

**The City of Moore
Moore, Oklahoma**



**RFP #1415-011
Professional Services**

Civil Engineering Services for Disaster Recovery



**City of Moore
CDBG-Disaster Recovery
301 N. Broadway
Moore, Oklahoma 73160
(405) 793-4571**

NOTICE
RFP #1415-1415-011
Professional Services for Civil Engineering for Disaster Recovery

The City of Moore, Oklahoma, is seeking proposals for professional civil engineering services on an ongoing basis for the period June 2015 through June 2019. Project schedules will be defined for each project through a work order system utilized by the City. In general, selected firms will be utilized on a round robin basis. The City reserves the right to assign a specific firm a set of projects which are interconnected. The firm to be utilized for a specific project will have three (3) business days to provide a line item quote and delivery schedule for the project. Project implementation will occur immediately upon the issuance of a work order specific to the project. Firms will be paid based on benchmarks established by the delivery schedule submitted by the firm. At the discretion of the City's Project Supervisor all or any of the selected firms may be required to attend a weekly meeting of the CDBG-DR construction team.

Proposals will be received until 4:00pm, CST, June 4, 2015, in the Purchasing Division at Moore City Hall, 301 N Broadway Ave, Moore, OK 73160.

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 firm(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).

Copies of the Request for Proposals may be obtained on the City of Moore website, <http://www.cityofmoore.com/city-bids>, or from the Purchasing Agent located at 301 N. Broadway, Moore, Oklahoma 73160, phone number (405)793-5020, 8:00am to 5:00pm, local time, Monday through Friday.

Questions regarding the Request for Proposal may be directed to Jared Jakubowski Grants Manager, located at 301 N. Broadway, Moore, Oklahoma 73160, phone number (405)793-4571 or email jjakubowski@cityofmoore.com 8:00am-5:00pm, local time, Monday through Friday.

Carol Folsom
Purchasing Agent
405-793-5022



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

TITLE: Civil Engineering Services for Disaster Recovery
RFP Number: 1415-011
Due Date: 4 :00 p.m., June 4, 2015
Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160

Submit written questions to: cdbg-dr@cityofmoore.com

Questions may be submitted through 5:00 p.m., May 26, 2015.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

I. Overview

A. INVITATION

The City of Moore (“City”) is seeking professional civil engineering services on an ongoing basis for the period June 2015 through June 2019.

B. PROJECT SCHEDULE

- Project schedules will be defined for each project through a work order system utilized by the City. In general, selected firms will be utilized on a round robin basis. The City reserves the right to assign a specific firm a set of projects which are interconnected.
- The firm to be utilized for a specific project will have three (3) business days to provide a line item quote and delivery schedule for the project.
- Project implementation will occur immediately upon the issuance of a work order specific to the project.
- Firms will be paid based on benchmarks established by the delivery schedule submitted by the firm.
- At the discretion of the City’s Project Supervisor all or any of the selected firms may be required to attend a weekly meeting of the CDBG-DR construction team.

C. ELIGIBILITY

The Request for Proposals is open to all properly licensed and insured civil engineering firms. Firms may utilize a team or partner approach which includes multiple firms. The City encourages Women owned, Minority owned and Section 3 businesses to apply or to partner with applying firm.

D. PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and eight (8) separate hard copies with one marked as “Original”. The proposal must be clearly marked as **Civil Engineering Services for Disaster Recovery** and delivered to:

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

No later than **4:00 PM on June 4, 2015**. 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.

Carol Folsom, Purchasing Agent, 405-793-5022

II. Scope of Services

A. BACKGROUND

The City has embarked on a series of major and minor infrastructure projects expected to cost upwards of \$19 million over the next four years. Projects vary in scope and complexity. The City recognizes that the volume of projects to be undertaken within the allowable timeframe can create production bottlenecks under any number of instances or conditions. The City is seeking qualified engineering firms who have demonstrated capacity to assist the City on an ongoing basis for the stated timeframe.

Examples of the types of projects to be undertaken include, but not limited to:

1. Provide new grades and elevations for a new storm sewer;
2. Provide engineering for ADA accessible sidewalks;
3. Provide plans and specifications for a proposed connector road;

B. PROJECT FUNDING

Firms should note that all professional services activities will be funded through Community Development Block Grant Disaster Recovery ("CDBG-DR") grants. Accordingly, the professional services contract will include specific federal grant requirements for labor and expense reimbursement.

C. FEDERAL REQUIREMENTS

All responding firms must meet all Federal requirements for the duration of the contract and must meet record retention requirements for a three year period after contract closeout.

