

**REQUEST FOR QUALIFICATIONS(RFQ)/REQUEST FOR PROPOSALS(RFP) FOR A CITY OF MONTGOMERY COMPREHENSIVE CLIMATE ACTION AND IMPLEMENTATION PLAN**



The City of Montgomery, Alabama, is currently soliciting qualified professional service consulting firm(s) that specialize in resilience and climate change action planning and implementation for the City of Montgomery. After reviewing the responses to this RFP/RFQ, the City of Montgomery will select a qualified firm or collective team to assist the City in the preparation of a Citywide Comprehensive Climate Action Plan.

**Delivery and Deadline:**

The City of Montgomery will receive sealed Proposals in the City Planning Department located at 25 Washington Ave 3<sup>rd</sup> Floor, Montgomery, AL 36104 during the month of **June 2023** for professional consulting services for resilience and climate change action planning and implementation work. Provide five (5) printed copies of the proposal and one (1) digital copy provided via USB drive in an envelope that is sealed and labeled "Attn: Robert Smith, Planning Director, Sealed Proposal, Comprehensive Climate Action Plan" by 5:00 p.m. CDT, June 28, 2023. No submittal received after that time will be considered.

Sealed Proposals may be sent by USPS or other shipping company to be received **by the deadline**.  
Address to:

**Robert Smith, Planning Director**

**City of Montgomery, Planning Department**

**25 Washington Avenue 3<sup>rd</sup> Floor**

**Montgomery, AL 36104**

**Purpose and scope of work:**

The City of Montgomery recognizes the serious threats from climate change and the need to plan and implement climate action plans, programs projects and policies in order to protect life and property in the future. In addition, it is important to have measurements of the City's greenhouse gas (GHG) emissions so that actions may be taken to reduce them. Our goal is concurrent with the Federal Government's mandate to reduce greenhouse gas (GHG) emissions by 50-52% by the year 2030, to achieve a carbon pollution-free electricity grid by the year 2035, and to reach net-zero GHG emissions by no later than the year 2050. We must have baseline GHG measurements before beginning the implementation of this climate action plan and will require measurements at intervals to be determined to measure change and evaluate the planning implementation.

Equity must be an important consideration in the plan as many of our neglected neighborhoods currently do and will suffer disproportionately as the climate continues to change. It will be important to

seek public comment from residents and businesses as a means of information gathering and public input and education concerning the goals and outcome of the climate action plan. Recommendations for Zoning and building codes should be included as the City is currently rewriting the existing Zoning Ordinance and Subdivision Regulations.

**Deliverables:**

1. Initial GHG emissions measurement/determination and schedule for future measurements.
2. Public input and/or education sessions prior to completing the plan.
3. Plan must include sector specific strategies for reducing pollution/GHG in transportation, energy powering utilities, building optimization and materials management. Agricultural issues with pesticides and pollutants and in-ground/in lakes/etc. storage of industrial wastes should also be included.
4. Planning for increased water management, possible flooding and strong storms (i.e. tornadoes) as well as possible draught and wildfire protections and any other climate related issue.
5. A full scale Comprehensive Climate Action Plan and implementation Actions over the course of the next 27 years.

**Background Information:**

The City of Montgomery has been experiencing a relatively moderate climate recently. There have been fewer tornados affecting the Montgomery area in the past couple of years but all of the South has seen an increase of tornadoes and dangerous winds from changing climate as well as from hurricanes coming into the Gulf. All data points to this becoming much more volatile and destructive. While Alabama is a largely rural state, it certainly has its issues with GHG and the production of electricity by fossil fuels; negligent disposal of utility producing fuels and their by-products; building codes that need to be updated; transportation routes and modes to address and increase in options; and materials management improvements.

Alabama has the highest number of species east of the Mississippi River and the second highest amount of ground water in the contiguous states. The City, as well as the State, must step up to protect the amazing natural resources that Alabama has, and preserve these for a healthy future. We recognize the necessity of change and the need to do it NOW or order to meet Climate Change Goals and Objectives. There must also be a public education campaign in order to educate all Montgomery citizens from kindergarten through old age in order for full compliance with climate change goals and objectives.

**Professional Services Agreement:**

City of Montgomery shall require the team selected to execute a Professional Services Agreement upon award of a contract.

**Project Timing:**

The City of Montgomery anticipates the award of this project in late summer 2023.

**Format of Proposal:**

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Limit entire length of response to fifty (50) pages or less. Five (5) printed copies shall be submitted and one (1) digital copy shall be included by the Proposals Due deadline shown on page1.

