy Director**  
**Jefferson County Environmental Services Department**  
**Suite A-300**  
**716 Richard Arrington, Jr. Blvd. N.**  
**Birmingham, Alabama 35203**  
**205-214-8610**  
**whited@jccal.org**

**Jefferson County Environmental Services Department**

**Qualifications-Based Selection Program**

**REQUIREMENTS FOR QUALIFICATIONS STATEMENT**

**PROJECT NAME: AS NEEDED GEOTECHNICAL AND MATERIAL TESTING SERVICES**

Qualifications Statements should include the following information:

1. Name, address, and brief description of the firm.
2. Resumes of key personnel to be assigned to this project.
3. Statement regarding Firm's particular abilities and qualifications related to this project.
4. Description of other projects done by the Firm which are pertinent to this project. Include reference contact information.
5. Other information which you feel may be useful and applicable to this project.

## Jefferson County Environmental Services Department

### Qualifications-Based Selection Program

#### PRELIMINARY SCOPE OF WORK

#### PROJECT NAME: AS NEEDED GEOTECHNICAL AND MATERIAL TESTING SERVICES

##### Project Background:

The Jefferson County Environmental Services Department (JCESD), under the direction of the Jefferson County Commission and the County Manager, has the responsibility to collect, transport and treat sanitary sewage throughout Jefferson County and portions of neighboring counties. The department maintains over 3,100 miles of sewer lines, 170 pumping stations and nine water reclamation facilities (WRF). The sewer system serves an estimated population of 480,000 residents of the County with the potential to treat 199 million gallons of sewage per day. The County remains under a Consent Decree for five of the nine sewer basins.

##### Project Description:

JCESD has periodic need for various engineering services for projects related to the Jefferson County Sewer System. The purpose of this QBS is to establish a professional services agreement on an **as needed** basis for geotechnical, material testing and special inspection services to be utilized for various sewer line, pump station and WRF projects. These services may be required during design and construction and include both field and laboratory services. The coordination of these services may be between the geotechnical firm and JCESD, the design consultant and/or the contractor. The anticipated term of the contract is 3 years.

##### Consultant's Scope of Work:

The Scope of Services will vary according to each project's needs but will typically consist of observation and testing. Other geotechnical services such as field exploration and laboratory testing under the guidance of a project engineer to characterize subsurface conditions, and geotechnical engineering to develop design and construction considerations may also be performed. These services may include but are not limited to the following:

- Soils and Aggregates Testing
- Concrete Testing
- Asphalt Testing
- Drilling and Coring Services
- Ground Penetrating Radar
- Structural Steel Inspection
- Reinforcing Steel Inspections
- Coatings Inspections
- Masonry Inspections

**Jefferson County Environmental Services Department**

**Qualifications-Based Selection Program**

**SELECTION CRITERIA/GRADING SHEET**

**PROJECT NAME: AS NEEDED GEOTECHNICAL AND MATERIAL TESTING SERVICES**

Firm Name: \_\_\_\_\_

Criteria	Rating	x	Weight	=	Total
<b>Grasp of Project Requirements</b> Evaluate firm's analysis, preparation, and understanding of the scope, complexity, and requirements of this agreement.		x	<b>15</b>	=	
<b>Pertinent Experience:</b> Evaluate firm's experience in geotechnical, material testing and special inspection services.		x	<b>45</b>	=	
<b>Key Personnel and Roles:</b> Evaluate personal qualifications and professional skills of the individual team members designated for this agreement.		x	<b>30</b>	=	
<b>Other relevant issues:</b> Evaluate importance of other relevant issues presented by the firm including MBE/DBE status.		x	<b>10</b>	=	
<b>Total Score</b>					

**Instructions for ESD Project Engineer:**

Weight each category according to the needs of your project. A lower numerical value in a category indicates the category is less relevant to your particular project and a higher numerical value indicates that the category is very relevant to your project.

**Instructions for Reviewers:**

Assign the consultant a rating for each category on a scale of one (1) to five (5), with five being the highest. Multiply the rating by the predetermined weight for each category and enter the total.

\_\_\_\_\_  
Reviewer Signature

\_\_\_\_\_  
Date

**Jefferson County Environmental Services Department**

**Qualifications-Based Selection Program**

**SCHEDULE OF ACTIVITIES**

**PROJECT NAME: AS NEEDED GEOTECHNICAL AND MATERIAL TESTING SERVICES**

<b>DATE</b>	<b>TASK</b>
<b>03/24/2023</b>	Request for Qualifications Statements distributed to all appropriately classified eligible consultants.
<b>04/14/2023</b>	Deadline for interested consultants to return Qualifications Statements.
<b>04/26/2023</b>	Date to distribute notification to short-listed consultants advising them of the schedule and requirements for interviews. Notification will also be sent to consultants who are not short-listed. *
<b>05/12/2023</b>	Date to conduct consultant interviews and rank short-listed consultants.
<b>05/17/2023</b>	Date to notify short-listed consultants of selection.

\* Final Selection may be made from the Qualification Statements