



## **Request for Proposals Professional Services**

Shelby County on behalf of the University of Montevallo invites written proposals from qualified consultants to provide design services to include, but not limited to design and layout of a proposed project. At the conclusion of this process, the County intends to engage a qualified consultant for execution of the described project. Sealed proposals will be accepted until April 21, 2022, at 2:00 PM, CDT, by the Shelby County Commission to provide the professional services in accordance with the conditions stated in this request for proposals.

Proposals may be submitted to the above address and are to be marked:  
“XCO Course Design at the University of Montevallo - Professional Services Proposal.”

### **Site Description**

The proposed site for the facility is located on the campus of the University of Montevallo. The approximately 170 acre site is shown on attached illustrations. The site has been previously utilized for an 18 holes golf course until it's closure in 2021.

### **Scope of Services**

The University intends to construct a purpose built, cross country mountain-biking race venue. The proposed project scope of work will consist of design, and layout, of a cross country race venue near, or close to the standards set by the UCI. This includes but is not limited to, rock drops, in-sloped turns, dedicated passing zones, and rock gardens. Within this design, standard principles of sustainability must be applied.

### **Evaluation Criteria**

At the conclusion of this proposal process, Shelby County and the University of Montevallo intends to engage a qualified consultant capable of performing all of the services required to successfully complete the scope of services described. The County is most interested in proposals from firms with similar design experience, an understanding of cost efficient design. Selections will be based on the completeness of proposals and on the responses that demonstrate the best combination of experience, expertise, understanding of the project objectives, and approach. Proposals will be evaluated based on responses to the following criteria:

- Staff Structure – The proposal demonstrates the Consultant's ability to provide a team that has the capacity to successfully implement the project. The respondent is required to specifically name their team members/firms that they plan to utilize for all components of the project if selected.
- Experience – The proposal clearly demonstrates that the Consultant has the relevant experience and expertise to provide the range of services identified in the RFP to successfully develop and execute the project. At a minimum, these services should include five or more years of experience performing the type of work required in this request. Submitted materials should demonstrate that

the Consultant has the capability and experience to deliver projects that meet the objectives of the RFP in a timely and cost efficient manner.

- Project Understanding – The proposal should demonstrate that the Consultant understands the project scope.
- Preference may be given to Consultants having a business location within Shelby County and/or the State of Alabama as allowed by 2 CFR 200.319.
- All necessary steps will be taken to ensure that DBE firms are used when possible per 2 CFR 200.321 guidelines and requirements.
- Consultant must agree that it is not engaged in, nor will engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade with.
- References – References will be provided by the Consultant and the applicable project team members.

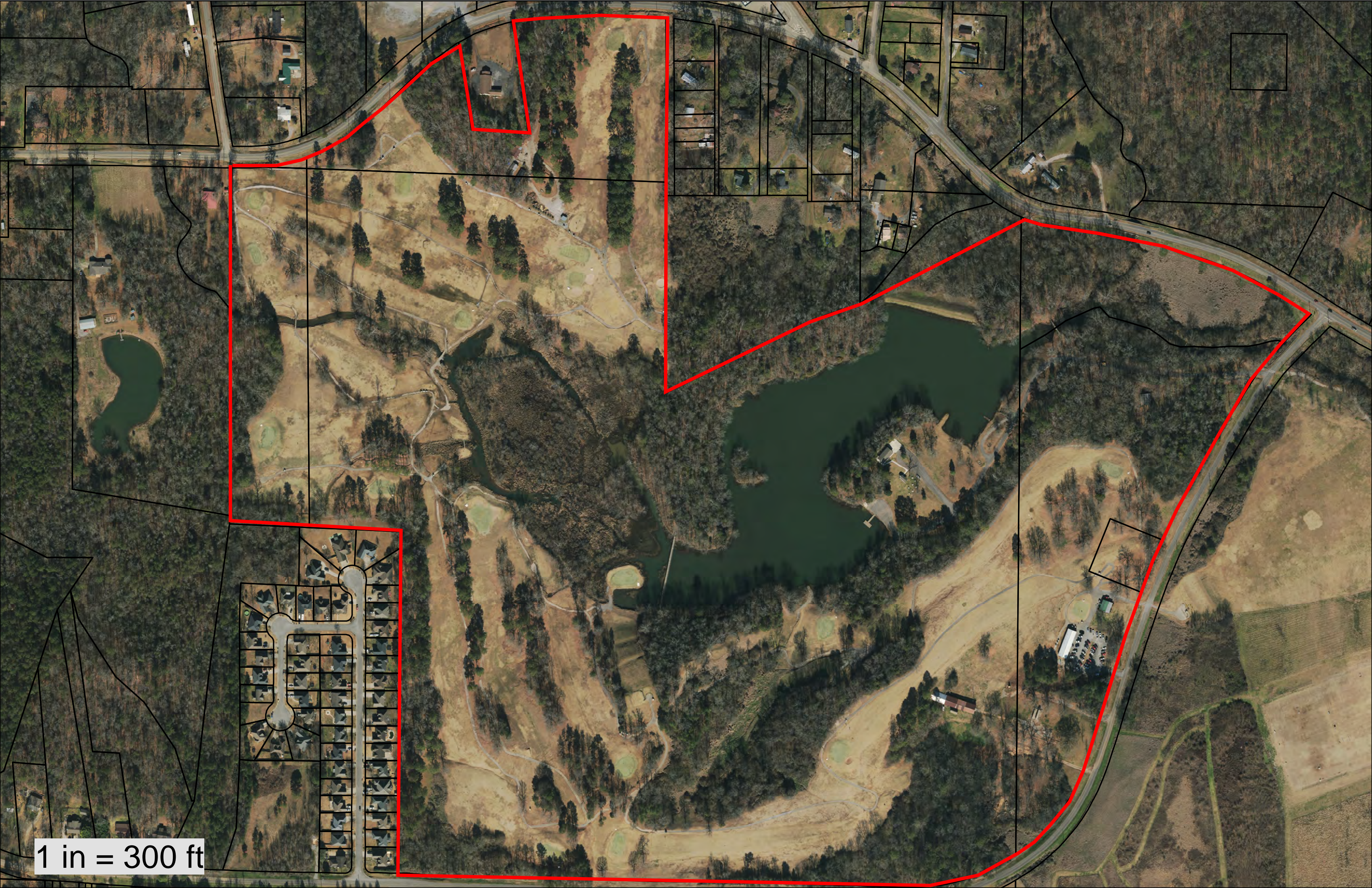
### **Submittals**

Proposal must be complete to be considered and can emailed to [trey@shelbyal.com](mailto:trey@shelbyal.com) or submitted to:

Shelby County Department of Facilities and General Services  
ATTN: Trey Gauntt, PE  
280 McDow Road  
Columbiana, AL 35051

Proposals must be received no later than 2:00 PM CDT on April 21, 2022. The proposals will be date and time stamped upon receipt. All inquiries and requests for clarification must be submitted in writing and a written response will be provided in return. If you have any questions, please email Trey Gauntt at [trey@shelbyal.com](mailto:trey@shelbyal.com).





1 in = 300 ft



