



Huntsville Utilities

ELECTRICITY • NATURAL GAS • WATER

REQUEST FOR QUALIFICATIONS PUMP AND TANK PROJECTS

Pump and Tank Projects:

Huntsville Utilities (HU) is accepting Statements of Qualifications (SOQ) from Consulting Engineering Firms (Consultants) to perform engineering services for water pump and tank projects for a three-year period beginning in FY25 (October 1, 2024) and ending in FY27 (September 30, 2027). The intent of this SOQ process is to establish a list of Consultants capable of supporting HU in pumping and tank projects. Multiple firms will be selected to provide engineering services. The number of firms selected will be based on the responses to the Request for Qualifications (RFQ). The individual projects will be distributed between the selected firms under task orders. The selection of a Consultant to perform an individual project will be based on the capability and availability of the selected firms when a project is identified.

The Consultants selected by HU will be required to enter into a Professional Services Agreement with HU specific to this RFQ. Consultants with existing agreements with HU will be required to enter into a new Professional Services Agreement for this RFQ. A copy of the agreement is included in Appendix A and no modifications to terms contained in this agreement will be considered. The insurance requirements are provided in Appendix B. HU makes no guarantee any work will result from this RFQ.

SOQ Submittal:

SOQs must be received at the Huntsville Utilities Main Office at 112 Spragins Street, NW, Huntsville, Alabama, by 3:00 p.m. CDT on October 4, 2024. Any response received after that time and date may not be considered. Responses should be mailed or hand-delivered to Miranda Duke, Contract Administrator. All responses shall be submitted in a sealed envelope plainly marked **“Pump and Tank Projects.”** Four hard copies and one soft copy on a labeled USB drive of the SOQ shall be submitted.

All questions regarding the RFQ must be submitted to Miranda Duke in writing at Miranda.Duke@hsvutil.org prior to noon CDT, September 20, 2024. Questions after noon on September 20 will not be answered.

Professional Services Statement of Qualifications (SOQ):

Currently, HU has identified the potential of five pump projects and two tank projects in the next three years. The pump projects are pumping upgrades at Southeast Water Treatment Plant, new booster station at Pulaski Pike Tank, upgrades to Grizzard Booster Station, new Booster Station at Brock Road, and new booster station at Ryland Pike. The tank projects are a tank for the Ryland Pike Booster potentially co-located with the Ryland Pike booster station and tank on the suction side of the Brock Road Booster Station. These projects may change during the period of performance of this RFQ.

HU seeks consultants to provide engineering services, surveying, easement acquisition services, design, bidding support, engineering services during construction and construction inspection. Not all these services will be required on each project. The required services will be based on the individual projects. The engineering services include site design, geotechnical, structural, electrical, mechanical (HVAC and plumbing), process (pumps, control valves etc.) and Instrumentation & controls. Surveying, geotechnical, and easement acquisition services must be performed by a firm located in Madison, Limestone, or Marshall or adjacent counties.

Statement of Qualifications (SOQ) Format:

SOQs must be submitted in the format identified below. Non-compliance with the format requirements may result in the SOQ being rejected. Do not exceed the number of pages identified below for each section. All pages shall be no larger than 8.5" x 11", single space line spacing, and have no text, except page numbers within 1 inch of the edge of the page. Additionally, all text shall be in Times New Roman with a minimum font size of 11.

Transmittal Letter (*maximum 1 page*)

The first page of the document shall be a letter from the company transmitting the SOQ to HU. The letter must certify that the information provided in the SOQ is accurate and is signed by an appropriate officer of the company. Also, include a statement indicating that the firm is willing to perform the services in accordance with the Master Services Agreement without any modifications to the Agreement. Include in the letter the name and contact information of the person to whom questions about the SOQ should be addressed.

Table of Contents *(maximum of 1 page)*

Include a table of contents after the transmittal letter.

