

**TOWN OF WILSONVILLE
REQUEST FOR QUALIFICATIONS (RFQ)
FOR ENGINEERING SERVICES**

The Town of Wilsonville will accept statements of qualifications from Alabama licensed engineers to provide engineering services for up to three (3) years for public works projects to be funded, in whole or in part, through federal or state grant programs. Project selection and payment terms will be negotiated with the selected firm and shall be based on funding program and local requirements.

The consulting engineer must be prepared and qualified to provide the following services:

1. Prepare preliminary engineering reports
2. Prepare project cost estimates
3. Support program administration activities as required
4. Develop design documents
5. Develop project specifications and bid documents
6. Conduct Pre-Construction conference
7. Review and approval of contractor submittals
8. Provide Resident Inspection
9. Provide reproducible plan drawings to the Town upon project completion
10. Prepare operating and maintenance manuals
11. Conduct final inspection and testing
12. Additional services as determined by the Town Council

By submitting qualifications, the consultant certifies that it is not a person or entity that is currently disbarred from submitting qualifications for professional services agreements issued by any political subdivision or agency of the State of Alabama or the federal government.

Factors to be considered in the award of these professional engineering services include: 1) Past experience with engineering design and construction management (40 points); 2) Past experience managing federal/state funded projects (20 points); 3) Qualifications of key personnel to be assigned to project (20 points); 4) Current capacity to complete the work (10 points); and 5) Familiarity with local context (10 points).

Organizations wishing to be considered for this procurement should submit a Statement of Qualifications covering all the above factors. Proposals will be reviewed by personnel appointed by the Mayor. No on-site interviews will be conducted. Telephone interviews may be conducted. Fees will be negotiated with the organization first selected based on qualifications. The Town of Wilsonville reserves the right to reject any or all proposals. The Town of Wilsonville is an equal opportunity employer and statements of qualifications from minority or disadvantaged firms are encouraged.

Questions concerning this solicitation should be directed to Christa Henderson, Town Clerk, Town of Wilsonville, 9905 North Main Street, Wilsonville, Alabama 35186.

Phone: (205) 669-6180, Email: wilsonvilleclerk@bellsouth.net

Statements of Qualifications must be submitted no later than 12:00 Noon, local time, on Wednesday May 6, 2026. Submittals received after this time and date shall not be considered. Sealed packages may be mailed, or hand delivered to the Wilsonville Town Hall, Attn: Christa Henderson, Town Clerk, 9905 North Main Street, PO Box 70, Wilsonville, Alabama 35186.

Mayor Larry Lowe
Town of Wilsonville