Section A: Introductory Statement

Section B: Qualifications and Appropriateness of Proposed Staff

1. Project team. Proposers are to demonstrate significant experience in Climate Change science and Climate Action planning and implementation.
2. Provide names and resumes of key personnel proposed for this project

Section C: Appropriateness and Quality of Proposer’s Experience

Include experience on projects of similar scope to this RFP/RFQ and how long proposer has been providing Climate Change planning professional services to clients.

Section D: Proposed Approach

Based on the project description and scope of services, the firm should discuss how it would approach and manage the project.

Section E: Timeline

Section F: References and Work Samples

Add additional information relevant to the firm’s qualifications for this project may be included at the firm’s option

Section G: Price for Services

Cost proposal for completing the comprehensive climate action plan and implementation strategy (measuring diverse sources of greenhouse gas (GHG) emissions, consulting planning, public involvement and education).

Section H: Signed Copy of the RFP and Mandatory Forms

**Criteria of Evaluation**

**Proposal Evaluation:**

The City of Montgomery will evaluate proposals based on the factors outlined within this RFP/RFQ, which shall be applied to all eligible-responsive proposals in selecting the successful team. The City reserves the right to disqualify any proposal it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the proposer as it deems appropriate.

Award of any proposal may be made without discussion with respondents after responses are received. The City reserves the right to cease contract negotiations if it is determined that the respondent cannot perform the services specified in their response or within the City's budget. Evaluation criteria will be grouped into percentage factors as follows:

Professional qualifications; experience with similar projects:	25%
Understanding of the work; quality of the proposal:	25%
Proposed approach and timeline for completing the work	15%
References and work samples	15%
Disadvantaged Business Enterprise (DBE)	10%
Cost	10%
Total	100%

#### **Disadvantaged Business Enterprise Participation (DBE) Involvement**

The City of Montgomery strongly encourages the use of local firms in the makeup of a consulting team for this project and any project. Should this be the case, it will be necessary to provide the name and address of the firms(s), a description of the work to be performed and an estimate of the percentage of work to be performed by dollar amount.

The City of Montgomery strongly encourages the use of Disadvantaged Business Enterprises (DBEs) for this project. In this regard, the City of Montgomery has an overall DBE goal of a minimum of twenty-five percent (25%).

Firms submitting proposals will be required to provide the following information:

- The names and addresses of the DBE firm(s) that will participate on the project team.
- A description of the work that the DBE firm(s) will perform.
- An estimate of the percentage of work by dollar amount that the DBE firm(s) will perform.
- If the established DBE goals for this project cannot be met, then evidence of a good faith effort must be provided as proof that a good faith effort was made to obtain DBE participation.

A consulting firm or team that is selected for negotiation will have to provide signed documentation of commitments to use DBE firms and confirmation from the DBE firms prior to entering negotiation.

**Confidential Information:**

All responses shall be confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process, the contents of their proposals are subject to the provisions of the Alabama Information Act and may be made public.

**Rights of the City:**

The City reserves the right to accept or reject any and all proposals and to award the contract to the proposer who offers the best value to the City.

There is not expressed or implied obligation for the City to reimburse responding team for any expense incurred in preparing submittals in response to this request. Proposals submitted to the City shall become property of the City and will not be returned to respondent.

Mandatory Forms: Proposer Guarantee, Proposer Warranty, and Conflict of Interest form

TYPE OR PRINT:

**Team Name** \_\_\_\_\_

**Authorized Representative & Title** \_\_\_\_\_

**Street Address and/or P.O. Box No.** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Firm's Tax Identification Number** \_\_\_\_\_

**Signature/Date** \_\_\_\_\_

**ATTACHMENT A**

**BUSINESS INFORMATION QUESTIONNAIRE**

**CITY OF MONTGOMERY**

It is the intent of the City of Montgomery that Firms possess certain qualifications. Therefore, the following information is to be furnished by the Firm and must be sworn to by an officer (authorized representative) of the Firm who has the responsibility and authority to bind the company statements made.

Each Firm shall show all requested information pertaining to their organization or to themselves personally, and submit the same.

The undersigned Firm agrees to furnish, upon request from the City of Montgomery, any additional information needed to substantiate or clarify the Firm's qualifications.

THE UNDERSIGNED FIRM DECLARES THAT THE FOLLOWING DATA AND INFORMATION ARE TRUE STATEMENTS CONCERNING THEIR PERFORMANCE ABILITY TO COMPLY WITH THE REQUIREMENTS OF THE SERVICES TO BE SUPPLIED.

