

**The City of Moore  
Moore, Oklahoma**



**RFQ #2027-003**

**Engineering Services for the Eastern Avenue 24-inch  
Transmission Line from NE 12<sup>th</sup> Street OKC Meter to  
the Eastern Avenue Pump Station and SE 19<sup>th</sup> St**

Engineering Services for the Eastern Avenue 24 inch Transmission Line  
from NE 12<sup>th</sup> Street OKC Meter to the Eastern Avenue Pump Station  
and SE 19<sup>th</sup> Street

DUE: 9/16/2026



## **SOLICITATION OVERVIEW**

**The City of Moore is soliciting proposals for:**

Title: Engineering Services for the Eastern Avenue 24 inch Transmission Line from NE 12<sup>th</sup> Street OKC Meter to the Eastern Avenue Pump Station and SE 19<sup>th</sup> Street

RFQ Number: 2027-003

Due Date: 11:00 a.m., Wednesday, September 16, 2026

Location: City of Moore, Purchasing Division  
301 N. Broadway Ave. Suite 142  
Moore, OK 73160

**Submit written questions to:** kgilbert@cityofmoore.com

Questions may be submitted through 5:00 p.m., Monday, August 24, 2026.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed and posted on the City's Bids Web page, <https://www.cityofmoore.com/government/city-bids>, for all interested parties.

# I. Overview

## A. INVITATION

The City of Moore completed a water master plan in 2023 that provides a roadmap of water system improvements for future growth. Due to high velocities through the Eastern Avenue OKC Meter under future demands and the inability to upsize the meter due to the increase in OKC water rates, the addition of a 24" transmission main from NE 12 Street OKC Meter to the Eastern Avenue Pump Station and SE 19<sup>th</sup> Street was identified in the water master plan to improve system performance.

The City is seeking qualifications from professional engineering firms to prepare plans and specifications for the 24" transmission line and adjoining cross street waterline tie-ins. This project will be designed with matching federal EPA funding and will require compliance with EPA, ODEQ, and City of Moore design standards.

## B. PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and five (5) hard copies. The proposal must be clearly marked as RFQ #2027-003, "Engineering Services for the Eastern Avenue 24 inch Transmission Line from the NE 12<sup>th</sup> Street OKC Meter to the Eastern Avenue Pump Station and SE 19<sup>th</sup> St." and delivered to:

City of Moore Purchasing Department  
301 N. Broadway Ave. Suite 142  
Moore, OK 73160

No later than **11:00 AM CST, Wednesday, September 16, 2026**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

The City of Moore is an equal opportunity employer.

Lira Deer, Purchasing Agent, 405-793-5022

# II. Scope of Services

The Consultant will provide professional engineering services necessary to prepare construction plans, specifications, and related documents for the installation of a 24-inch water transmission line that will support a planned future expansion of the City's Eastern Avenue water pump station.

The transmission line will be designed to accommodate anticipated future system demands and convey increased flows generated by the planned pump station expansion. The design shall ensure compatibility with the future pump station discharge configuration and provide sufficient capacity for long-term system reliability.

The Consultant will coordinate with City staff and incorporate available planning documents, hydraulic studies, and conceptual pump station expansion plans to ensure the transmission line design is compatible with future infrastructure improvements.

The consultant will prepare a preliminary analysis and develop a conceptual alignment for the transmission line that will be reviewed and approved by the City. Following approval of the preliminary design, the consultant shall prepare complete construction documents for the project. The consultant will also prepare project specifications suitable for inclusion in the City's bid documents for construction and a construction cost estimate that will include construction costs, contingencies, and other relevant project costs. The consultant will prepare permits and utility coordination needed for construction and assistance during the construction bidding phase and throughout the construction process.

## III. Submittal Requirements

### A. CONTENTS OF PROPOSAL

The following information is to be included in the proposal:

The prospective consultants are encouraged to follow the outline and page distribution indicated below. Respondents shall submit five (5) paper copies and one (1) .pdf copy of their completed RFQ response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format.

