



JEFFERSON COUNTY

GREENWAYS COMMISSION

Jefferson County, Alabama

Request for Bid

Structural Repairs to Public Facilities

Ruffner Mountain's Nature Center

RFB Issue Date: January 2nd, 2024

RFB Submission Deadline: April 5th, 2024

This project is being supported, in whole or in part, by federal award number SLFRP1176 awarded to Jefferson County Greenways Commission, Alabama by the U.S. Department of the Treasury

RFB Title: Ruffner Mountain's Nature Center Deck Repairs

Due Date: April 5th, 2024

Procurement Lead: Paul Thibodeaux - paul@ruffnermountain.org

Purpose

The Jefferson County Greenways Commission, located in Jefferson County, Alabama, is seeking bid proposals from qualified, eligible vendors to perform all operations required for the construction of building improvements to building facilities at Ruffner Mountain Nature Preserve.

Funding: Project funding from the American Rescue Plan Act (ARPA).

Investment Period: June 1, 2024 - November 2024 (subject to change)

Pre-Proposal Conference: An in-person conference, Q&A, and site assessment will be held Monday, March 4th, 2024 from 10:00 AM to 12:00 PM CST.

Questions: Bidders will be required to submit any questions in writing prior to 2:00 PM CST on March 5th, 2024 to allow staff to prepare any response(s) required to be answered in a FAQ to be shared with bidders by email document. Questions regarding this RFB should be emailed to paul@ruffnermountain.org.

Introduction

Jefferson County Greenways Commission is pleased to release this Request for Bid (RFB) for Ruffner Mountain's Nature Center Deck Repairs with funding from the American Rescue Plan Act (ARPA).

Project Purpose Summary

Ruffner Mountain is currently in need of structural repairs to exterior raised deck platforms attached to the Nature Center & office building. Sections of the exterior deck platform and entryway are currently closed and inaccessible due to material failures and safety concerns. Ruffner Mountain receives over 80,000 visitors each year and provides educational, health, volunteer, and community resources to residents and tourists of Jefferson County Alabama. The Nature Center plays a vital role in Ruffner Mountain's capacity to provide these beneficial resources to the community, particularly as outdoor recreation and visitation increased due to COVID-19.

American Rescue Plan Act (ARPA)

On March 11, 2021, President Biden signed into law the \$1.9 trillion American Rescue Plan Act (ARPA) to support the country's recovery from the COVID-19 pandemic. Section 9901 of ARPA amended Title VI of the Social Security Act (the Act) to add section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (CLFR). Through CLFR, the U.S. Department of the Treasury (Treasury) has allocated more than \$350 billion to state, local, territorial, and Tribal governments across the country to "rebuild a stronger, and more equitable economy as the country recovers."¹

ARPA funds have significant reporting and documentation requirements. Awarded programs must comply with both federal requirements and contractual requirements. The Jefferson County Greenways Commission has taken steps to ensure that the activities described in this RFB meet ARPA eligibility requirements. However, the eligibility of a particular organization's program model will be determined at the time of bid review.

Funded organizations must follow all federally required guidelines associated with APRA funds, including Treasury's [Final Rule](#), as supplemented by Treasury's [Frequently Asked Questions](#) guidance, and the program's [Recipient Compliance and Reporting Responsibilities](#), as well as any future applicable rules and guidance.

Expenses paid for by ARPA funds cannot be paid by any other funds. ARPA funds may be used in conjunction with other federal funding sources, provided that the costs are eligible costs under each source program and are compliant with all other related statutory and regulatory requirements and policies. Contractors must comply with applicable reporting requirements for all sources of funds supporting the ARPA projects, and with any requirements and restrictions on the use of funds from the supplemental funding sources and the ARPA program.

