

The City of Moore

Moore, Oklahoma



RFP #1415-001
Professional Services

**Engineering and Design Services for
I-35 Hazard Mitigation Wall**



City of Moore
Office of City Clerk, Purchasing Division
301 N. Broadway Avenue, Suite 142
Moore, Oklahoma 73160

**CITY OF MOORE
NOTICE TO BIDDERS
RFP #1415-001**

NOTICE IS HEREBY GIVEN that the City of Moore will receive proposals in the office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160 for **“ENGINEERING AND DESIGN SERVICES FOR INTERSTATE 35 HAZARD MITIGATION WALL”**. Proposals will not be accepted after **4:00 p.m., CST, Friday, July 31, 2014.**

The City of Moore, Oklahoma is seeking a qualified multi-disciplined team to prepare engineering and construction plans for an Interstate Hazard Mitigation Wall along I-35 adjacent to the Southmoor Addition, the wall being approximately ¾ mile in length. The wall must be designed to withstand winds of a minimum of 135 mph and contain unique aesthetic design elements facing the interstate.

The consultant team will provide 1) Acoustical, structural, and aesthetic design services; 2) Utility relocation coordination; 3) Environmental Review; 4) Project bid services; and 5) Coordination services between ODOT and FHWA. The Project will be funded with Federal Community Development Block Grant-Disaster Recovery (CDBG-DR) funds.

All questions regarding the RFP must be submitted in writing to cdbg-dr@cityofmoore.com no later than 5:00 PM (CST) July 18, 2014. The questions will be answered by City Staff and posted on the City’s website no later than 5:00 pm (CST) July 21, 2014. A mandatory pre-proposal meeting will be held on July 24, 2014, 2:00 pm (CST) in the City Council Chambers, Moore City Hall, 301 North Broadway, Moore, Oklahoma 73160.

Proposals will be made in accordance with the RFP notice which is on file and available for examination in office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160.

Interested firms should submit ten (10) written copies plus one electronic file of the proposal by **4:00 p.m., CST, Thursday, July 31, 2014,** to the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160. Proposals must be identified as follows:

**“RFP #1415-001”
“I-35 HAZARD MITIGATION WALL”**

Late proposals will not be accepted under any circumstances. Any proposal received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The City of Moore reserves the right to reject any and all proposals, in part or in whole and to award a contract to the most responsive and responsible firms(s) as deemed in the best interest of the City; further, the right is reserved to waive any formalities or informalities contained in said proposal(s).

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent
405-793-5022

B A C K G R O U N D

The City of Moore is a medium-sized city in the OKCMSA with a population of approximately 55,081 and 24,000 households. On May 20, 2013, the City of Moore experienced an EF5 tornado that cleared a path through the City from west to east, destroying 1,087 single family homes, 94 duplexes, 16 mobile homes and affecting 2 apartment complexes. The tornado crossed I-35, a six-lane interstate with a concrete median barrier, to the Southmoor Addition, where it destroyed 52 homes and damaged dozens more.

The City of Moore has received a Community Development Block Grant for Disaster Recovery grant (CDBG-DR) from the Office of Housing and Urban Development (HUD) in the amount of \$52.2 million to assist with long-term recovery needs. The City has developed an Action Plan that provides a framework for the expenditure of funds, with \$2 million currently being allocated for hazard mitigation or resiliency needs; this amount may be increased with future Action Plans.

The City of Moore desires to take proactive steps to mitigate high-wind events in the future. One such step that the City has already put in place is an enhanced residential building code designed for wind-resistance up to 135 mph. In continuing this benchmark for wind resistance, the City is seeking proposals from qualified multi-disciplined teams to design a Hazard Mitigation Wall (the 'Wall') along the east side of I-35 and adjacent to the existing Southmoor Addition, from SW 5th Street to SW 16th Street, or approximately $\frac{3}{4}$ mile in length. The Wall design must 1) withstand 135 mph wind speed; and 2) contain architectural and/or landscape elements that creates a unique identity for Moore along I-35

The City wishes to incorporate sustainable strategies in the project, if possible. Although the Wall is not intended to be a 'sound barrier wall', it is the City's intent to provide a limited measure of sound mitigation for the adjoining homes, where possible. The successful consultant team must be familiar with traffic noise analysis and abatement. The Project will be funded with Federal CDBG-DR funds. The Oklahoma Department of Transportation (ODOT) will not own or maintain the Wall. Considerations for cost-effective maintenance must be considered.

