

NOTICE
RFQ #2022-011
Engineering Services for Southmoore High School/Oaks Addition Drainage
Mitigation Improvements

The City of Moore, Oklahoma, is seeking qualifications from professional engineering firms to prepare plans and specifications for the Southmoore High School/Oaks Addition Drainage Mitigation Improvements. This project will be designed with matching State/Federal funding from a Building Resilient Infrastructure and Communities (BRIC) grant with Hazard Mitigation Assistance (HMA) funds and will require compliance with FEMA and City of Moore design standards.

Qualifications will be received until 5:00pm, CST time, April 29, 2022, in the Office of the Assistant City Manager at Moore City Hall, 301 N Broadway Ave, Moore, OK 73160. Interested firms should submit five (5) copies plus one electronic file of the proposal. Proposals must be identified as follows:

“RFP #2022-011”
“SOUTHMOORE HIGH SCHOOL/OAKS ADDITION DRAINAGE MITIGATION IMPROVEMENTS”

All questions regarding the RFQ can be directed to Jerry Ihler, Assistant City Manager, at 405-793-5200.

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 Qualifications may be obtained on the City of Moore website, <https://www.cityofmoore.com/government/city-bids-1>, 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.

The City of Moore is an equal opportunity employer.



City of Moore Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | www.cityofmoore.com

April 1, 2022

RE: Southmoore H.S./Oaks Addition Drainage Mitigation Improvements

To Whom It May Concern:

The City of Moore/Moore Public Schools Hazard Mitigation Plan identified flash flooding as a hazard that is likely to occur. One of the vulnerabilities for flash flooding identified in the plan is the Oak Ridge Addition and the Southmoore High School Detention Pond. There have been several reports of severe flooding in roadways, yards, and residential structures. A detention pond, located on the south end of the Southmoore High School Property, adjacent to the residential structures on Oak Drive has shown to overtop and discharge through the southern spillway. The City of Moore's Comprehensive Stormwater Management and Master Drainage Plan determined that storm sewer systems may surcharge into roadways due to the high-water surface elevation in the detention pond. The plan concluded that spillway discharge and a storm sewer system with inadequate hydraulic capacity are the causes of flooding in this area. Once the nearby vacant land is developed, there will be more strain on the current storm sewer system.

The City of Moore seeks the services of a Professional Engineering firm to prepare plans and specifications for the Southmoore H.S./Oaks Addition Drainage Mitigation Improvements.

This project will be designed with matching State/Federal Funding from a Building Resilient Infrastructure and Communities (BRIC) grant with Hazard Mitigation Assistance (HMA) funds and will require compliance with FEMA and City of Moore design standards. The scope of services for this drainage improvement project has been summarized and is included in Exhibit "A". The design shall be based upon normal and acceptable standard professional engineering practices.

The selected consultant shall provide typical engineering services for the duration of the project from the concept phase to final completion of construction. The study and report phase shall include an evaluation of the proposed drainage facilities/structures as defined in Exhibit "A", among other items, in terms of watershed analysis, hydraulic/hydrology modeling, storm sewer design, construction plans and a benefit cost analysis for the project.

Proposals submitted in response to this invitation should be limited to 20 pages and include, but are not necessarily limited to, the following sections:

- I. **Project Understanding/Approach** – provide a restatement of your firms understanding of the project as well as the firm’s approach to designing a project of this nature.
- II. **Scope of Work** - provide a summary analyzing the various tasks and summarizing the course of action your firm deems necessary for completion of the project.
- III. **Project Team**– provide an organization chart and resumes of the key personnel who will be involved in the project.
- IV. **Schedule**– provide a design schedule and clearly communicate the start and stop dates of tasks and their interrelation.
- V. **Related Experience** – provide a record of all projects, specifically similar in size and scope to this project in the past five (5) years. Each project should include the names and phone numbers of responsible individuals who may be contacted as references.
- VI. **Insurance** – provide a Certificate of Insurance indicating your firm’s professional liability and other insurance coverage or a statement indicating current coverage.