¹ US Department of the Treasury. [Coronavirus State and Local Fiscal Recovery Funds | U.S. Department of the Treasury](#)

RFB Overview

Purpose Statement

Ruffner Mountain annually serves over 80,000 visitors, students, educators, volunteers, and other community members with outdoor recreational resources, educational programming, and conservation research. Ruffner Mountain, and other greenways served by the Jefferson County Greenways Commission, provide wildlife habitat, conservation land, and necessary environmental infrastructure throughout Jefferson County, which help ensure that all Jefferson County residents have access to safe, well-maintained outdoor places to live happier, healthier lives.

Background

Ruffner Mountain's Nature Center building was completed in 2009. Portions of the entryway deck have been inaccessible and in need of repair since 2018. Due to the cost and scope of work needed to perform necessary repairs, maintenance had been deferred until adequate funding was available. Since initial maintenance repairs were discovered, additional needs have accumulated as detailed below in the Scope of Services. With the increase in visitation due to the COVID-19 pandemic and the strain on the need for additional staff and resources, raising funds for all maintenance needs by the non-profit, Ruffner Mountain Nature Coalition, was an ongoing struggle. As a result, the Jefferson County Greenways Commission is serving as the municipal entity to acquire and distribute funds received from ARPA to provide necessary building improvements to the Nature Center so that its facilities can provide a safe and secure environment to all of its visitors.

Scope of Services - Construction Contractor's Responsibilities

This RFB is focused on repairing structural components to the Ruffner Mountain Nature Center's raised entryway deck. Visitors and staff use the walkway to access the Native Wildlife Educational Exhibits, the Tree House Classroom, Children's Reading & Activity Nook, Public Restroom facilities, and staff offices. Structural laminated beams and treated floor joist lumber have deteriorated due to weather, time, manufacturing, and design defects. The area in need of repair is approximately 835 sq ft or more and has an elevation of 10 to 25 feet above ground. Repairs must be completed before these areas can be reopened for public use. Additional repairs may be required during the reconstruction process.

Itemized Services Needed

- Contractor will work in consultation with Ruffner Mountain Nature Coalition, the Jefferson County Greenways Commission Staff, and a Licensed Engineer (provided by contractor) to determine the extent of damage and repair needed and develop a planned process by which repairs will be conducted. Original architectural plans will be available for review.
- Contractor will consult with the original manufacturer of the in situ laminated framing timbers to determine the lifespan expectancy and possible repairs and/or if replacements are needed.
- Other existing framing components will need to be inspected for damage and structural integrity and are to be replaced, restored, resealed, and/or protected by other physical means from the elements as needed.
- All materials are to be exterior grade and shall be approved by Ruffner Mountain Nature Coalition and Jefferson County Greenways Commission project lead. Replacement of lumber products for deck framing with **structural steel framing material** is preferred. Any replacement lumber shall be fully cured, seasoned, and treated prior to installation.
- Improvements to installation methods and protection from the elements for added preservation are encouraged (ex: joist covering, species, fastener type, penetrating sealer, flashing, etc.)
- Removal and reinstallation of metal guardrailing will be required.
- The fiber-plastic decking currently in place will be pressure washed and reused after the structural framing has been replaced. New fasteners are required.
- Glass windows next to the raised deck are to be washed, wood casing will be cleaned and resealed, and/or covered with weatherproof material as needed.
- Window film decals to prevent avian collisions will be installed on exterior window-glass surfaces in excess of 30 feet above the ground surface.
- All work must be done in a manner to limit and/or prevent disturbance to surrounding vegetation.
- Provide recommendations for maintenance schedule if applicable.

Minimum Requirements and Qualifications of Bidder:

Regulatory:

Contractor(s) shall comply with all applicable federal, state, and local laws, rules, regulations, ordinances, and codes and obtain any licenses or permits required to provide the services under this RFB. Furthermore, among other requirements contained in 2 CFR 200, Appendix II, all contracts in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with certain provisions of the Contract Work Hours and Safety Standards Act, 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5).

Qualifications, Licensing, & Certification:

The professionals assigned shall be fully qualified and licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing in Jefferson County Alabama. All workers must be covered under the provider's Worker's Compensation insurance policy.