The City desires to incorporate context-sensitive designs into the project to project a unique identity to the traveling public along I-35. The ideal team would be composed of a lead engineering firm with partner firms specializing in aesthetic design services for highway construction and landscape architectural planning and design.

The following documents provide background information on the study area and studies that have taken place to date. All of the documents are available on the City of Moore website.

Comprehensive Plan "Moore Vision 20/20" - www.cityofmoore.com/moore-vision-2020-plan-0

CDBG-DR Action Plan - www.cityofmoore.com/cdbg-dr-action-plans

Comprehensive Housing Market Analysis - www.cityofmoore.com/Housinganalysis

PROJECT TIMELINE

The project is on an accelerated schedule. At the same time, the project must be reviewed and approved by Oklahoma Department of Transportation (ODOT). As part of the proposal, the consultant should include a schedule and implementation plan with identified resources necessary to satisfy ODOT review and approval requirements in the most expedient manner.

The complete project, including engineering, aesthetic design, contract bidding, utility relocation, and construction must be complete no later than September 2019.

RFP PROCESS/ SCHEDULE

This RFP 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 RFP will be asked at a minimum, to state their understanding / experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected by the selection committee will be required to participate in an in-person interview and presentation at Moore City Hall. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank as the City deems necessary.

It is the City's expectation that this RFP and selection process will 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. The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **July 9, 2014:** Advertise RFP
- **July 16, 2014:** Advertise RFP
- **July 18, 2014:** Questions due to the City
- **July 21, 2014:** Responses to submitted questions posted online
- **July 24, 2014:** Pre-Proposal Meeting (Mandatory)
- **July 31, 2014:** RFP responses due to the City
- **August 1-5, 2014:** Selection Committee evaluate and shortlist candidates
- **August 13, 2014:** Consultant interviews (30 minutes each)
- **August 18, 2014:** Notify first ranked team and interviewees
- **August 19-29, 2014:** Negotiate contract
- **September 2, 2014:** City Council meeting
- **September 3, 2014:** Contract execution / notice to proceed

The project is on an accelerated schedule and it is imperative that the project be completed by September 2019. Therefore, the successful proposal shall commit adequate resources to dedicate to this project, and shall include a Schedule and Implementation Plan necessary to meet the timeline.

CONSULTANT SELECTION CRITERIA

The competitive selection process provided for under this RFP 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 RFP 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:

- 30% Project Approach:** Proposal includes ideas for innovative solutions, context-sensitive and sustainable designs, and unique Public Input opportunities. The proposal demonstrates a strong understanding of the Project Scope and State/Federal requirements for construction within an interstate corridor.
- 25% Project Team:** Proposal demonstrates that the consultant team is qualified in multiple disciplines and has the necessary integrated engineering/design skills, obtaining federal environmental clearance (specifically working with HUD environmental reviews), and expeditious utility relocation services; the lead consultant has the staffing and/or resources necessary to complete the project on an accelerated schedule.
- 20% Past Project Experience:** Proposal includes specific projects that the consultant team has completed that are similar in scope and nature to present RFP. The consultant team has implemented projects that integrate sustainable strategies and context-sensitive designs for creative solutions on highway projects. The consultant team has strong experience with projects of a similar nature and coordination between multiple state and federal agencies, specifically ODOT.
- 20% Project Schedule:** Proposal details the schedule of tasks, including milestones. Although the 'Wall' must be completed no later than September 20129, consultants are encouraged to accelerate the completion timeline. The project schedule should reflect the City's sense of urgency for completion.
- 5% Presentation of Proposal:** Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal specifically outlines the necessary steps to complete the project. The aesthetic design team is represented, and the possibilities of aesthetic & landscaping designs are presented. The proposal will inform the selection committee of the quality of the final product.

ADDITIONAL CONDITIONS ESTABLISHED BY THE CITY

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

This RFP is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. 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.