All qualification and proposal statements submitted shall be reviewed by the professional staff, a legal representative, and the designated Committee on Engineer Selection to determine the qualifications of each firm. From this review, the Committee on Engineer Selection shall select the firm based on the professional qualifications and technical experience of the firm. The responsible Department Head and the Assistant City Manager shall negotiate a contract with the highest qualified firm provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected firm, the City may negotiate with the other firms in order of their qualifications with approval from the City Manager.

Final selection and approval shall be by the City Council along with approval of a contract prepared for execution.

Minimum requirements for Professional Liability Insurance and other insurance coverage shall be as follows:

Workmen’s Compensation:

Employer Liability	\$ 500,000
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Comprehensive General Liability And Bodily Injury:

Bodily Injury	\$ 125,000 each occurrence
Property Damage	\$ 100,000 each occurrence
Combined Single Limit	\$ 1,000,000 aggregates

Comprehensive Automobile Liability:

Bodily Injury	\$ 125,000 each occurrence
Property Damage	\$ 100,000 each occurrence
Combined Limit	\$ 1,000,000 aggregates

Professional Liability (Error and Omissions): \$ 500,000

Submittals must include completion of the following exhibits:

- Exhibit D: Byrd Amendment Certification
- Exhibit E: Certification regarding Debarment, Suspension, and other matters
- Exhibit F: Certification of Minority Owned and/or Women Owned Business
- Exhibit H: Conflict of Interest
- Exhibit J: Certification of Historically Underutilized Business

If your firm does not meet the criteria of the certification, please mark “N/A” and complete the signature portion of the certification.

Information derived from written responses shall be confidential, except as required for public information pursuant to State or Local law. The evaluation of the qualifications will be made based on the requested information, but not necessarily limited thereto.

The City of Moore reserves the sole right to review the qualifications submitted, waive any irregularities therein and select or reject any or all firms that submitted proposals should it be determined to be in the best interest of the City of Moore.

Five (5) copies of your qualifications/proposals and a pdf copy on USB drive should be directed to:

City of Moore
Assistant City Manager
301 N. Broadway
Moore, Oklahoma 73160

These five (5) copies and pdf file of your qualifications/proposals must be received at the above address no later than 5:00 p.m. local time on April 29, 2022.

Please direct comments, questions and any requests for information regarding this request for proposal to my office at (405) 793-5200.

Respectfully,

Jerry Ihler, P.E.
Assistant City Manager

EXHIBIT 'A'

Proposed activity description

The City of Moore/Moore Public Schools Hazard Mitigation Plan identified flash flooding as a hazard that is likely to occur. One of the vulnerabilities for flash flooding identified in the plan is the Oak Ridge Addition and the Southmoore High School Detention Pond. There have been several reports of severe flooding in roadways, yards, and residential structures. A detention pond, located on the south end of the Southmoore High School Property, adjacent to the residential structures on Oak Drive has shown to overtop and discharge through the southern spillway. The City of Moore's Comprehensive Stormwater Management and Master Drainage Plan determined that storm sewer systems may surcharge into roadways due to the high-water surface elevation in the detention pond. The plan concluded that spillway discharge and a storm sewer system with inadequate hydraulic capacity are the causes of flooding in this area. Once the nearby vacant land is developed, there will be more strain on the current storm sewer system.

How will the mitigation activity be implemented?

The City of Moore is seeking funds to complete a storm sewer assessment, benefit cost analysis, and construction plans. The city will publish a Request for Qualifications to engineering firms to complete the storm sewer assessment, benefit cost analysis, and construction plans.

What is the scope of work of the proposal?

The City of Moore has determined that flood with the construction of a berm, a new parallel storm sewer system, and an increase in storage volume of the detention pond. This project will consist of constructing a berm behind the residential structures on the north side of Oak Drive and turn south approximately 1,300 feet on the west side of S. Santa Fe Avenue. By creating this berm, the storage volume of the detention pond increases. The berm will act as the pond's embankment to contain storm water and will be constructed to match the top of pond elevation. The water surface will be designed to not exceed the elevation needed for a 500-year event. This design will create a vertical freeboard safety factor. The parallel storm sewer system will consist of 360 linear feet of 36-inch diameter RCP. This new storm sewer line will match existing invert elevations and extend from the detention pond and tie into the existing storm sewer line on the east side of S. Santa Fe Avenue. The new parallel storm sewer system combined with the existing storm sewer system will give the total system the ability to carry the 100-year storm event from the detention pond. The existing storm sewer line along Oak Drive will be reconstructed to prevent static flow or backflow from the detention pond when the pond has a significant water surface elevation. The detention pond will be expanded to increase the total storage volume from 21.5 acre-feet to 34 acre-feet. A new spillway for the pond that discharges east into S. Santa Fe Avenue will be constructed and will only be used in the event of a 500-year storm. It has also been recommended that a backflow prevention gate or valve be installed on the storm sewer system. This would cause roadway discharge on Oak Drive to continue east towards S. Santa Fe Avenue when the

