CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

REQUEST FOR PROPOSAL

CONSULTING ENGINEERING SERVICES

FOR

1. **THE DESIGN OF A MASTER LIGHTING PLAN FOR UNIVERSITY NORTH PARK**

2. **THE DESIGN OF A CONTINUOUS ROADWAY LIGHTING SYSTEM ALONG MAIN STREET, BETWEEN MERKLE DRIVE AND UNIVERSITY BOULEVARD**

THE CITY OF NORMAN
PUBLIC WORKS DEPARTMENT
R.F.P. NO. 0910-75

PUBLIC NOTICE

REQUEST FOR PROPOSAL
R.F.P. NO. 0910-75

The City of Norman, Oklahoma is soliciting proposals for CONSULTING ENGINEERING SERVICES.

These services will be for the development of a Master Lighting Plan and the design of continuous roadway lighting systems at the following locations:

1. University North Park Addition
2. Main Street, between Merkle Drive and University Boulevard

Any correspondence, questions or requests for copies of the Request for Proposal should be directed to Angelo A. Lombardo, P.E., City Traffic Engineer, P.O. Box 370, Norman, Oklahoma 73070, (405) 366-5327.

Proposals will be received in the office of the Director of Public Works (Municipal Building, 201A West Gray, P.O. Box 370, Norman, Oklahoma 73070) until 4:00 P.M. on June 22, 2010.

There will be a pre-proposal conference concerning this project at 10:00 A.M. on June 15, 2010. The meeting will be held in the south conference room of Building 'A', Municipal Complex, 201A West Gray Street.

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I. INTRODUCTION

A. Requesting Entity Information

The City of Norman, Oklahoma, with municipal offices at 201A West Gray, P.O. Box 370, Norman, Oklahoma, 73070 is the requesting entity.

B. Project Overview and Objective

a) University North Park Master Lighting Plan

The basic scope of work will be to provide all engineering services necessary to prepare plans, specifications and bid package, and to provide technical assistance throughout the design and construction of the project.

The University North Park area is bordered by Robinson Street on the south, Tecumseh Road on the north, Interstate Highway 35 on the west, and the Max Westheimer Airport on the east. 24th Avenue NW connects Robinson Street and Tecumseh Road through the middle of the University North Park site. Rock Creek Road is an east-west roadway that, when completed, will provide access between the University North Park area and the areas west of Interstate Highway 35 by way of a new bridge being constructed across Interstate Highway 35. Eventual build out of the site also includes a multi-modal path separate from the public roadways.

The goals for the City include:

i. Identify Funding Strategy and Priorities

It is highly likely that completion of all of the elements of this Master Lighting Plan will involve a number of different funding sources. These could be Federal programs, State programs, City programs, Energy Saving Utility programs, and Tax Increment Funding programs. It is expected that the first task will be to identify all the potential funding strategies and to identify the steps which must be undertaken to secure funding from each potential source. From this evaluation, a priority listing of the various funding strategies will be developed.

ii. Establish Implementation Time Table for Areas not Currently Complete

Currently, lighting for 24th Avenue NW has been completed. Additional lighting for Rock Creek Road will be completed with the project currently underway. A number of other public roadways associated with the build out of the University North Park site remain to be planned, designed, and constructed. An implementation time table for the lighting of these future public roadways needs to be developed. This will involve some coordination with the developers, planners, and engineers currently involved with the University North Park project.

iii. Coordination between Public Roadway Lighting and Private Lighting

One of the goals of this project will be to develop consistent standards between lighting of the public and private areas of the University North Park site. This is needed to avoid duplication with the lighting standards that might be applied to each area. The standards selected for lighting of the public areas versus the lighting of the private areas are not required to be the same. However, there should be a matter of consistency and compatibility between the standards to be adopted for these two areas.

iv. Adopt a Light Fixture and Pole Standard

Based upon the coordination that occurred between the public and private lighting, a standard light fixture and standard pole design will be adopted for each implementation area. One of the items that should be considered when proposing standard poles and fixtures will be the lighting that will be installed as part of the Interstate Highway 35 roadway improvements immediately adjacent west of the University North Park area. Obviously, the lighting of Interstate Highway 35 will have a direct bearing on the University North Park site. Standards to be adopted should be complimentary to the lighting utilized on the Interstate Highway 35 project. Another area of concern should be the existing lighting, both public and private, that is currently in place within the University North Park area. The new standards should seek, when possible, to avoid replacement of all existing lighting.

v. Provide Lighting Plan in Accordance with Applicable Standards

It is expected that the development of a Master Lighting Plan for the University North Park area will occur in accordance with specific industry standards for roadway lighting. The AASHTO Roadway Lighting Design Guide provides guidance on warrants and criteria for lighting both on and off the roadway. It provides information on the illuminance and luminance techniques that may be used in the design of roadway lighting, warrants for freeway and interchange lighting, and design criteria for freeway facilities, non-freeway facilities, pedestrian and bicycle facilities, underpasses, tunnels, rest areas, and signing.