General Information about the Company and Project Team *(maximum 10 pages, precede with labeled tab divider page)*

Provide general information about the company's size, office locations, expertise, years in business, and any other general credentials that characterize the company's capabilities. General information should also be provided for all sub-consultants on the project team.

Include an organizational chart for the project team for a typical pump station project requiring all the services identified in the RFQ. Identify the personnel performing each role. Identify which services are being provided by the primary consultant and which services are being provided by sub-consultants. Identify the city and state where the services will be performed.

Include a table of previous pump and tank projects depicting which team members worked on the projects.

Include a valid copy of the company's and all sub-consultant's Certificate of Authorization to provide engineering and land surveying services within the State of Alabama. Certificate pages will not count towards page count for section.

Project Team Qualifications and Experience *(maximum of 5 pages, precede with labeled tab divider page)*

Provide qualifications and experience of the project team providing all services identified in this RFQ. Include specific qualifications and experience on pump and tank projects for the individuals identified in the organization chart. Provide summary of relevant experience and resumes of team members. Each resume is limited to two-page maximum. Resume pages will not count toward the page count.

Quality Assurance / Quality Control *(maximum of 2 pages, precede with labeled tab divider page)*

Provide information pertaining to the company's QA/QC program during all phases of the project. Include specifics on how program will be utilized to ensure that all documents and drawings delivered will be of the highest quality. Insert a resume, two page maximum, at the end of the section for the QA/QC manager. Resume pages will not count towards page count for section.

Proximity to Huntsville Utilities (*maximum of 1 page, precede with labeled tab divider page*)

Identify the address of the company office(s) the Key purposed project personnel are located. State, when the office was opened and identify the distance from 112 Spragins Street NW, Huntsville, AL 35801 to the company office. The key personnel Include the project manager, project engineer, and primary inspector. Also, include the address of all company offices listed in the organizational chart.

Selection Process:

Ranking and Selection

Selected members of HU's staff will independently score each submittal and determine a total score. The total score for each submittal will be comprised of the sum of the points identified in paragraphs below. The total scores for each submittal will then be averaged and a consensus reached to rank the submittals. If any company indicates that they are not willing to perform the services in accordance with the Professional Services Agreement then HU will consider the submittal to be non-responsive and the submittal will receive a total score of zero.

Once the SOQ are scored, Huntsville Utilities will select multiple firms based on the scoring. The desire is to have multiple firms selected and under contract to perform engineering services as needed.

Scoring

General Information about the Company and Project Team (0-20 points)

Project Team Qualifications and Experience (0-50 points).

The Project Manager, Project Engineer, Process Engineer, Geotechnical Engineer, Easement Acquisition Specialist and Inspector will be individual ranked on a 0 to 50 point scale.

The supporting engineers including site design, structural, electrical, mechanical and Instrumentation & controls will rated on a composite score of 0 to 50 points. If an individual is performing more than one role, indicate the multiple roles performed so the roles can be scored appropriately.

The firm's score will be the average of the scores.

QC Score (0 – 10 points)

QA/QC Resume – (0 – 5 Points)

Deliverable Control – (0 – 5 Points)

Proximity to HU Score - (20 points). Location of Office key personnel defined as the project manager, project engineer and inspector.

Tentative Schedule:

September 13, 2024	RFQ release date
September 20, 2024	Questions or Comments due to HU
October 4, 2024	Statements of Qualifications due to HU
October 25, 2024	Engineers notified of selection and begin Professional Service Agreement

Appendix A

Engineering Services Master Services Agreement

Pump and Tank Projects

**ENGINEERING SERVICES
MASTER SERVICE AGREEMENT
PUMP AND TANK PROJECTS**

THIS AGREEMENT, made and entered into BY AND BETWEEN

CONSULTANT, Party of the First Part, and

THE CITY OF HUNTSVILLE, ALABAMA, A MUNICIPAL CORPORATION, WITHIN THE STATE OF ALABAMA,
d/b/a, HUNTSVILLE UTILITIES, Party of the Second Part,

hereinafter referred to as the OWNER.

