

CITY OF EVERGREEN, ALABAMA

Conecuh County

REQUEST FOR QUALIFICATIONS (RFQ)

Professional Engineering Services Phased Visual Street Evaluation and Prioritization

Issue Date: April 22, 2026

Statements of Qualifications Due: May 22, 2026 at 10:00 AM CST

Issued By:

City of Evergreen
100 Depot Square
Evergreen, AL 36401

1. Introduction and Background

The City of Evergreen, Alabama (“City”) is issuing this Request for Qualifications (“RFQ”) to solicit Statements of Qualifications (“SOQ”) from qualified professional engineering firms interested in providing a simplified, cost-effective visual street evaluation of the local street network within the corporate limits of the City.

The City recognizes that a full-scale ASTM D6433 Pavement Condition Index (PCI) walking survey can exceed the funding available to a small municipality. The purpose of this RFQ is therefore to solicit a streamlined, windshield-level evaluation — conducted in phases over multiple budget years — that will still provide the City with a defensible, repeatable condition rating and a prioritized paving plan suitable for budgeting, Capital Improvement Plan (CIP) development, and Rebuild Alabama/ATRIP-II project applications.

The City intends to select one (1) firm through a qualifications-based selection (QBS) process consistent with applicable Alabama law governing the procurement of professional services. Selection of a firm under this RFQ does not obligate the City to authorize all phases of the work; each phase will be authorized separately, subject to available funding and acceptable performance on prior phases.

2. Project Description

The selected firm will perform a simplified, vision-based condition evaluation of all publicly maintained local streets within the corporate limits of the City of Evergreen. The total network is estimated at approximately 45 to 55 centerline miles and will be divided into three (3) annual phases as described in Section 4.

The intent of the evaluation is to produce a repeatable, network-level condition rating for each street segment, a color-coded condition map, and a prioritized list of candidate paving and maintenance projects, using a low-cost methodology that can be repeated by the City or a consultant on a regular cycle (typically every three to five years).

3. Scope of Services

The scope is intentionally simplified and is not intended to include detailed distress measurement, pavement coring, non-destructive testing (FWD, GPR), or the implementation of proprietary pavement management software. Firms are encouraged to identify these as optional services if the City desires to expand the scope in the future.

3.1 Project Initiation

- Attend one (1) kickoff meeting with City staff to confirm the street inventory for the current phase, schedule, and deliverables.
- Obtain and review available City GIS data, street centerline files, and any prior paving or condition information.

3.2 Visual (Vision-Based) Condition Survey

Field evaluation shall be performed using a vision-based, windshield-level methodology. Firms may propose any of the following approaches or an equivalent industry-recognized method, subject to City concurrence at the kickoff meeting:

- Windshield survey rated by a qualified engineer or technician using the PASER (Pavement Surface Evaluation and Rating) 1–10 scale developed by the University of Wisconsin Transportation Information Center, or
- A simplified visual PCI survey using a reduced distress set and a 0–100 scale consistent with the general principles of ASTM D6433, or
- Automated video/image-based collection using a vehicle-mounted camera or smartphone platform, with post-processing into a 1–10 or 0–100 condition score (artificial intelligence/machine learning assisted rating platforms are acceptable).

Regardless of the method proposed, the rating shall be defensible, repeatable, and documented with sufficient imagery and notes to allow the City or a future consultant to reproduce the survey on the same cycle.

3.3 Segmentation and Attributes

- Segment the street network by block or logical reach (typically intersection-to-intersection).
- For each segment, record: street name, from/to limits, approximate length, approximate width, surface type (asphalt, concrete, chip seal, gravel), number of lanes, and the assigned condition rating.
- Note general observations only — such as predominant distress type, drainage concerns, or presence of failed patches — without quantifying individual distresses.

3.4 Prioritization and Recommended Treatment

- Assign each segment to a general treatment category: (a) Do Nothing/Monitor, (b) Routine Maintenance (crack seal, pothole patching), (c) Preservation (surface seal, chip seal, fog seal, thin overlay), (d) Rehabilitation (mill and overlay), or (e) Reconstruction.
- Develop planning-level unit costs for each treatment category using recent Alabama bid tabulations and apply those unit costs to each segment to estimate an order-of-magnitude cost for a proposed annual paving program.
- Produce a prioritized candidate list that the City can use as the starting point for its annual paving program and for Rebuild Alabama/ATRIP-II project submissions.

3.5 Deliverables (Per Phase)

- Summary Technical Memorandum (not a full report) describing methodology, findings, rating distribution, and recommended priorities — typically 10 to 20 pages including figures.
- Color-coded condition map (PDF) of the phase area showing each segment keyed to its rating.
- Spreadsheet (Excel) of all rated segments with the inventory and rating attributes described in Section 3.3 and the treatment/cost information in Section 3.4.
- GIS-compatible file (shapefile or geodatabase) of the rated network for the phase, delivered to the City for incorporation into the City GIS.
- One (1) in-person presentation of findings and recommendations at a regular meeting of the City Council at the conclusion of each phase.

