

**The City of Moore
Moore, Oklahoma**



**RFP #1314-007
Professional Services**

Infrastructure Recovery and Implementation Plan



**City of Moore
Office of City Clerk, Purchasing Division
301 N. Broadway Avenue, Suite 203
Moore, Oklahoma 73160**

RFP# 1314-007

Request For Proposals

For

PROFESSIONAL SERVICES

For

**INFRASTRUCTURE RECOVERY AND IMPLEMENTATION
PLAN**

City of Moore May 20th 2013 Tornado Area

Date of Issuance: Wednesday, April 9, 2014

**CITY OF MOORE
NOTICE TO BIDDERS
RFP #1314-007**

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 203, Moore, Oklahoma 73160 for **“MAY 20th 2013 TORNADO AREA INFRASTRUCTURE RECOVERY AND IMPLEMENTATION PLAN”**. Proposals will not be accepted after **4:00 p.m., CST, Monday, May 12, 2014.**

The City of Moore, Oklahoma is seeking proposals from qualified multi-disciplined teams to prepare an Infrastructure Recovery and Implementation Plan for the 2013 Tornado Area to guide the City in its recovery and resiliency efforts for the next 5 years. The Plan will be used to guide capital improvements to water, wastewater, storm water, roadway, sidewalk, bikeway, trail, and open space infrastructure systems.

The consultant team will identify needed infrastructure repairs and improvements, provide accurate cost estimates for improvement projects, assist in project ranking for prioritization among competing needs, and recommend an implementation plan that fits the needs of the City. The City wishes to incorporate multi-modal and “Green Infrastructure” strategies within as many systems as possible. The Plan will be funded with Federal 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) April 23, 2014. The questions will be answered by City Staff and posted on the City’s website no later than 5:00 pm (CST) April 25, 2014.

A Mandatory Pre-Proposal Meeting will be held to explain the project in further detail. Additional questions may be asked at the Pre-Proposal Meeting; they will be answered through an addendum to the RFP posted on the City’s website. The Mandatory Pre-Proposal Meeting will be held in the Moore City Council Chambers, Moore City Hall, 301 N. Broadway, Moore, OK 73160.

The mandatory pre-proposal conference shall be held on **Wednesday April 30, 2014, 2:00 p.m., CST, Moore City Hall, City Council Chambers, Suite 126, 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 203, Moore, Oklahoma 73160.

Interested firms should submit ten (10) written copies plus one electronic file of the proposal by **4:00 p.m., CST, Monday, May 12, 2014,** to the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 203, Moore, Oklahoma 73160. Proposals must be identified as follows:

**“RFP #1314-007”
“MAY 20th 2013 TORNADO AREA INFRASTRUCTURE RECOVERY AND IMPLEMENTATION PLAN”**

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 damaged 19 neighborhoods, each of varying age and socio-economic demographics.

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 \$3 million currently being allocated for infrastructure needs.

As recovery begins, the City of Moore desires to make public infrastructure improvements that will greatly enhance the quality of life in the affected neighborhoods by:

- Ensuring adequate water and sewer service;
- Improving the street system through resurfacing, reconstruction and/or streetscapes;
- Developing a comprehensive storm water conveyance system and maintenance program;
- Enhancing multi-modal opportunities through sidewalks, bike ways, and trail systems;
- Providing resiliency and mitigation efforts wherever possible; and
- Identifying future resiliency improvements that can be made immediately after a disaster

The City of Moore, Oklahoma is seeking proposals from qualified multi-disciplined teams to prepare a Infrastructure Recovery and Implementation Plan for the 2013 Tornado Area to guide the City in its recovery and resiliency efforts for the next 5 years. The Plan will be used to guide capital improvements to water, wastewater, storm water, roadway, sidewalk, bikeway, trail, and open space infrastructure systems.

The Plan is meant to provide a coordinated evaluation of public infrastructure needs within the defined 2013 Tornado Area and to develop coordinated improvement packages as separate projects to be prioritized, and implemented cost-effectively. The City wishes to incorporate multi-modal and “Green Infrastructure” strategies within as many systems as possible. The Plan will be funded with Federal CDBG-DR funds.

The ideal team would be composed of a lead civil engineering firm, with partner firms specializing in urban planning 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 City will allow a maximum of 180-days for the completion of the Plan. However the City encourages consultants to prepare a timeline for completion that is less than the maximum allowed.

2013 TORNADO AREA

The study area for the plan includes the May 20, 2013 Tornado Area within the city limits of Moore, Oklahoma. For storm water drainage purposes, all land generally within a ¼ mile of the Tornado Area is included in the study area.