The purpose of this AGREEMENT is to engage Consultant to perform engineering consulting services or professional consulting services for Owner in accordance with the terms and conditions set forth in the following sections and attachments referenced herein which, together with the acceptance, shall constitute the entire AGREEMENT superseding any and all previous correspondence and arrangements. This AGREEMENT may be amended or modified by written instrument, but such instrument is valid only upon signature by both parties.

Consultant will perform services for the project as set forth in the provisions for Scope of Work/Fee/Schedule below and in accordance with these Terms & Conditions. Consultant has developed the project scope of service, schedule and compensation based on available information and various assumptions. The Owner acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by Consultant in performing their services. Consultant is authorized to proceed with services upon receipt of an executed AGREEMENT.

Consultant agrees to perform for Owner the following services in accordance with the terms and conditions outlined in this AGREEMENT. Scope of Work, Fee, and Schedule to be determined in individual task orders as directed and approved in writing by Owner.

In consideration of the services performed by Consultant, the Owner shall pay Consultant in the manner set forth above. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the project. The following fee types shall apply to methods of payment:

- Lump Sum – a fixed price amount for the scope of services described.
- Time and Materials - defined as individual time multiplied by standard billing rates for that individual and actual expenses incurred in connection with the project.

Consultant shall submit invoices once per month for services performed to be reviewed and approved by Owner. Once approved, Owner shall pay the full invoice amount within 30 days of the invoice date. In the event the Owner disputes the invoice or any portion thereof, the undisputed portion shall be paid to Consultant based on terms of this AGREEMENT. Owner payment to Consultant is not contingent on arrangement of project financing or receipt of funds from a third party. Invoice payment delayed beyond 60 days shall give Consultant the right to stop work until payments are current unless disputes have not been resolved. Non-payment beyond 70 days shall be just cause for termination by Consultant unless disputes have not been resolved.

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The Owner and Consultant acknowledge that additional services may be necessary for the project to address issues that may not be known at project initiation or that may be required to address circumstances that were not foreseen. In that event, Consultant shall submit a fee estimate for such services and a contract modification shall be negotiated and approved by the Owner prior to any effort being expended on such services. No additional work or extra compensation over and above the contract price shall be allowed unless the same shall be duly authorized by the Owner in writing.

The Consultant shall obtain all necessary approvals for access to the project site(s).

Drawings, specifications, reports, programs, manuals, or other documents prepared under this AGREEMENT will be the property of Owner. Consultant may retain copies for their files. Owner may reuse the documents; however, Consultant shall not be liable for reuse of documents or modifications thereof by the Owner or its representatives for any purpose.

Consultant and Owner agree to hold shared information as Confidential Information. "Confidential Information" means any and all non-public information disclosed by either party to the other for the Purpose, including, without limitation, all technical information about either party's products or services, product specifications, pricing, marketing, marketing plans and strategy, information about the Huntsville Utilities' system, RFP responses, Bidder lists, other business or financial information or plans of either party, and all trade secrets of either party. The confidential Information may be transmitted orally, in writing or electronically. Notwithstanding the foregoing, "Confidential Information" shall not include, (i) any information that is in the public domain other than due to a breach of this Agreement, (ii) any information in the possession of the Recipient prior to disclosure by the Discloser hereunder, or (iii) any information independently developed by the Recipient without reliance on the information disclosed hereunder by the Discloser. "Discloser" means either party that discloses Confidential Information hereunder, and "Recipient" means either party that receives it.

For five (5) years after the date of disclosure, the Recipient shall keep all Confidential Information of the Discloser confidential, provided that trade secret information shall be maintained in confidence until the longer of (i) five years from the date of disclosure; or (ii) until the information is no longer a trade secret under applicable law. With the exception of the Permitted Disclosures, the Recipient shall not, directly or indirectly, disclose the Confidential Information to any third party, and the Recipient shall take reasonable care to protect the Discloser's Confidential Information. The Recipient shall not make any copies of any tangible documentation or materials provided hereunder, except to the extent necessary for the Purpose. The Recipient shall not use the Confidential Information of the Discloser for any reason other than for the Purpose.

