



REQUEST FOR QUALIFICATIONS

Professional Services For

On-Demand Civil Engineering Services

For

Transportation and Stormwater Projects

Date Issued: July 2017

**1. BACKGROUND:**

The City of Stillwater, Oklahoma is seeking Statements of Qualifications from professional engineering firms/teams interested in providing on-demand or as needed services for various transportation and stormwater projects. The selected firm or team will be responsible for providing on-demand civil engineering and related services necessary for delivery of various transportation projects for the FY18 period (July 1, 2017 through June 30, 2018). The contract will be for one calendar year with option to renew the contract for two additional one (1) year option periods, at the City's discretion. More than one consultant may be selected.

**2. SCOPE OF WORK:**

It is anticipated multiple firms will be selected. No one firm is required to provide all services in all categories, but should be able to provide all services within each category utilizing in-house or sub-contractors with other entities. Clearly indicate in-house capabilities and outside team members:

2.1 Roadway Design

- Geometrics
- Intersections including roundabouts
- Pavement design
- Stormwater (Hydrology and Hydraulics), including LID techniques
- Bridge and structure design
- Roadway and pedestrian lighting
- Environmental studies and permitting
- Compliance with local, state and federal regulations
- Utility coordination and utility design
- Right-of-way and easement acquisition support services
- Landscape and streetscape improvements
- Context sensitive design
- Multimodal street uses

2.2 Geotechnical Services

- Drilling and Sampling
- Soils Testing and Classification
- Recommendations for pavement and structural design

## 2.3 Traffic Engineering

- Traffic Engineering Studies
- Traffic Signal Timing
- Traffic Control Systems Analysis, Design, and Implementation
- Intelligent Transportation Systems
- Signing, Pavement Marking
- Traffic Calming

## 2.4 Land Surveying

Necessary surveys in support of design activities including but not limited to:

- Boundary Surveys
- Topographical Surveys
- Right-of-way staking
- Construction staking

## 2.5 Bicycle and Pedestrian Facilities

Design of bike and pedestrian facilities including but not limited to:

- Bike lanes
- Cycle tracks
- Multi-use paths
- Trail systems/greenways
- Sidewalks
- ADA improvements
- Mid-block crossings

## 2.6 Construction Support

- Bid documents and bid support
- Construction management and inspection
- As-built drawings
- Submittal Review

## 2.7 Materials Testing

The selected firm/team shall:

- Be available to commence services as described in task orders, immediately as needs arise.
- Be able to complete task orders within the specified time.
- Maintain a single project manager as point contact for delivery and performance of all task orders.

The category of engineering services provided by the chosen firm/team will include, but not be limited to, field investigations, data collection, analysis, alternatives evaluations, recommendations, design, cost estimation, and other task necessary to complete the assignment. Periodic updates and task order status will be required on a regular basis. The firm/team will also assist and serve as a liaison between the City of Stillwater, task order stakeholders, and other interested parties as needed. As part of these professional services, the firm/team will be responsible for preparing the following items:

- Preliminary documents, plans and/or reports as necessary to present findings and recommendations for task orders.
- Handouts, graphical displays, and presentations necessary for stakeholder and various public meetings.
- Design documents, plans, and reports as necessary to meet city, state, and federal requirements for construction of improvements.

Specific requirements and services will be detailed in an individual task order based on mutually agreed scope of services. In the event that additional services are required, the City and selected firm/team will develop and agree on separate task order or task order amendment prior to the work being performed.

The selected firm/team shall be retained in a standby mode. As projects are identified and funded, task orders will be issued to the selected firm/team.

The anticipated work load for the FY18 period at a minimum includes, but may not be limited to, the following task order:

*FY18 Pavement Management Projects* – Estimated Cost is approximately three (3) million dollars, depending on funding, for Pavement Reconstruction and Rehabilitation Projects. Locations will be identified and approved by City Council tentatively in September 2017. Anticipated bid opening in May 2018.

**3. RFQ SCHEDULE:**

Issue Request for Qualifications:	Wednesday, July 12, 2017
Pre-RFQ Meeting (not mandatory)	Tuesday, July 25, 2017 9:30 AM RM 1112 City Hall 723 S. Lewis Street
Deadline for Questions:	Wednesday, August 2, 2017 (12:00 P.M.)
Receive Qualifications:	Friday, August 18, 2017 (12:00 P.M)
Evaluation of Qualifications:	Week of August 21 - 25, 2017
Panel Interviews:	Week of September 5 – 8, 2017
Firm Selected:	September 15, 2017
Award Contract:	September 25, 2017 (tentative)

**4. PRE-SUBMITTAL CONFERENCE:**

A pre-submittal conference will be held on Tuesday, July 25, 2017, at 9:30 AM at City Hall, Room 1112, 723 S. Lewis Street, Stillwater Oklahoma, 74074. Attendance at the meeting is optional but strongly encouraged.