IV. Submittal Requirements

A. CONTENTS OF PROPOSAL

- Proposal information shall be presented, to the extent possible, in a manner corresponding to, and identified by, the section or subsection titles stated in this RFP. All blank spaces on any required form, attachment or certification must be completed in ink or type written.
- The prospective firms 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.

- To be considered complete, Proposals must address the questions raised, and provide a complete response to the information requested in the various Sections of this RFP. Each firm must also submit the information stated in Attachments C – F listed below and, all Proposals shall include the following:
 - **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the firm and the project team that makes the team suited to undertake this specific effort.
 - **Project Experience and References** – List no more than three (3) specific projects previously undertaken similar in scope. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.
 - **Team Organization and Key Participants**- An organizational chart describing how the contract team will be organized. Indicate by name those individuals who will be responsible for specific types of tasks. For each individual include a brief of less than 250 words providing only the following information: Name; Position; Education; Years of experience; applicable licenses; and statement of qualification.

V. Evaluation and Selection

A. INITIAL SCREENING

Submissions will be initially screened by a multi-disciplinary staff evaluation committee to reach consensus on the most qualified firms to be invited to make formal presentations to the staff evaluation committee.

B. EVALUATION CRITERIA

The 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.

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

40% Past Project Experience: The respondents Proposal includes specific projects that the firm has completed that are similar in scope and nature to present RFP. Past record of performance on contracts with local, state or federal governmental agencies are required. Direct experience with contracts which utilized federal funds is preferred. Respondents should demonstrate aptitude in the areas of cost control, quality of work, and the ability to meet tight schedules.

40% Project Team: Proposal demonstrates that the firm's team has the ability to respond

to the City's need for a diverse set of skills across Civil Engineering. Respondents should specifically address skill sets in architectural engineering, environmental engineering, structural engineering, transportation engineering, municipal engineering, water resources engineering, wastewater engineering, construction surveying, and construction engineering

15% Participation of Minority owned business (MOB), Women owned business (WOB), or Section 3 businesses in the firm's team: Respondents who are MOB/WOB or Section 3 should submit Exhibit F1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS.

Respondents who intend to utilize MOB/WOB or Section 3 team members should submit Exhibit F2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION. In submitting Exhibit F2 the respondent must specifically name the firm or firms and provide contact information.

5% Presentation of Proposal: Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct.

C. SELECTION AND AWARD PROCESS

At the conclusion of the oral presentation process the evaluation committee will independently 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 the full 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.

VI. Miscellaneous

- A. 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. 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.
- B. 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(s).

- C. The City reserves the right to reject any and all RFPs or to waive informalities and negotiate directly with the apparent lowest and most qualified respondent(s) to such extent as may be necessary for budgetary reasons.
- D. Any RFP may be withdrawn at any time prior to the hour fixed in the Legal Advertisement for the opening of Bids, provided that the withdrawal is requested in writing, properly executed by the respondent and received by Owner prior to Proposal Opening. The withdrawal of a Proposal will not prejudice the right of a respondent to file a new Proposal prior to the time specified for Bid opening.

VII. Estimated Timetable for Proposals

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 and experience relating to the qualifications required. The finalists selected 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 more than one firm. 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 result in the selection more than one Civil Engineering firm 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:

- **May 13, 2015:** Advertise RFP
- **May 20, 2015:** Advertise RFP
- **May 26, 2015:** Questions due to the City
- **May 29, 2015:** Responses to submitted questions posted online
- **June 4, 2015:** RFP responses due to the City
- **June 4 - 8, 2015:** Selection Committee evaluate and shortlist candidates
- **June 16, 2015:** Firm interviews (10 minutes each)
- **June 18, 2015:** Notify selected firms
- **June 18-24, 2015:** Negotiate contract
- **July 6, 2015:** City Council meeting

- **July 7, 2015:** Contract execution / notice to proceed

LIST OF EXHIBITS

Informational:

Exhibit A Template Professional Services Agreement (PSA) Contract with Exhibits – to be completed if the firm is selected. This contract contains standard language that is subject to approval by the City of Moore prior to execution.

Exhibit B Consultant Insurance Requirements (to be completed if the firm is awarded a contract.)

To be completed and attached to the Proposal Response:

Exhibit C Non-Collusion Affidavit

Exhibit D Certification Regarding Lobbying

Exhibit E Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Exhibit F MOB/WOB/Section 3 Business

Exhibit C

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 D: 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 E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) 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 F:

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

F.1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, _____ certify that _____ is a Minority Owned, Women Owned or Section 3 Business.

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	

F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, _____ certify that _____ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

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	