PROPOSAL PREPARATION

The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers shall submit ten (10) paper copies and one (1) .pdf copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format. Responses should contain the following elements:

1. **Letter of Transmittal** - Clearly indicate a single project contact, email address, mailing address, and telephone number. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.
2. **Project Understanding** – A written narrative explaining the proposing firms' understanding of the issues, challenges, and opportunities that may arise in designing and constructing the I-35 Hazard Mitigation Wall. This should include, but is not limited to, environmental review, utility relocation, city identity and aesthetic designs, and bidding and construction management.
3. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the RFP including a project timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the project.
4. **Team Organization and Key Participants.**
 - Describe how the project team will be organized.
 - Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that will be the party to any contract with the City for completion of the project.
 - Indicate how the project will be managed.
5. **Project Experience and References** - List no more than five (5) specific projects previously undertaken similar in scope, including color photos of the final product. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

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

PROJECT SCOPE

Proposals should describe a comprehensive approach to constructing the I-35 Hazard Mitigation Wall to withstand wind speeds up to 135 mph, including 1) structural and aesthetic design services; 2) utility relocation services; 3) Environmental Review; 4) Project bidding and construction management services; and 5) Coordination services between ODOT and FHWA (if applicable).

Proposals must provide options for aesthetic designs conveying the unique sense of place of Moore, Oklahoma, to those traveling on I-35. Proposals should identify opportunities for the use of sustainable strategies, if possible. The “Hurricane Sandy Rebuilding Strategy” as published in August 2013 shall be used. The strategy can be found at www.HUD.gov. Proposals must demonstrate the team’s understanding of the City’s long-term disaster recovery and mitigation needs.

All project deliverables must be reviewed and approved by ODOT and FHWA, if applicable. All work must be performed and work products prepared in a format and manner customarily anticipated by ODOT.

Task 1: Project Initiation. The Consultant will participate in a kick-off meeting with the Moore project team to review the project area; establish common objectives and milestones; and determine the priorities for the project and respective roles and responsibilities. At the conclusion of the meeting the Consultant will summarize the data received reflecting the understanding and perspectives of the participants. This information will provide the basis upon which the project will be developed.

Task 2: Structural and Aesthetic Design Services. The Consultant will prepare plans, specifications and estimates for an interstate Wall designed to withstand 135 mph winds. The final plans will be of sufficient quality and scope to solicit competitive bids and to allow for the complete construction of the project. The Consultant will be responsible for the preparation, submittal and approval all accompanying documents (i.e. various design reports, permits, agreements, reports, survey notes, slope stake notes, etc.).

Aesthetic Design Services will include a master planning process for context-sensitive designs. Innovative Public Participation and 3D Conceptual Designs must be included. Additionally, the consultant will identify potential cost savings by 1) integrating Aesthetics into the superstructure; and 2) providing aesthetic designs and landscaping that will minimize future maintenance.

Task 3: Environmental Review Services. The Consultant will prepare a detailed environmental review necessary to obtain NEPA clearance from HUD. This may include traffic noise analysis and abatement.

Task 4: Utility Relocation Services. The Consultant will prepare all plans and documents necessary for utility relocation. The Consultant will coordinate with utility companies for the successful and timely relocation of their facilities.

Task 5: Project Bidding and Construction Management Services. The Consultant will work with the

City throughout the bidding process, providing technical assistance, attending Pre-Bid Meeting, Bid Opening, and Bid Award. The Consultant will provide Construction Inspections at key stages of construction to ensure the adherence to the construction plans and overall project quality.

Task 6: Progress Meetings. The Consultant will conduct regular progress meetings during the design, bidding, and construction phases with the project team. The consultant will include in the RFP the number of progress meetings being proposed and at what phases of the project the meetings will be held.

Task 7: Public Input. The Consultant will incorporate Public Input into the aesthetic design of the Wall; the City is highly interested in unique and effective citizen input techniques. The Consultant will work with the Steering Committee to create and present three (3) separate aesthetic elevation and landscaping plans for public input and consideration. The Consultant will provide presentation graphics and perspective renderings to illustrate innovative concepts and design features, including 3D conceptual designs and 3D animations that will be used in a multimedia presentation to the public.

Task 8: ODOT and/or FHWA Coordination. The Consultant will coordinate with appropriate ODOT and/or FHWA officials early and often throughout the process to obtain all necessary placement and design reviews and approvals of the Wall. All Design documents must meet ODOT minimum requirements.

ITEMS TO BE PROVIDED BY THE CITY OF MOORE

- City Liaison
- Project Steering Committee
- Copies of all existing studies, plans, and other data as available
- Current Traffic Counts
- ArcMap files
- Current Aerial Photos

PROGRESS REPORTING

The Consultant will provide weekly progress reports to the City. The firm shall supply the City Liaison with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before each progress meeting.