3.6 Items Specifically Excluded

The following services are excluded from the base scope and shall not be provided unless separately authorized:

- Detailed ASTM D6433 walking surveys with distress-level quantification.
- Pavement coring, destructive testing, or structural testing (Falling Weight Deflectometer, Ground Penetrating Radar, etc.).
- Subscription-based or proprietary pavement management software licensing.
- Design-level services, plans and specifications, bidding assistance, or construction administration.
- Evaluation of curb and gutter, sidewalks, ADA ramps, drainage structures, signage, or pavement markings as separate inventories.
- Traffic counts, speed studies, safety studies, or right-of-way research.

4. Phased Approach

To keep the annual cost manageable for the City's operating budget, the evaluation is divided into three (3) phases over three (3) consecutive budget years. Each phase will be separately authorized by the City and will be priced individually by the selected firm. The City reserves the right to adjust the phase boundaries at the kickoff meeting for each phase.

| Phase | Street Classification / Area | Estimated Mileage | Target Year |
|---------|--------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| Phase 1 | Major collectors, arterials, truck routes, and streets providing access to schools, downtown, and public facilities | ~15–20 miles | Year 1 (2026) |
| Phase 2 | Residential streets in the northern half of the corporate limits | ~15–20 miles | Year 2 (2027) |
| Phase 3 | Residential streets in the southern half of the corporate limits and any remaining local streets not included in Phases 1 or 2 | ~15–20 miles | Year 3 (2028) |

The tentative phase boundaries above are for planning and SOQ preparation purposes only. Final phase boundaries will be established collaboratively with City staff prior to each phase.

5. Anticipated Schedule

The following schedule applies to selection and initiation of Phase 1. Phases 2 and 3 are anticipated to be authorized in subsequent budget years:

| Event | Date |
|----------------|----------------|
| RFQ Issue Date | April 22, 2026 |

| Event | Date |
|------------------------------------------------|------------------------------------|
| Deadline for Written Questions | May 8, 2026 – 5:00 PM CST |
| Statement of Qualifications Due | May 22, 2026 – 10:00 AM CST |
| Anticipated Selection and Contract Negotiation | June 2026 |
| Anticipated Notice to Proceed (Phase 1) | July 2026 |

Each phase is anticipated to be completed within approximately 90 to 120 days of Notice to Proceed for that phase.

6. Minimum Qualifications

1. The firm must be a licensed professional engineering firm authorized to do business in the State of Alabama and hold a current Certificate of Authorization from the Alabama Board of Licensure for Professional Engineers and Land Surveyors.
2. The Project Manager must be a Professional Engineer (P.E.) licensed in the State of Alabama.
3. The firm must demonstrate prior experience performing windshield, PASER, visual PCI, or automated/vision-based pavement evaluations for at least two (2) municipal or county clients within the last five (5) years.
4. The firm must maintain professional liability, general liability, workers' compensation, and automobile liability insurance in amounts acceptable to the City.

7. Statement of Qualifications (SOQ) Submittal Requirements

Consistent with the simplified nature of this procurement, the SOQ shall be concise. Submittals shall be on 8.5" x 11" paper, single-sided, single-spaced, minimum 11-point font. The total SOQ shall not exceed ten (10) pages, excluding the cover letter, cover page, section dividers, and required forms.

| Section | Maximum Length |
|-----------------------------------|-------------------------------------------------------------------------------|
| Cover Letter | 1 page |
| Firm Profile and Project Team | 2 pages (including up to three one-page resumes) |
| Relevant Project Experience | 2 pages (2 to 3 project examples) |
| Project Approach | 2 pages |
| References | 1 page (minimum of three references) |
| Required Forms and Certifications | Not counted toward page limit |
| TOTAL | Not to exceed 10 pages (excluding cover, dividers, and required forms) |

7.1 Cover Letter

Signed by an officer of the firm authorized to bind the firm contractually. Include the firm's legal name, address, primary contact, phone, and email.

7.2 Firm Profile and Project Team

Brief description of the firm (year established, office location(s) serving this project, size, Alabama Certificate of Authorization number) along with a proposed organization chart identifying the Project Manager, lead field evaluator, and GIS/data lead. Include one-page resumes for up to three (3) key personnel.

7.3 Relevant Project Experience

Provide two (2) to three (3) examples of similar simplified or vision-based pavement evaluations completed by the firm within the past five (5) years, including client, scope, methodology used, deliverables, and approximate fee.

Firms are specifically encouraged to identify any prior or ongoing work performed for the City of Evergreen — including but not limited to transportation, street, utility, stormwater, planning, or general civil engineering projects — and to briefly describe the scope, duration, and key personnel involved. Familiarity with the City's street network, existing infrastructure, and institutional knowledge of the City's operations will be considered in the evaluation under the criteria set forth in Section 8.