The Tornado Area is a corridor of up to ¾ miles wide and extends 4 ½ miles through the city. Within the Tornado Area there are over 10 platted neighborhoods that received major damage, all of differing ages, styles, and demographics. The neighborhoods in the Tornado Area have been grouped together with adjoining similar neighborhoods when possible for ease of administration:

Baer's Westmoore:

Tornado Area Boundaries: SW 19th Street to the north, SW 21st Street to the south, Santa Fe Avenue to the east, and Moore City Limits to the west.

Neighborhood Description: Planned Unit Development of patio homes, with rear alleys accessing private garages and zero lot lines. Constructed in the 1980's, this neighborhood has a high rental-occupied housing stock with homes generally valued at \$80,000 and over. Approximately 7% of the neighborhood sustained major damage or destruction.

Plaza Towers:

Tornado Area Boundaries: SW 8th Street to the north, SW 19th Street to the south, Janeway Avenue to the east, and Santa Fe Avenue to the west.

Neighborhood Description: This neighborhood is a lower-income neighborhood, much of which was destroyed by the tornado. Comprised of mostly single-family homes constructed between 1960 and the late 1980's, the homes were generally modest in size and home value. The Plaza Towers Elementary is located in the heart of the neighborhood; the elementary school was completely destroyed by the tornado. Approximately 75% of the neighborhood sustained major damage or destruction.

Kings Manor:

Tornado Area Boundaries: SW 4th Street to the north, SW 11th Street to the south, Telephone Road to the east, Janeway Avenue to the west.

Neighborhood Description: This neighborhood is the only neighborhood in the 2013 Tornado Area that meets HUD's current low-moderate income criteria for CDBG-DR projects. Built in the 1970's, the homes had the lowest average home value of all of the tornado area neighborhoods at \$70,000. Kings Manor has multiple access points to the Little River Park, which was also heavily impacted and remains partially closed for reconstruction. Approximately 60% of the neighborhood sustained major damage or

destruction.

Southmoor:

Tornado Area Boundaries: SW 6th Street to the north, SW 10th Street to the south, Broadway Avenue to the east, and I-35 to the west.

Neighborhood Description: The northern half of this neighborhood was most impacted by the tornado. Situated south of the Old Town district and adjacent to I-35 and a S. Broadway Avenue, an urban arterial street, this neighborhood's home values are lower than other neighborhoods at \$70,000. Approximately 50% of the neighborhood sustained major damage or destruction.

Madison Place/Hunter's Glen:

Tornado Boundaries: SE 6th Street to the north, Madison Place Dr. to the south, Eastern Avenue to the east, and Tower Drive to the west.

Neighborhood Description: This is tight-knit neighborhood that is recovering quickly with many of the original owners choosing to rebuild. A newer neighborhood (1990's) than the impacted neighborhoods on the east side of Interstate 35, values are higher at over \$100,000 and homes were larger. Approximately 50% of the neighborhood sustained major damage or destruction.

Eastmoore/JD Estates:

Tornado Area Boundaries: SE 4th Street to the north, SE 8th to the south, Bryant Avenue to the east, and Eastern Avenue to the west.

Neighborhood Description: Constructed in the 1980's with 1400 sf homes valued at \$80-100,000 on average, the northern portion of the neighborhood received heavy tornado damage. Defining features of this area include several platted walkways to provide direct access to adjacent school property along SE 4th Street and proximity to the Veteran's Memorial Park, which received heavy damage from the tornado. Approximately 36% of the neighborhood sustained major damage or destruction.

Heatherwood:

Tornado Area Boundaries: SE 4th Street to the north, SE 7th Street to the south, Hedgewood Dr. to the east, and Bryant Avenue to the west.