The Recipient may only disclose the Confidential Information provided hereunder to its employees, agents, consultants, and contractors who are directly involved in the Purpose and whom the Recipient has legally bound to comply with reasonable confidentiality obligations, hereby known as Permitted Disclosures. The Recipient may also disclose Confidential Information to the extent it is obliged to do so under applicable laws, so long as it gives the Discloser reasonable notice to enable the Discloser to take protective steps.

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Upon the written request of the Discloser, the Recipient shall either (i) return all Confidential Information (including all copies) to the Discloser; or (ii) destroy all Confidential Information (including all copies) and provide written certification of their destruction to the Discloser.

Both parties represent and warrant that they have the right to engage in the discussions and to disclose all information disclosed in the discussions. Notwithstanding the above, the Discloser does not make any representation or warranty as to the accuracy or completeness of the Confidential Information.

Neither party is under any obligation to disclose Confidential Information. Nothing in this Agreement obligates either party (i) to offer for sale any product or service using or incorporating the Confidential Information it discloses; or (ii) to purchase any product or service from the other party. All rights in the Confidential Information disclosed remain the property of the Discloser. The Recipient does not acquire any intellectual property rights to the Discloser's Confidential Information.

Both parties acknowledge that a breach of this Agreement can cause the Discloser to suffer irreparable harm. If any such breach occurs or is threatened, the discloser may seek injunctive relief, specific performance, and other equitable remedies (in addition to any and all other remedies at law) without proof of monetary damages or the inadequacy of other remedies, and the recipient waives its rights to all such defenses.

In the event any provision of this Agreement is held to be void, unlawful or otherwise unenforceable, that provision will be severed from the remainder of the Agreement and replaced automatically by a provision containing terms as nearly like the void, unlawful, or unenforceable provision as possible; and the Agreement, as so modified, will continue to be in full force and effect.

Consultant shall perform the services of the project in a timely manner consistent with sound professional practice and in accordance with the attachments describing the Scope of Work and in no event shall the time exceed the time as set forth herein. The services of each task shall be considered complete when deliverables for the task have been presented to the Owner. Consultant shall be entitled to an extension of time for any delay beyond Consultant control provided that the same is approved in writing by Owner.

With exception to Engineering firms, the Consultant agrees to indemnify, hold harmless, and defend Owner, the City of Huntsville, members of the Huntsville Water Works Utility Board, the Natural Gas Utility Board and the Electric Utility Board, their representatives, employees, or agents (the "Indemnitees") from and against any and all liability of loss, damages, attorney's fees and expenses which the Indemnitees may suffer or be held liable for because of an act of negligence, recklessness, intentional tort, intellectual property infringement, or failure to pay a subconsultant or supplier that is committed by the Consultant or its agent or other entity for which the Consultant is legally liable.

Consultant is not required to defend Owner against a claim arising out of the rendering of or failure to render professional services by the Consultant or its agents that is not otherwise covered by the design professional's policy of professional liability insurance.

The Owner and Consultant agree that they shall diligently pursue resolution of all disagreements within 45 days of either party's written notice using a mutually acceptable form of mediated dispute resolution prior to exercising their rights under law. Consultant shall continue to perform services for the project and

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the Owner shall pay for such services during the dispute resolution process unless the Owner issues a written notice to suspend work. Either party may proceed with litigation toward resolution of any dispute, within in a 45-day period during which the dispute would be resolved and shall not preclude either party from proceeding with legal proceedings toward damages that either party might sustain as a result of breach of contract.