Contractor's Qualification Submittal:

1. Statement of Construction Experience - Written statement or portfolio including background information and similar projects successfully completed by the contractor.
2. Financial Capability - The Contractor must present evidence of his/her financial capacity to perform all requirements within the proposed projects. All information relative to financial statements will remain confidential.
3. Performance Record - Contractors must have proven performance and experience in completing projects of similar scope. Contractors must supply a minimum of three references for projects completed within the last two years and a minimum of 3 references from project owners.
4. Experience with federal funding sources and reporting requirements. If no previous federal funding experience, the ability to provide a description of how your organization intends to manage public funds should you be awarded a contract through this RFP.

Submittal Requirements

- Complete and thorough Project Description & Scope.
- Provide proof of insurance, workers compensation, licenses, and any other qualification documents required to conduct business in the city of Birmingham, Jefferson County, Alabama.
- Provide all requested information showing organizational capacity.
- Itemized list for cost of materials, labor, and equipment.
- Project budget and budget narrative.

- Approximate start and finish dates.
- Listed source of all materials.

Contract Period of Performance

The period of performance of any contract resulting from this RFB is tentatively scheduled to begin on or around May 1st, 2024, and end on November 1st, 2024. Amendments extending or shortening the period of performance, if any, will be at the sole discretion of the Jefferson County Greenways Commission.

RFB Process and Timeline

The following timeline represents the tentative schedule of the entire RFB process, from solicitation to program implementation. The dates listed here are subject to change. Bidder(s) are responsible for monitoring the email and contact information channels they provided for any changes prior to the submittal deadline.

RFB Release	January 2nd, 2024
Pre-Bid Conference An in-person information session to discuss questions related to this RFB and conduct an initial site assessment will be held on site. Questions and answers will be recorded and provided by email to all interested bidders.	Monday, March 4th, 2024 10:00 AM to 12:00 PM CST
Final day to submit questions via email	Monday, April 1st 2024
Proposal due	Saturday, April 5th by 2:00 PM
Responses reviewed	April 5th, 2024 through April 19th, 2024
Interviews with Bidder(s) (if applicable) <i>The Jefferson County Greenways Commission reserves the right to conduct interviews as needed to make award determinations.</i>	April 22nd through April 29th, 2024
Notification of selected and non-selected Bidder(s)	May 1st, 2024
Anticipated program/contract start date	June 1st, 2024

Questions

Interested parties may submit questions in writing prior to the date and time indicated in the RFB schedule by emailing paul@ruffnermountain.org. The response(s) to all questions received will be emailed to all interested bidders.

Bidders(s) are encouraged to complete their Bids early to avoid any difficulties or errors in submission. Jefferson County Greenways Commission is not responsible for any technical difficulties that a Bidder(s) may experience, and **late submissions may result in the rejection of the Bid.**

Pre-Bid Conference

A pre-bid conference is scheduled to be held at the date and time indicated in the schedule. The location of the pre-bid conference will be in-person 10:00 AM to 12:00 PM Monday, March 4th, 2024 at 1214 81st St S, Birmingham, AL 35206. All prospective Bidder(s) should attend; however, attendance is not mandatory.

The Jefferson County Greenways Commission will be bound only to The Jefferson County Greenways Commission -written answers to questions. Questions arising at the pre-proposal conference or in subsequent communication with the Procurement Lead will be documented and answered in written form. A copy of the questions and answers will be emailed to all interested bidders.

Communication

1. RFB Communication

All RFB documents will be emailed to paul@ruffnermountain.org

The Procurement Lead is the sole point of contact for this procurement. All communication regarding the subject matter of this opportunity between the Bidder(s) and Jefferson County Greenways Commission upon release of this RFB must be by email with the Procurement Lead, as follows:

Paul Thibodeaux
Procurement Lead
paul@ruffnermountain.org

Any other communication will be considered unofficial and non-binding on the Jefferson County Greenways Commission. Bidders(s) are to rely on written statements issued by the Procurement Lead.