### B. DOCUMENTS TO BE SUBMITTED

The following forms/documents must be completed and submitted

- **Exhibit A** Non-Collusion Affidavit
- **Exhibit B** Certification Regarding Lobbying
- **Exhibit C** Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- **Exhibit D** Conflict of Interest Certification
- **Exhibit E** Disadvantaged Business Enterprise Certification
- **Proof of Insurance**
- **W-9**
- **UEI Number**

## IV. Evaluation and Selection

### A. EVALUATION CRITERIA

The competitive selection process provided for under this RFQ will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm's proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFQ will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- 25%**      **Project Approach:** Response demonstrates the engineering consultant has a clear understanding of the objectives, scope, and timeframe.
- 30%**      **Project Team:** Response demonstrates that the engineering consultant has the qualifications, experience, and availability to successfully deliver the design and construction documents.
- 30%**      **Past Project Experience:** Response includes at least two specific projects that the engineering consultant has completed within the last three years that are similar in scope and nature to present RFQ. The response includes references with contacts and phone numbers.
- 10%**      **Presentation of Proposal:** Response strictly adheres to the requirements set forth in the RFQ and is organized and succinct. The response will inform the selection committee of the quality of the final analysis.
- 5%**        **Project Schedule:** Response includes an estimated schedule.

### B. SELECTION AND AWARD PROCESS

Proposals will be independently evaluated and by the selection committee. The committee will record their scores on the evaluation sheet and forward those to the Purchasing Department for tabulation.

Based on the result of the scoring, a recommendation will be made to City Council for their review and consent. Upon successful completion of preliminary negotiations with the selected firm, a notice of award will be issued and contract preparation commenced. Unsuccessful firms will be notified by mail.

## V. Federal Requirements

### **Debarment and Suspension**

The Contractor certifies by entering into this Contract that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State of Oklahoma. The term "principal" for purposes of this Contract means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Contractor. The Contractor certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under this Contract and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The Contractor shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Contract.

Reference: Executive Orders 12549 and 12689; 2 CFR 180.220; 2 CFR 200 Appendix II

### **Prohibition on Contracting for Covered Telecommunications Equipment or Services**

(a) *Definitions:* As used in this clause, the terms backhaul; covered foreign country; covered telecommunications equipment or services; interconnection arrangements; roaming; substantial or essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause.

(b) *Prohibitions:*

- (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain telecommunications products or from certain entities for national security reasons.
- (2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
- (3) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (4) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (5) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component

of any system, or as critical technology as part of any system; or (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

*(c) Exceptions*

- (1) This clause does not prohibit contractors from providing—
  - i. A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or 27 Contract Provisions Guide
  - ii. Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
- (2) By necessary implication and regulation, the prohibitions also do not apply to:
  - i. Covered telecommunications equipment or services that are not used as a substantial or essential component of any system; and are not used as critical technology of any system.
  - ii. Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.

*(d) Reporting requirement:*

- (1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
- (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
  - i. Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
  - ii. Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

*(e) Subcontracts:* The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

**Contracting with small and minority businesses, disadvantaged business enterprises, women's business enterprises, and labor surplus area firms.**

- (a) The contractor, if subcontractors are to be let, must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce

Reference: 2 CR 200.321

## VI. Miscellaneous

All materials submitted by any proposer in response to the RFQ will become the property of the City and will be returned only at the option of the City.