The Consultant will provide to the Owner, at the Consultant's expense, those certain indemnifications and insurance requirements, which are set forth in Attachment C, entitled "Insurance Requirements." Wherever the word "Contractor" is mentioned in Attachment A, the same shall be included and interpreted to mean "Consultant." Wherever the word "Owner" is mentioned, the same shall be included and interpreted to mean "Owner" and "City of Huntsville, a municipal corporation d/b/a Huntsville Utilities."

The Owner may terminate services on the project upon seven (7) days written notice without cause or in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. The Owner or Consultant may terminate services on the project upon seven (7) days written notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. Consultant shall submit an invoice for services performed up to the effective date of termination and the Owner shall pay Consultant all outstanding invoices within fourteen (14) days unless there are unresolved discrepancies. The Owner may withhold any amount that Owner may or might retain or have due, which may or might compensate the Owner for any type of damages which they sustain by breach of contract on the part of Consultant.

The Project Manager assigned to the project by Consultant is authorized to make decisions or commitments related to the project on behalf of Consultant. The Owner shall designate a representative with similar authority. Only officers of Consultant are authorized to execute contracts and/or work orders on behalf of Consultant.

Consultant shall serve as an independent consultant for services provided under this agreement. Consultant shall retain control over the means and methods used in performing Consultant's services and may retain subconsultants to perform certain services as determined by Consultant, provided that the same are approved by Owner.

The services which shall be performed by Consultant shall be those types of services which are good and professional services done in a good and workmanlike manner. The Consultant shall endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed and shall perform its services in compliance with all applicable laws, codes, and standards at the time the work is performed.

Consultant shall be responsible solely for the safety precautions or programs of Consultant's employees.

The Owner may suspend services performed by Consultant with or without cause upon fourteen (14) days written notice. Consultant shall submit an invoice for services performed up to the effective date of the work suspension and the Owner shall pay Consultant all outstanding invoices within fourteen (14) days.

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The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Owner and Consultant will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

All provisions of these terms that allocate responsibility or liability between the Owner and Consultant shall survive the completion or termination of services for the project.

Neither party shall assign its rights, interests, or obligations under the project without the express written consent of the other party.

The terms and conditions of this AGREEMENT shall be governed by Alabama law, without regard to its conflicts of law provisions, shall exclusively apply to the Agreement, questions of immunity related to HU, and any disputes between the Parties. Exclusive jurisdiction and venue of any claims shall lie in the United States District Court for the Northern District of Alabama, Northeastern Division (Huntsville), or the Circuit Court of Madison County, Alabama. All Parties to the Agreement shall comply with all laws and regulations governing their activities pursuant to the Agreement. Each party shall be responsible for its own attorney fees in regard to enforcement of the Agreement or in collecting any amounts due or resulting from any breach of the Agreement.

Consultant will comply with federal regulations pertaining to Equal Employment Opportunity. Consultant is in compliance with applicable local, state, and federal regulations concerning minority hiring.

It is Consultant's policy to ensure that applicants and employees are treated equally without regard to race, creed, sex, color, religion, veteran status, ancestry, citizenship status, national origin, marital status, sexual orientation, or disability. Consultant expressly assures all employees, applicants for employment, and the community of its continuous commitment to equal opportunity and fair employment practices.

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FOR CONSULTANT:

FOR OWNER:

*The City of Huntsville, a municipal corporation
d/b/a Huntsville Utilities
P.O. Box 2048
Huntsville, AL 35804*

The Parties have read the forgoing, understand completely the terms and conditions, and willingly enter into this AGREEMENT.