7.4 Project Approach

Clearly describe the firm's proposed evaluation methodology (PASER, simplified visual PCI, automated/vision-based, or other), data collection procedures, rating QA/QC, proposed software or platform, how the phased approach will be managed, and any enhancements that will increase value for the City at minimal additional cost.

7.5 References

Provide a minimum of three (3) references from municipal or county clients for projects of similar scope completed within the past five (5) years. Include client name, contact person, title, phone, email, project description, and year completed.

7.6 Required Forms and Certifications

Include the following signed statements (forms will be posted with the RFQ and do not count against the page limit):

- Non-Collusion Affidavit.
- E-Verify Compliance Certification (Alabama Act 2011-535, as amended).
- Certification of Non-Debarment from federal, state, or local contracting.
- Conflict of Interest Disclosure.

8. Evaluation and Selection Process

Selection will be made through a qualifications-based process. The Mayor of the City of Evergreen and City Council will review all responsive SOQs and score each using the criteria below. The City reserves the right to shortlist firms for interviews and to make a selection with or without interviews.

| Evaluation Criteria | Points | Weight |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| Firm qualifications and experience with simplified, vision-based pavement evaluations for small municipalities | 25 | 25% |
| Proposed approach, methodology, and ability to deliver a cost-effective product on a phased basis | 25 | 25% |
| Qualifications and experience of key personnel | 15 | 15% |
| Prior positive experience working with the City of Evergreen and demonstrated familiarity with the City's street network, infrastructure, and local conditions | 15 | 15% |
| References and past performance on similar small-city projects | 10 | 10% |
| Proximity to project area and local responsiveness | 10 | 10% |
| TOTAL | 100 | 100% |

Following selection of the most qualified firm, the City will enter into negotiations with that firm to establish a detailed scope of services and a fair and reasonable fee for Phase 1. If agreement cannot be reached, the City may terminate negotiations and proceed with the next-highest-ranked firm. Phases 2 and 3 may be authorized by supplemental agreement with the same firm at the City's option.

9. Submission Instructions

One (1) electronic copy of the SOQ in a single PDF file, plus seven (7) printed copies, shall be delivered to the address below no later than the deadline listed in Section 5. Electronic submittals shall be emailed to the Point of Contact identified in Section 10, with the subject line:

“RFQ No. 2026-02 — Phased Street Evaluation SOQ — [Firm Name]”

Hand-delivered and mailed submittals shall be sealed and clearly marked with the RFQ number, title, and firm name, and delivered to:

City Projects Manager — City of Evergreen

100 Depot Square

Evergreen, AL 36401

Late submittals will not be accepted and will be returned unopened. Facsimile submittals will not be accepted.

10. Point of Contact and Questions

All questions regarding this RFQ shall be directed, in writing, to the Point of Contact below. Firms shall not contact any other City official, employee, or Council member regarding this RFQ during the solicitation period; doing so may result in disqualification.

Jeff Sullivan, City Projects Manager

City of Evergreen

P.O. Box 229, Evergreen, AL 36401

Phone: (251) 578-7215

Email: jsullivan@evergreenal.gov

Responses to material questions will be posted as written addenda on the City's website. Only written addenda issued by the City shall be binding.

11. General Terms and Conditions

11.1 Reservation of Rights

The City reserves the right to: (a) reject any and all submittals; (b) waive minor informalities and irregularities; (c) request clarification or additional information; (d) amend or cancel this RFQ at any time; (e) conduct interviews with one, some, or all responding firms; (f) select the firm determined to be in the best interest of the City; (g) authorize Phase 1 only, any combination of phases, or no phases as a result of this RFQ; and (h) not award a contract as a result of this RFQ.

11.2 No Obligation to Reimburse

The City will not reimburse firms for any costs associated with preparing, submitting, or presenting a response to this RFQ.

11.3 Public Records

All submittals become the property of the City and are subject to the Alabama Open Records Act. Firms should not include information they consider proprietary or confidential unless clearly marked; however, the City cannot guarantee confidentiality of any submitted information.

11.4 Non-Discrimination and Equal Opportunity

The City does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in the award or administration of contracts.

11.5 Insurance

Prior to executing a contract, the selected firm shall provide certificates of insurance evidencing coverage in amounts and forms acceptable to the City, including Professional Liability, Commercial General Liability, Automobile Liability, and Workers' Compensation.

11.6 Governing Law and Venue

Any contract resulting from this RFQ shall be governed by the laws of the State of Alabama. Venue for any dispute shall lie in Conecuh County, Alabama.

11.7 Addenda

Any modifications to this RFQ will be issued only by written addendum posted on the City's website. Firms are solely responsible for monitoring the City's website for addenda prior to submitting an SOQ.

— END OF REQUEST FOR QUALIFICATIONS —