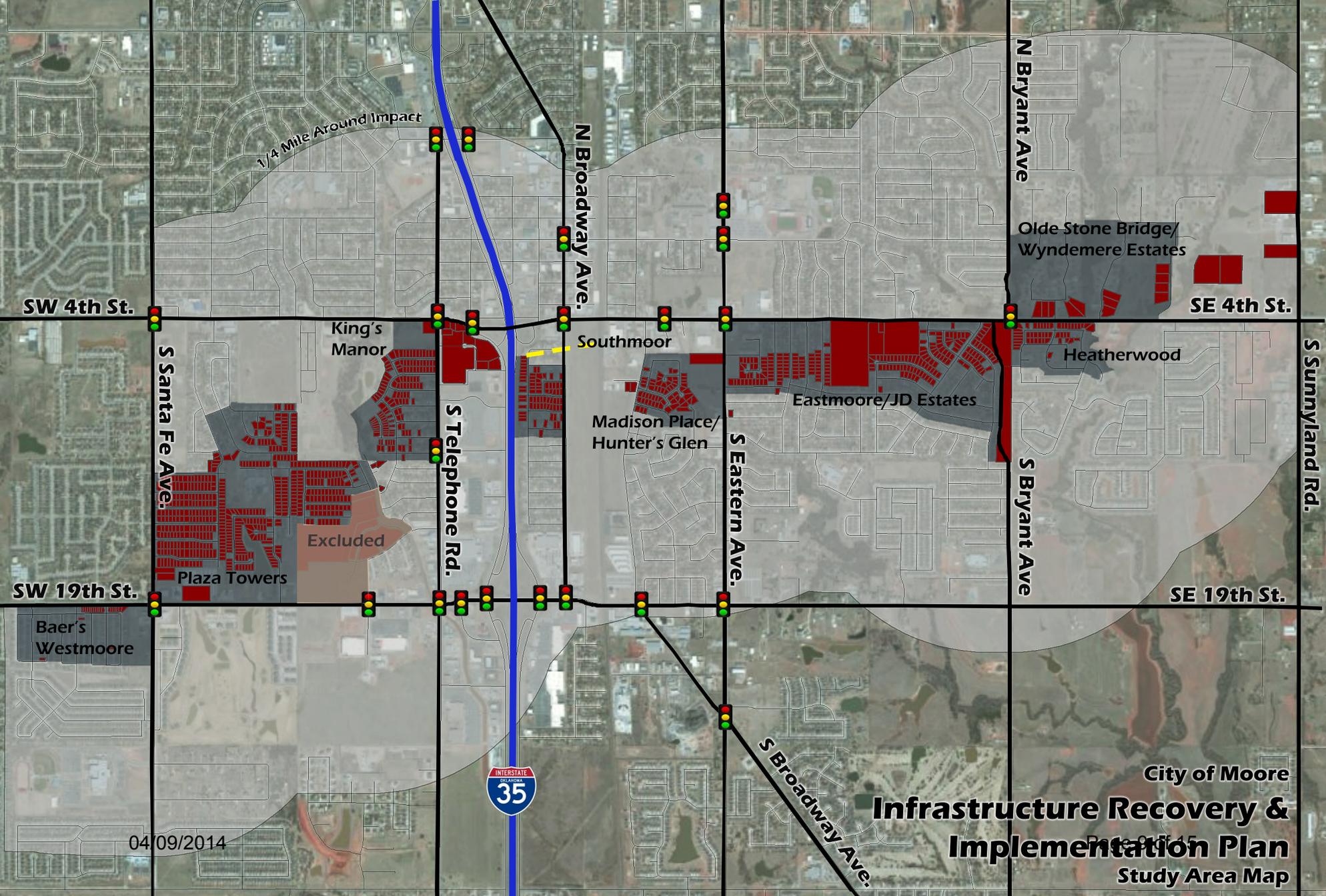
Neighborhood Description: The northern half of this neighborhood was most impacted by the tornado. Being a newer neighborhood, home values and square footage are higher than the impacted neighborhoods to the east at \$125,000. Many of the residents prize their proximity to Veteran's Memorial Park, which was newly renovated and expanded from 2008-2013. Approximately 33% of the neighborhood sustained major damage or destruction.

Estates of Wyndermere/Olde Stonebridge:

Tornado Area Boundaries: Main Street to the north, SE 4th Street to the south, Olde Bridge Rd. to the east, and Bryant Avenue to the west.

Neighborhood Description: With lots at an acre or greater, this neighborhood is dramatically different than the other impacted neighborhoods in character. This area is the most affluent impacted by the tornado and received the least amount of damage, with less than 10 homes destroyed. Developed with gated private streets, the custom homes were constructed in the early 2000's. The home sizes are generally greater than 3,000 sf with values in excess of \$300,000.

A map is included for review



1/4 Mile Around Impact

SW 4th St.

S Santa Fe Ave.

King's Manor

S Telephone Rd.

N Broadway Ave.

Southmoor

Madison Place/
Hunter's Glen

S Eastern Ave.

Eastmoore/JD Estates

N Bryant Ave

Olde Stone Bridge/
Wyndemere Estates

SE 4th St.

Heatherwood

S Sunnyland Rd.

Excluded

Plaza Towers

S Bryant Ave

SE 19th St.

Baer's
Westmoore



S Broadway Ave.