FOR CONSULTANT:

FOR OWNER:

Consultant's Authorized Signature

Owner's Authorized Signature

Printed Name

Printed Name

Title

Title

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Appendix B

Attachment C Segment 1

Insurance Requirements

ATTACHMENT C
SEGMENT 1
Insurance Requirements

Awarded Recipient (whether Contractor, Firm, Consultant or Agent) hereafter referred to as Agent, agrees to indemnify, hold harmless, and defend the Owner, Engineer, the City of Huntsville, members of the Huntsville Utility Boards or their representatives, employees, agents or servants from and against any and all liability for loss, damages, attorney fees, and expenses which the Owner, Engineer, the City of Huntsville, members of the Huntsville Utility Boards or their representatives, employees, agents or servants, may suffer or be held liable by reason of injury or damage to any person or property arising out of or in any manner connected with the operations to be performed under this Contract whether or not due in part to any act, omission, or negligence of the Owner, Engineer, the City of Huntsville, members of the Huntsville Utility Boards, or to any of their representatives, employees, agents or servants.

Without limiting any of the Agent's obligations under this Contract, the Agent shall, at his expense, provide and maintain the following minimum limits of insurance:

- A) Worker's Compensation – Statutory limits in accordance with the laws of the State of Alabama covering all employees who perform work or any of the obligations assumed by the Agent under this Agreement and a waiver of subrogation.
- B) General Liability (ISO Form CG0001 – CG 20 10 & CG 20 37, October 2001 Edition or most current) – Bodily injury, property damage and personal injury coverage for 1) commercial form; 2) premises operation; 3) products/completed operations hazard; 4) contractual insurance; 5) broad form property damage; 6) independent contractors; 7) personal injury; minimum limits of \$1,000,000.00 and 8) a waiver of subrogation.
- C) Automobile Liability (ISO Form CA0001) – Bodily injury and property damage combined including coverage for 1) commercial form; 2) Owned/Hired/Non-Owned Vehicles used in connection with this Contract; minimum limits of coverage of \$1,000,000.00 and 3) a waiver of subrogation.
- D) Builder's Risk – Builder's Risk All Risk Insurance coverage for one hundred percent (100%) of the contract price (applicable to construction contracts only) and a waiver of subrogation.
- E) Excessive Liability – Bodily injury and property damage combined Umbrella Form Coverage, with minimum combined limits of \$2,000,000.00 and a waiver of subrogation.
- F) Privacy/Network-Security Liability ('Cyber') – Cyber Liability Insurance coverage with minimum limits of coverage of \$3,000,000.00 (applicable to information technology Contracts only) and a waiver of subrogation. Insurance in an amount not less than three million dollars (\$3,000,000) per claim and in the aggregate; such insurance policy shall cover liabilities arising out of Agent's acts, errors, omissions, breach of duty, and/or misrepresentations or nonperformance related to Services provided by Agent, including: infringement of copyright and trademark rights; invasion of privacy; information or data alteration, theft, loss or destruction; release of private information; computer system extortion; network security failure; payment-card liabilities and costs; regulatory defense, fines, and penalties; media liability; consumer credit monitoring expenses; and breach response costs (including cyber-extortion losses, data-recovery costs, breach response (including the costs both of notifications and of legal, forensic, and public-relations crisis-management), business interruption (due to security breach and/or system failure), dependent business loss (due to security breach and/or system failure), fraudulent instruction, and funds-transfer fraud).

ATTACHMENT C
SEGMENT 1
Insurance Requirements

G) Professional Liability (Errors & Omissions) – \$1,000,000.00 each claim and in the aggregate. Such insurance shall cover any and all errors, omissions or negligent acts in the delivery or performance of products, services and/or licensed programs under this agreement. Such Professional Liability insurance shall include coverage for claims and losses with respect to network risks (such as data breaches, unauthorized access/use, identity theft, invasion of privacy, damage/loss/theft of or to data, degradation, downtime, etc.) and intellectual property infringement, such as copyrights, trademarks, service marks and trade dress. The Professional Liability Insurance retroactive coverage date shall be no later than the effective date of this agreement. Agent shall continuously maintain such insurance or purchase an extended reporting period providing that claims first made and reported to the insurance company within two (2) years after termination of the agreement will be deemed to have been made during the policy period.

Any Subcontractor employed by the Contract shall be governed by the same insurance requirements as stated for the Prime Contractor.