The FHWA Roadway Lighting Handbook presents guidance in the planning, design, operation, and maintenance of roadway lighting systems. It is intended to present a consensus view on the most widely accepted approach to providing a reasonable roadway lighting system. The Roadway Lighting Handbook discusses warrants for roadway lighting, selecting lighting equipment, selecting lighting system configurations, designing the lighting system using both the illuminance and luminance techniques, designing the lighting hardware, operating and maintaining the lighting system, and analyzing its economics. It is expected that both publications will guide the development of the ultimate Master Lighting Plan for the University North Park area.

vi. Provide Lighting Design for Interstate Drive, Conference Drive and Mount Williams Drive

One element of this Master Lighting Plan for the University North Park area will be to provide a design for the lighting of Interstate Drive, Conference Drive and Mount Williams Drive. It is important that this design incorporate all of the elements identified as part of the Master Lighting Plan for this area.

b) Main Street Continuous Roadway Design

This project will replace the antiquated lighting system along Main Street, starting west of Merkle Drive and ending at University Boulevard. The new system will feature "green" technology with the use of LED lamps, as a pilot project, for the first time in the state of Oklahoma. The upgrade is anticipated to save the City approximately $25,000 per year in operating cost. Design standards will be developed in cooperation with OG&E staff, who has agreed to provide future maintenance of the system. The estimated construction cost of $525,000 will be funded with 100% federal funds as a safety improvement project.

The basic scope of work will be to provide all engineering services necessary to prepare plans, specifications and bid package, and to provide technical assistance throughout the design and construction of the project.

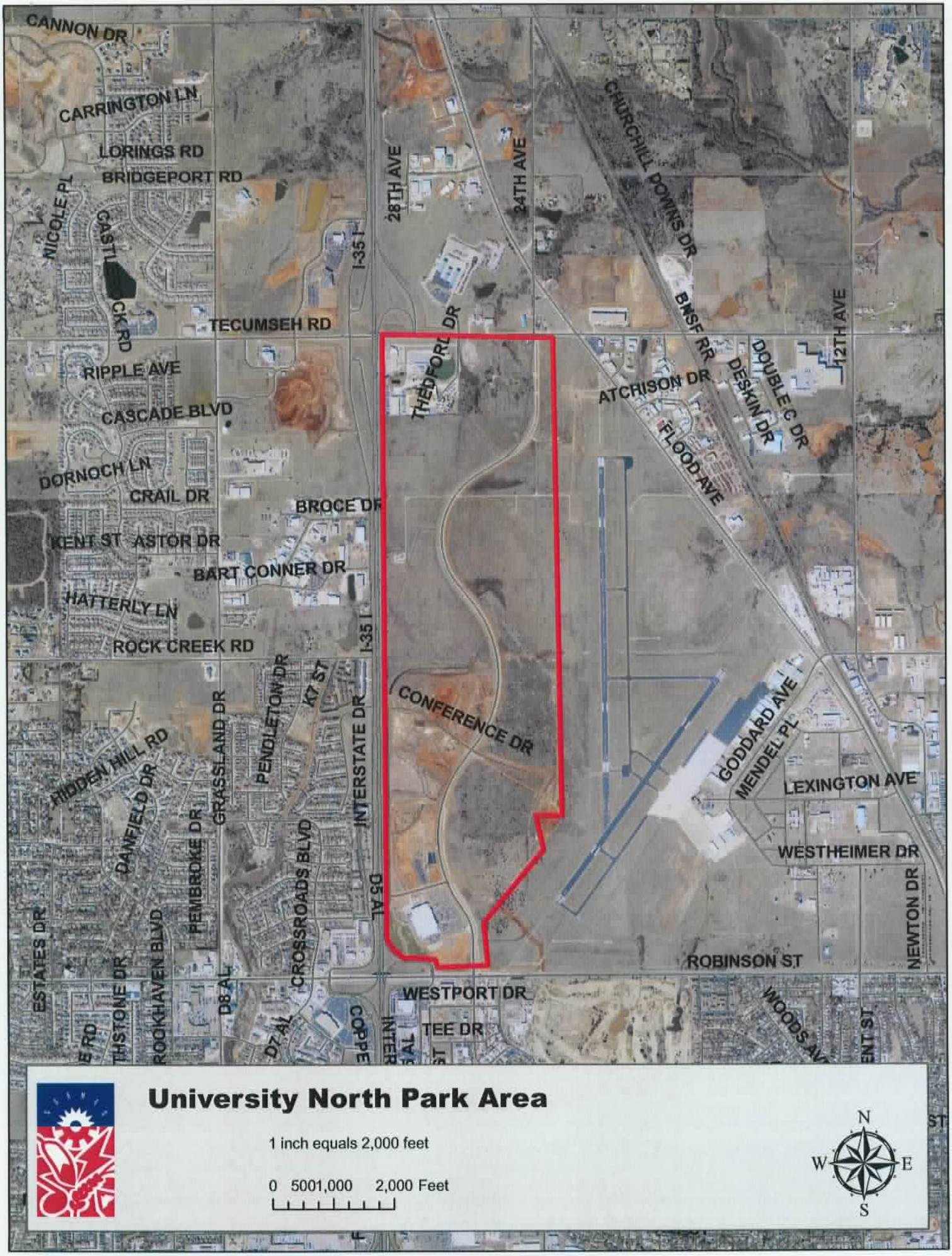
The goals for the City include:

i. Research the emerging LED roadway lighting technology and develop specifications and standards for this project

This project will most likely be the first one to include LED technology on a continuous roadway lighting application in the State of Oklahoma. The selected consultant will be required to research products currently available in the industry and the national experience with this technology. This information will then be used to develop specific product recommendations, standards and specifications in close collaboration with Oklahoma Gas & Electric Company officials.

ii. Provide Lighting Plan in Accordance with Applicable Standards

The AASHTO Roadway Lighting Design Guide provides guidance on warrants and criteria for lighting both on and off the roadway. It provides information on the illuminance and luminance techniques that may be used in the design of roadway lighting, warrants for freeway and interchange lighting, and design criteria for freeway facilities, non-freeway facilities, pedestrian and bicycle facilities, underpasses, tunnels, rest areas, and signing.

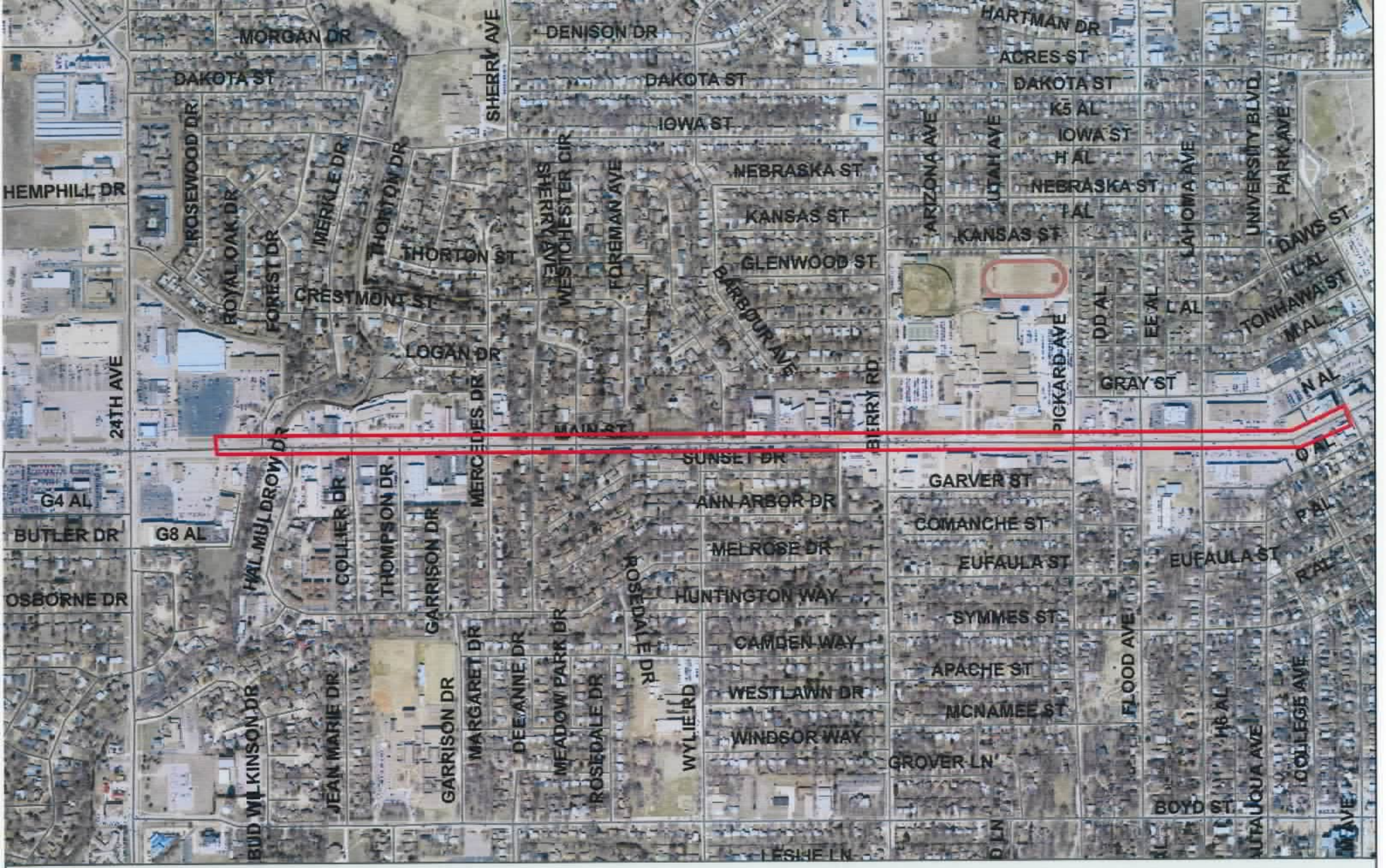


University North Park Area

1 inch equals 2,000 feet

0 5001,000 2,000 Feet

N
W E
S



Main Street Roadway Lighting
From West of Merkle Drive to University Boulevard

1 inch equals 900 feet

0 275 550 1,100 Feet

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W E
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The FHWA Roadway Lighting Handbook presents guidance in the planning, design, operation, and maintenance of roadway lighting systems. It is intended to present a consensus view on the most widely accepted approach to providing a reasonable roadway lighting system. The Roadway Lighting Handbook discusses warrants for roadway lighting, selecting lighting equipment, selecting lighting system configurations, designing the lighting system using both the illuminance and luminance techniques, designing the lighting hardware, operating and maintaining the lighting system, and analyzing its economics. It is expected that both publications will guide the development of the Main Street continuous roadway lighting project.