Any oral responses provide by City staff at the meeting shall be preliminary. A written summary of the meeting will contain official responses and be issued as part of the addenda to the RFQ. Any oral response given at the meeting that is not confirmed in written summary of the meeting or by a subsequent addendum shall not be official or binding on the City. Only written responses issued through the RFQ and RFQ Addenda shall be official and all other form of communication with any officer, employee, or agent of the City shall not be binding on the City.

**5. RFQ SUBMITTAL REQUIRED CONTENT AND EVALUATION CRITERIA:**

The City of Stillwater will use a selection committee to evaluate responses to the RFQ. Each submittal will be analyzed to determine the overall responsiveness and qualifications of firm/team with respect to the RFQ requirements. The selection committee may select all, some, or none of the firm/teams for formal interviews. Firms/teams selected for the interview will be evaluated based on responsiveness, qualifications, and performance at the formal interview.

Firm/team submittals shall include the following items in the following sequence:

A. Submittal cover/signature page Including the following information:

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	
Alternate Phone Number:	
E-Mail Address:	Fax Number:

Submittals signed by a person other than an officer of the company or partner of the firm shall be accompanied by evidence of authority to sign. If submittal is from a team or group of firms, the submittal cover shall include signature of firm that will be the prime contracting agent to the City.

B. Executive Summary: Submittal shall include a one (1) page executive summary. The summary shall state the number of years the firm or team's primary contracting agent has been in business and the number of years the firm or primary contracting agent has been in business at its local office. Local office is defined as the office of firm/team's project manager that will have day to day responsibilities for client services. Summary shall also include number of employees at local office and the local office address.

C. Statement of Qualifications:

a. Background, experience and qualifications of firm, project manager, key personnel, and key sub-consultants

- i. Experience: The City shall consider the relevance of past experience for all parties proposed as part of the respondent's team. Respondent shall provide a narrative description of experience in two (2) pages or less, that describes their qualifications.
- ii. Proposed Key Personnel/Organization Chart: Key personnel listed in this section are expected to be the same personnel that will be assigned to the contract if awarded. Submittal shall include a detailed organizational chart that identifies key personnel that will be providing various tasks under this contract.
- iii. Resumes: SOQ shall include one-page resumes for all key team members. Resumes should correspond to project sheets and also may reference additional previously completed relevant projects not included in the project sheets. The resumes shall include the

professional license type (as applicable), length of experience in proposed role for the contract, tenure of employment with current firm, and office location.

- iv. Project Sheets: SOQ shall include a maximum of five (5) project sheets limited to one (1) page for each project reflecting relevant completed projects. Each project sheet shall contain the following information:
  1. Name and description of the project.
  2. Scope of project.
  3. Project manager and note whether this person will work on this contract and his/her proposed role planned for the contract.
  4. Name of additional team members and their planned role for the contract.
  5. Budget and funding source(s) for the project.
  6. Projects proposed completion date and actual completion date with and explanation of any inconsistencies).
  7. The project owner's name and following information of the owner's day-to-day liaison for the project:
    - a. Name
    - b. Title
    - c. Phone number
    - d. Email address
- b. Design and Project Management Values: Submittal shall include the firm/team's understanding of this request and how the firm/team's values can provide the best quality to our community. This information shall be submitted in a brief narrative of no more than five (5) pages. The narrative shall include:
  - i. Understanding of primary objectives of RFQ and how the firm/team organization and resources are configured to comprehensively deliver requested services on time and within budget.
  - ii. Approach to obtaining input from stakeholders, assessing biases, and gaining consensus for design solutions.
  - iii. Project management approach and capacity of firm/team's key individuals to complete services outlined in RFQ.
  - iv. Brief description of processes for quality control, dispute resolution, and time management for requested services.
  - v. Describe the firm/team's core values and how they relate to requested services.
- c. Experience with town-gown issues and innovation in Transportation Design

In delivery of these services, the City is interested in firm/teams that have experience working in University towns that understand the dynamics and issues town-gown relationships create. In addition to town-gown experience,

the City is interested in firm/teams that have experience with innovations in transportation design such as complete streets and other practices that are changing street design practice to create great streets. In narrative form, using no more than two (2) pages, briefly describe the experience of key personnel related to town-gown and innovative transportation design.