The Agent shall, before the executed date of the Contract, deliver to Owner the Agent's Certificate of Insurance (COI) and shall be endorsed by separate endorsement naming Owner as additional insured, where applicable. Blanket additional insured endorsements will not be accepted. Each COI shall contain an additional provision that no change will be made in the policies, nor will they be cancelled for any reason, including non-payment of premiums, without first giving ten (10) days written notice to the Owner. Huntsville Utilities reserves the right to require removal of endorsements and/or exclusions at our discretion if we determine that such endorsements and/or exclusions limit coverage for the Utilities. Accompanying the COI should be a letter stating that the policies (include the policy numbers) are true, correct and complete copies. This letter should be signed by the agent with their contact information and title stated clearly on the page (see attached example). Full policies may be required when applicable, as required when notified by Owner.

All policies shall be written with insurance companies licensed to do business in the State of Alabama which are acceptable to the Owner. The Agent shall present to the Owner a current up to date Certificate of Compliance issued by the State of Alabama Insurance Department which will show that each insurance company proposed for use is presently authorized to transact business in the State of Alabama. A certificate of Compliance must accompany each policy submitted to be approved by the Owner. If the Agent's insurance companies are not licensed to do business in the State of Alabama, the Agent can provide the AM Best Rating for each company. Failure to provide the required and specified policies, Certificate or other information and material as described herein may or might result in cancelation of contract by Owner or, at the sole discretion of Owner, charging Agent for time and effort as Owner deems reasonable and necessary in securing all such policies, Certificates and other information in the form and content as required herein.


Insurance Requirements – State of Alabama A current, up-to-date Certificate of Compliance showing an insurance company is presently authorized and licensed to do business in the State of Alabama can be secured by calling the State of Alabama Department of Insurance, Montgomery, Alabama, Telephone number: (334) 241-4151, and requesting a current, up to date Certificate of Compliance showing that an insurance company is authorized and licensed to transact business in the State of Alabama.

ATTACHMENT C
SEGMENT 1
Insurance Requirements

Certificates should be written to the following address.

City of Huntsville d/b/a Huntsville Utilities
PO BOX 2048
Huntsville, Alabama 35804

Insurance Requirements	Project Type						
	Professional Service	Professional Svc On-Site	Engineering Service	Engineering Svc On-Site	Material Bid	Managed Service Bid	IT Related Bid/Contract
Worker's Compensation Policy & waiver of subrogation	•	•		•		•	•
General Liability Policy & waiver of subrogation	•	•	•	•		•	•
Automobile Liability Policy & waiver of subrogation		•		•		•	•
Excessive Liability Policy & waiver of subrogation	•	•	•	•		•	•
Policies list Huntsville Utilities as additionally insured	•	•				•	•
Professional Liability (Errors & Omission)	•	•	•	•		•	•
Cyber Liability (Privacy/Network-Security Liability) *May be required	*	*	*	*		•	•
Ten (10) day cancellation notice (including cancellation for non-payment)	•	•	•	•		•	•
Certificate of Compliance for State of Alabama	•	•	•	•		•	•
Signed letter from Insurance Agent with all policy numbers stating they are true, accurate & complete	•	•	•	•		•	•



ABC Insurance
Company

Date

To Whom It May Concern,


Regarding (*insert company name here*), this letter is to certify the following policies are true, complete, and correct copies:




General Liability	#000001
Auto Liability	#000002
Worker's Comp	#000003
Umbrella	#000004
Professional Liability	#000005
Builder's Risk	#000006

This letter certifies that if any policy referenced above contains an endorsement providing for a waiver of governmental immunity, that Huntsville Utilities is not waiving any protections afforded by governmental immunity as it applies to Huntsville Utilities' projects.

Sincerely,

Jane Doe
Licensed CSR
ABC Insurance Company



555-1212 
agent@abcinsurance.com 
www.abcinsurance.com 
123 State St., Hsv, AL 35801 