water surface of the pond becomes higher than the water surface of roadway discharge on Oak Drive.

Task Name: Procurement of Engineering Firm

A request for qualifications (RFQ) will be issued to procure an engineering firm to complete a storm sewer assessment, construction plans, and a benefit cost analysis for the project area. The RFQ will be published for 20 days. City staff will evaluate the proposals and score them. The highest scoring team will be notified and a fee will be negotiated. After the fee is approved by the firm and the City, the contract will be taken to City Council for approval. The following day a notice to proceed will be issued.

Task Name: Study and Report

A complete storm sewer observation and assessment will be performed on the existing network from the Oak Ridge addition through the Bluestem Ridge addition. The assessment will include hydraulic and hydrology modeling, an inlet analysis, a watershed analysis, and storm sewer design. The City of Moore has identified the completion of the study and report task as a Go/No-Go Milestone. The study and report are the basis of the construction plans and determines the design of the storm sewer system. The study and report will determine the complexity of the construction plans. Depending on the complexity of the plans, the estimated time for the plans could increase, making this task an important go/no-go milestone.

Task Name: Preliminary Construction Plans

Once the storm sewer assessment is complete, the engineering firm will complete construction plans consisting of a berm adjacent to private residential properties on the north side of Oak Drive and the east side of Maple Lane, increasing the storage volume of the detention pond, creating a spillway towards S. Santa Fe Avenue, and adding a parallel storm sewer system. Construction Plans will consist of survey and right of way research. The preliminary construction plans will consist of 60% of the final construction plans. The City has identified this task as a go/no-go milestone. When the preliminary plans are submitted for review, the City will be able to determine if the plans will be completed on schedule or if the complexity of the plans will need additional time.

Task Name: Final Construction Plans

The engineering firm will complete construction plans consisting of a berm adjacent to private residential properties on the north side of Oak Drive and the east side of Maple Lane, increasing the storage volume of the detention pond, creating a spillway towards S. Santa Fe Avenue, and adding a parallel storm sewer system. Construction Plans will consist of survey and right of way research. The City has identified this task as a go/no-go milestone. This task was identified as a go/no-go milestone because once construction plans have been completed, this project scoping project will be close to completion.

Task Name: Benefit Cost Analysis

A benefit cost analysis will be completed in preparation of a future BRIC application for funding of the construction of this project.

Cost Items:

- Storm Sewer Analysis: Watershed Analysis
- Storm Sewer Analysis: Hydraulic/Hydrology Modeling
- Storm Sewer Analysis: Inlet Analysis
- Storm Sewer Analysis: Storm Sewer Design
- Construction Plans – Survey
- Construction Plans – Right of Way Research
- Construction Plans – Study and Report
- Construction Plans – Preliminary Plans
- Construction Plans – Final Plans
- Benefit Cost Analysis – Draft Report
- Benefit Cost Analysis – Final Report

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	

Exhibit H: Conflict of Interest Certification

In accordance with 24 CFR 85.36(b)(3) 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 24 CFR part 85.36 (3).

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 J:

Instructions: If the Respondent is a certified Historically Underutilized Business (HUB) than the Respondent completes Form J.1. If the Respondent intends to utilize a HUB business in the performance of the proposed contract, the respondent completes Form J.2

J.1: CERTIFICATION AS A HISTORICALLY UNDERUTILIZED BUSINESS

I, _____ certify that _____ is a Historically Underutilized 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	

J.2: STATEMENT OF INTENT OF HUB UTILIZATION

I, _____ certify that _____ will utilize Historically Underutilized Business' (HUB) 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	HUB Amount	Name of HUB

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	