- d. Local Presence – Firms/teams shall identify if they, or members of their team, are a current local business (office location within city of Stillwater municipal boundaries) and describe the role and services that the local business will provide for the contract.
- e. Letters of reference – Submittals shall provide a maximum of five (5) letters of reference.

Failure to complete and provide any of the above referenced information may result in the submittal being deemed non-responsive and therefore disqualified from consideration by the City. Please do not include company brochures or additional marketing/sales materials with the submittal.

The following table lists the criteria and scoring for evaluation of the submittals:

SOQ EVALUATION CRITERIA	Maximum Points
A. Background, Experience, and Qualifications of Prime Firm, Key Personnel, and Key Sub-Consultants.	50
B. Design and Project Management Values	30
C. Experience with Town-Gown issues & Transportation Innovation	10
D. Local Presence	5
E. Letters of Reference	5
Total Points Available	100

**6. RFQ SUBMITTAL INSTRUCTIONS:**

Respondents shall submit a total of **five (5)** complete packages, comprised of materials that are easily recyclable at the conclusion of the evaluation process. All submittals shall be clearly marked on the front with: “**RFQ: On-Demand Civil Engineering Services**”. All submittals shall be received at the Transportation and Stormwater Services Department Office **NO LATER THAN 12:00 P.M. FRIDAY, AUGUST 18, 2017** at the following address:

Glenda Vaughn, Administrative Assistant  
 Transportation and Stormwater Services Department Office  
 Stillwater City Hall, 2<sup>nd</sup> Floor  
 723 S. Lewis Street  
 Stillwater, Oklahoma 74074

Submittals sent by facsimile or email shall not be accepted. Any submittal received after the indicated deadline shall not be considered.

The response to the solicitation should be complete and well organized. Adherence to the maximum page criterion is critical; each page side (max. page size: 8 ½" x 11") with criteria information will be counted. Submittals shall conform to page limitations for each section as stated in the RFQ. Pages which have project photos, charts, and graphs related to submittal criteria shall be counted towards the maximum number of pages. Front and back covers, table of contents pages and any tabbed divider pages will not be counted, provided that they do not include SOQ information. All pages should be numbered. Margins shall be no smaller than 1" around the perimeter of each submitted page. Font size shall be no smaller than 11 pt. Failure to meet the above conditions may result in the submittal being deemed non-responsive and disqualified from consideration.

## **7. QUESTIONS AND AMMENDMENTS TO RFQ:**

All questions regarding the Request for Qualifications shall be addressed to:

*Owner Contact:* Monty Karns, P.E.  
Transportation and Stormwater Services Department Director  
City of Stillwater  
723 S. Lewis Street  
PO Box 1449  
Stillwater, OK 74076

[mkarns@stillwater.org](mailto:mkarns@stillwater.org)  
405-533-8471

Changes, amendments, or written responses to questions received regarding the RFQ will issued in written response and posted on City's website and sent to email addresses of firms that attend and sign-in at the Pre-Submittal Meeting. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFQ and all changes to this RFQ - if any - shall be made in writing only.

## **8. AWARD OF CONTRACT AND RESERVATION OF RIGHTS:**

The City of Stillwater reserves the right to award one, more than one, or no contract(s) in response to this RFQ.

- A. A Contract, if awarded, shall be awarded to the firm/team whose submittal is deemed responsive and most qualified, as determined by the selection committee and upon approval by the City Council.

- B. The City reserves the right to accept one or more submittals or reject any or all submittals received in response to the RFQ and to waive informalities and irregularities in any submittal received. The City also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.
- C. This RFQ does not commit the City to enter into a Contract or award any services related to this RFQ, nor does it obligate the City to pay any costs incurred by firms in the preparation or submission of a response or in anticipation of a contract.
- D. All submittals become the property of the City upon receipt and shall not be returned. Any information deemed to be confidential should be noted. However, the City cannot guarantee that it will not be compelled to disclose all or part of any public records under requirement of the Freedom of Information Act and Oklahoma Law.
- E. Any cost or expense incurred by firm associated with the preparation of its submittal, the pre-submittal conference or during any phase of the selection process, if any, shall be borne solely by the firm.
- F. City reserves the right to verify any and all information submitted at any time during the solicitation/evaluation process.
- G. Final approval of the selected firm/team(s) is subject to approval of the Stillwater City Council.
- H. City reserves the right to contact any respondent to negotiate a contract, if such action is deemed desirable by the City.
- I. In the event the parties cannot negotiate and execute a contract within the time specified by the City, the City reserves the right to terminate negotiations with the selected firm/team(s) and commence negotiations with another firm/team(s).