Communication with anyone other than the Procurement Lead on this RFB may result in disqualification of the Bidder.

2. Bidder(s) Communication

Unless otherwise requested, letters and other transmittals pertaining to this RFB will be issued to the e-mail address noted in the Bid submitted to the Procurement Lead.

Proposal Process

Responses are hereby solicited and should be sent by email to paul@ruffnermountain.org. If the Bidder's proposal file document size is too large to send by email, the Bidder must provide an alternate means to review the proposal, such as a linked cloud storage file, dropbox, etc.

Selection Process

Rating Criteria

Responsive Bids will be reviewed strictly in accordance with the requirements stated in this RFB and any amendments issued.

All Bids received by the stated deadline will be reviewed by the Procurement Lead to ensure that the Bids contain all of the required information requested in the RFB. Only responsive Bids that meet the threshold requirements will be evaluated by the Jefferson County Greenways Commission designated review panel. Any Bidder who does not meet the stated qualifications or any Bid that does not contain all of the required information may be rejected as incomplete.

The Procurement Lead may, at their sole discretion, contact the Bidder for clarification of any portion of the Bidder's proposal. Bidders should take every precaution to ensure that all documents and statements are clear, complete, and directly address the specific requirement.

Bids will be reviewed and evaluated by a review panel. The process for selection will include an evaluation of the narrative and accompanying documents, and potentially, interviews. Below are the selection criteria that will be used during the evaluation process.

Evaluation Criteria for RFB

The selection committee will evaluate all submittals that successfully provide the required documents before the submittal deadline of April 5th, 2024.

- Contractor demonstrates experience and knowledge in repairing or constructing exterior, ADA-accessible, raised decking at elevations greater than 20 feet above the ground. (20%)
- Project budget, start date, and completion date. (30%)
- Organization, details, and clarity of project submittal. (30%)
- Contractor has the ability to consult and work with a licensed engineer to perform necessary repairs and improvements. (20%)

Review Process

The review panel may consist of staff from Jefferson County Greenways Commission, Ruffner Mountain, external subject matter experts, evaluators, community members, and advisory board

members. Following the application review, Bidders may be asked to participate in an interview with the review panel prior to the final scoring of the Bid.

The RFB review panel will score each Bid based on the rating criteria described in this section of the RFB and create a ranking of Bids based on the highest to lowest scoring. The score will be a key factor used by the RFB review panel to develop recommendations on the selection of Bids to The Jefferson County Greenways Commission.

Selection Process

The final selection of awardees will be made by the Jefferson County Greenways Commission based upon recommendations from the review panel to ensure services are responsive to funding priorities and community needs. Jefferson County Greenways Commission reserves the right to make such selections based on the best interests of The Jefferson County Greenways Commission, and as a result, may not select the highest scoring or lowest cost Bid for an award, and it will execute contracts based upon the final selections.

To serve the best interests of The Jefferson County Greenways Commission, The Jefferson County Greenways Commission reserves the right to be its own reference with any potential Bidder(s) as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any potential Bidder(s).

Funding Allocation and Contract Negotiations

Jefferson County Greenways Commission anticipates that requests for funding from the pool of selected Bidder(s) may exceed the total dollar amount of funding available through this RFB. If this occurs, the Commission reserves the right to enter discussions with Bidder(s) to assess if proposed services and activities can be scaled to match the dollar amount offered by The Jefferson County Greenways Commission. If the Proposal is not scalable, or the Bidder(s) rejects the dollar amount offered by The Jefferson County Greenways Commission, The Jefferson County Greenways Commission reserves the right to withdraw the funding offer to the Bidder(s) and enter discussions with other high-ranking RFB Bidder(s). Contract negotiations and development will begin when a funding amount for each Bid has been agreed upon between the Bidder(s) and the Greenways Commission.

This project is supported, in whole or in part, by federal award number SLFRP 1176, awarded to Jefferson County by the U.S. Department of the Treasury.