City of Moore
**Infrastructure Recovery &
Implementation Plan**
Study Area Map

04/09/2014

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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:

- **April 9, 2014:** Advertise RFP
- **April 16, 2014:** Advertise RFP
- **April 23, 2014:** Questions due to the City
- **April 25, 2014:** Responses to submitted questions posted online
- **April 30, 2014:** Mandatory Pre-Proposal meeting
- **May 12, 2014:** RFP responses due to the City
- **May 13-19, 2014:** Selection Committee evaluate and shortlist candidates
- **June 5, 2014:** Consultant interviews (30 minutes each)
- **June 9, 2014:** Notify first ranked team and interviewees
- **June 10-15, 2014:** Negotiate contract
- **June 16, 2014:** City Council meeting
- **June 17, 2014:** Contract execution / notice to proceed

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, green infrastructure strategies, context-sensitive designs, and multi-modal designs. Project cost estimating and prioritization are based on transparent principles and practices. Public and stakeholder participation encourage active involvement and project buy-in.
- 25% Project Team:** Proposal demonstrates that the consultant team is qualified in multiple disciplines and has the necessary integrated planning/engineering/design skills; the lead consultant has the staffing and/or resources necessary to complete the Plan 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 has implemented projects that integrates green infrastructure strategies, context-sensitive designs, and multi-modal designs for creative solutions. The consultant team has strong experience with CDBG-DR projects.
- 20% Project Schedule:** Proposal details the schedule of tasks, including milestones. Although the City has allocated a maximum of 180-days for completion of the plan, 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 will inform the selection committee of the quality of the final Plan.

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 the single contact (principal-in-charge), email address, mailing address, and telephone numbers. 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 and challenges facing the City of Moore and the Tornado Area, and how the firms stated approach will address these issues and challenges.
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. 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 evaluating the 2013 Tornado Area's existing infrastructure against regulatory requirements, projected future needs, and immediate upgrade/replacement needs. Wherever appropriate and cost-effective, a coordinated approach to multiple infrastructure improvements in a single project should be carefully evaluated. Proposals should include a method for identifying all opportunities for the use of "green standards" in infrastructure systems. 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 revitalization needs. Proposals must outline, in sufficient detail, how the team intends to initiate and conduct the project, what criteria the team will utilize to evaluate infrastructure, to package infrastructure improvements, and to prioritize project packages. Proposals must address the team's preliminary criteria and rationale for recommendations.

Task 1: Project Initiation. The Consultant will participate in 1 kick-off meeting with the Moore project team to review the 2013 Tornado 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 Plan will be developed.

Task 2: Initial Data Collection & Assessment. The Consultant will complete a comprehensive evaluation of the condition and service level of the Area's infrastructure, including streets, storm drainage, water and wastewater systems, sidewalks, and bikeways/trails. This will include a Walkability Audit in the areas surrounding the Plaza Towers School and Highland East Jr. High and Corridor Context Assessments along major or significant roadways to identify missing or inadequate crosswalks, multi-modal connections, wayfinding, streetscapes, and gateways.

Task 3: Progress Meetings. The Consultant will conduct a minimum of 4 progress meetings with the project team to review comprehensive recommendations for a program of infrastructure improvements, and recommended prioritization of infrastructure improvements.

Task 4: Public Meeting. The Consultant will conduct at a minimum 1 Public Meeting with the residents/property owners within the Tornado Area to solicit input about needed/desired improvements and the prioritization of those improvements. The City will secure the location of the meeting and advertise the meeting. The Consultant will provide presentation graphics and perspective renderings to illustrate innovative concepts and features of selected projects.

Task 5: Evaluation and Prioritization. The Consultant will determine needed infrastructure improvements; establish construction cost estimates; and prioritize projects. This may include limited surveying and/or topographical evaluation as needed. The Consultant will evaluate each neighborhood for placemaking or branding, and will identify locations for streetscapes and/or gateways to encourage neighborhood identity. The Consultant will evaluate the federal regulatory impacts on all projects. The Consultant will identify probable funding partners for projects, when applicable.

Task 6: Recommendations. The Consultant will provide a prioritized list of recommendations for infrastructure projects. This will include full-color concept plans for streetscapes (100-scale), select intersection details (50-scale), and select pedestrian crossings and/or trails (50-Scale). The consultant will also include recommendations that employ a resiliency-minded philosophy to community infrastructure, and will include a listing of infrastructure resiliency opportunities to be undertaken immediately after a future disaster event.

Task 7: Final Plan. The Final Master Infrastructure Plan to include all elements listed in the Scope of Work in the following formats:

- One (1) electronic copy of the Final Master Infrastructure Plan in PDF format;
- Fifty (50) color spiral-bound copies of the Final Master Infrastructure Plan with Executive Summary

Optional: Selected Planning and Engineering Design. The City may, at its discretion, enter into a contract with the Consultant for detailed planning and engineering for selected projects. Tasks may include, but are not limited to, site surveying, engineering design, bid negotiating, construction administration, environmental assessment and clearance, and other associated tasks.

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, including the 2006 City of Moore Comprehensive Plan, CDBG-DR Action Plan, 2013 Comprehensive Housing Market Analysis and all pertinent traffic studies.
- Current Traffic Counts
- ArcMap files
- Current Aerial Photos

PROGRESS REPORTING

The Consultant will provide weekly progress reports to the City. There will be a minimum of 4 progress meetings with the Moore project team during the preparation of the plan. 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.

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)