Nam of the Firm (exactly as it should appear on the service contract):

Principal Office Address:

Telephone Number:

Form of Business Entity (Check one):

- Corporation
- Partnership
- Individual
- Joint Venture

**CORPORATION STATEMENT**

If a corporation, answer the following:

When incorporated?

Where incorporated?

Is the corporation authorized to do business in Alabama? Yes ( ) No ( )  
If so, as of what date?

The corporation is held: Publicly ( ) Privately ( )  
If publicly held, how and where is the stock traded?

Furnish the name, title, and address of each officer, director, and principal shareholder owning 10% or more of the corporation's issued stock.

<u>DIRECTORS' NAMES</u>	<u>ADDRESS</u>	<u>PRINCIPAL BUSINESS OTHER THAN APPLICANTS</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		

<u>OFFICERS NAME</u>	<u>POSITION</u>
1.	
2.	
3.	
4.	

PRINCIPALSHAREHOLDERS' NAME

ADDRESS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



**PARTNERSHIP AGREEMENT**

If a partnership, answer the following:

Date of Organization:

General Partnership ( ) Limited Partnership ( )

Partnership Agreement recorded? Yes ( ) No ( )

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DATE	BOOK	PAGE	COUNTY
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Has the partnership done business in Alabama? Yes ( ) No ( ) When?

Name, address, and partnership share of each general partner:

	<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
1.	_____	_____	%
2.	_____	_____	%
3.	_____	_____	%
4.	_____	_____	%
5.	_____	_____	%

Attach a complete copy of the fully executed Partnership Agreement.

Name of a full-time managing officer or managing employee:

**JOINT VENTURE STATEMENT**

If a joint venture, answer the following:

Date of Organization:

Joint Venture Agreement recorded? Yes ( ) No ( )

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DATE	BOOK	PAGE	COUNTY
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Have the Joint Venturers conducted business in Alabama? Yes ( ) No ( )

Name, address, and percent of ownership of each joint venturer:

	<u>NAME</u>	<u>ADDRESS</u>	<u>SHARE</u>
1.	_____	_____	%
2.	_____	_____	%
3.	_____	_____	%
4.	_____	_____	%
5.	_____	_____	%

Attach a complete copy of the fully executed Joint Venture Agreement.

Name of a full-time managing officer or managing employee:

**INDIVIDUAL STATEMENT**

If an individual, answer the following:

Date business started:

Is there a Successor Agreement recorded? Yes ( ) No ( )

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DATE	BOOK	PAGE	COUNTY
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Has the individual done business in Alabama? Yes ( ) No ( ) When?

Residence Address:

Business Address:

Attach resume(s) or owner(s).

Name of full-time managing officer or managing employee:

**CERTIFICATION REGARDING DEBARMENT & SUSPENSION**

1. The underwriting consultant or firm certifies to the best of his/her knowledge and belief that the he/she and/or any of its principles are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and/or any Federal agency.

2. Principles, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The underwriting consultant or firm shall provide immediate written notice to the City of Montgomery's Department of Planning, if, at any time prior to the award of any contract, the underwriting consultant or firm learns that this certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a grant/contract. If it is later determined that the underwriting consultant or firm knowingly rendered an erroneous certification, in addition to other remedies available to City of Montgomery, the City of Montgomery may terminate and/or withdraw the award resulting from the Statement of Qualifications for default.

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**Signature of Firm Representative and/or Managing Officer of Firm**

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**Printed name**

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**Title:**

**RFP/PROCUREMENT STATEMENT OF COMPLIANCE WITH THE  
BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION  
ACT AS AMENDED**

*This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.*

State of \_\_\_\_\_  
County of \_\_\_\_\_

“As a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, I hereby attest that in my capacity as \_\_\_\_\_ (state position) for \_\_\_\_\_ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.”

I further attest that said business entity/employer/contractor is enrolled in the E-Verify program. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM).

\_\_\_\_\_ Signature

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) and (b) and (c) as amended.

## **CONFLICT OF INTEREST STATEMENT**

## **Submittal Instructions**

Firms are requested to respond to the statement of qualifications request, proposal evaluation criteria and proposed Scope of Work and approach, including professional registrations, memberships and credentials and any other appropriate design and planning credentials pertinent to this project by the deadline date.

Five (5) copies of the Statement of Qualifications and Proposal must be submitted in a sealed envelope clearly identified as City of Montgomery Comprehensive Climate Action Plan RFQ/RFP.

**Mailed to:  
Robert Smith  
Director of Planning  
City of Montgomery  
25 Washington Avenue, 3rd Floor  
Montgomery, AL 36104**