Costs for developing a response to the RFQ, interviews, and/or contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

This RFQ is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

Firms submitting a response to the RFQ will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The selection committee will score the responses based on the evaluation criteria identified in section IV of this RFQ. The firm with the highest scoring response will enter contact negotiations and will be recommended to the Moore City Council. If contract negotiations fail, the City will proceed to enter negotiations with the firms in ascending order of rank as the City deems necessary. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

It is the City's expectation that this RFQ and selection process result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

## VI. Estimated Timetable for Proposals

The following is a detailed schedule of events for the RFQ process, which is subject to modification by the City:

- |                              |                                                      |
|------------------------------|------------------------------------------------------|
| • <b>August 10, 2026:</b>    | Advertise RFQ                                        |
| • <b>August 17, 2026:</b>    | Advertise RFQ                                        |
| • <b>August 24, 2026:</b>    | Questions due to the City                            |
| • <b>September 3, 2026:</b>  | Responses to submitted questions posted online       |
| • <b>September 16, 2026:</b> | RFQ responses due to the City                        |
| • <b>October 5-7, 2026:</b>  | Negotiation of Scope of Services and Associated Fees |
| • <b>October 19, 2026:</b>   | City Council meeting                                 |
| • <b>October 20, 2026:</b>   | Contract execution / notice to proceed               |

**NON-COLLUSION AFFIDAVIT OF VENDOR**

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF \_\_\_\_\_) SS.  
STATE OF \_\_\_\_\_)

**AFFIDAVIT**

I, \_\_\_\_\_, declare under oath, under penalty of perjury, That  
I am lawfully qualified and acting officer and/or agent of \_\_\_\_\_

(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. \_\_\_\_\_, has not pled guilty to or been convicted of a  
(Firm's Name)  
felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to \_\_\_\_\_ has been convicted of a  
(Firm's Name)  
felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

\_\_\_\_\_  
(Officer or Agent)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
(Notary Public)

# Exhibit B: Byrd Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

|              |  |
|--------------|--|
| Signature    |  |
| Printed Name |  |
| Position     |  |
| Date         |  |

## Exhibit C: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR 200.214, the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification;
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

|              |  |
|--------------|--|
| Signature    |  |
| Printed Name |  |
| Position     |  |
| Date         |  |

**Exhibit D: Conflict of Interest Certification**

In accordance with 2 CFR 200.318(c) the Bidder certifies that no member, officer, or employee of the City or its designees or agents, no member of the governing body of the City of Moore in which the program is situated, and no other public official of the City who exercises any functions or responsibilities with respect to the program during his tenure or for one year thereafter, has any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work to be performed in connection with the program assisted under the Agreement. The Bidder shall incorporate, or cause to be incorporated, in all subcontracts, a provision prohibiting such interest pursuant to the purposes of Section 2 CFR.318(c).

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

|              |  |
|--------------|--|
| Bidder Name  |  |
| Signature    |  |
| Printed Name |  |
| Position     |  |
| Date         |  |

# Exhibit E:

Instructions: If the Respondent is a Disadvantaged Business Enterprise (DBE) then the Respondent completes Form E.1. If the Respondent intends to utilize a DBE business in the performance of the proposed contract, the respondent completes Form J.2

## E.1: CERTIFICATION AS A DISADVANTAGED BUSINESS ENTERPRISE

I, \_\_\_\_\_ certify that \_\_\_\_\_ is a Disadvantaged Business Enterprise.

|                                    |  |
|------------------------------------|--|
| Business Registered Name           |  |
| Business Registered Address 1      |  |
| Business Registered Address 2      |  |
| State of Registration              |  |
| Certificate or Registration Number |  |
| Certifying Agency                  |  |

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

|              |  |
|--------------|--|
| Signature    |  |
| Printed Name |  |
| Position     |  |
| Date         |  |

## E.2: STATEMENT OF INTENT OF DBE UTILIZATION

I, \_\_\_\_\_ certify that \_\_\_\_\_ will utilize a Disadvantaged Business Enterprise (DBE) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the HUB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ \_\_\_\_\_

| Description of Work | DBE Amount | Name of DBE |
|---------------------|------------|-------------|
|                     |            |             |
|                     |            |             |
|                     |            |             |
|                     |            |             |
|                     |            |             |
|                     |            |             |
|                     |            |             |
|                     |            |             |

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

|              |  |
|--------------|--|
| Signature    |  |
| Printed Name |  |
| Position     |  |
| Date         |  |