C. Project Funding

The City of Norman has secured or is in the process of securing federal monies to fund 100% of the construction cost. The City has earmarked monies to pay 100% of the design fees for each of the projects.

II. PROJECT CRITERIA

A. Detailed Criteria

The engineering consultant will be required to visit the City of Norman to become familiar with the University North Park area, Main Street, their scope of work, and the areas affected.

The scope of work is expected to include the following activities:

1. Identify all the potential funding strategies for the University North Park area and the steps to be undertaken to secure funding from each potential source. From this evaluation, the Consultant should develop a priority listing of the various funding strategies to be sought.

2. Develop an implementation time table for lighting future public roadways by coordinating closely with the developers, planners, and engineers currently involved with the University North Park project.

3. Develop consistent standards between lighting of the public and private areas of the University North Park site. While the standards need not necessarily be identical, there should be a matter of consistency and compatibility between the standards to be adopted for these two areas.

4. Based upon the coordination that occurred between the public and private lighting, a standard light fixture and standard pole design will be adopted for each implementation area. The standards will need to work with what will be provided with the ongoing Interstate Highway 35 improvement project while avoiding total replacement of all existing lighting.

5. It is expected that the development of a Master Lighting Plan for the University North Park area will occur in accordance with specific industry standards for roadway lighting. Specifically, the AASHTO Roadway Lighting Design Guide and the FHWA Roadway Lighting Handbook should be utilized during design.

6. One element of this Master Lighting Plan for the University North Park area will be to provide a design for the lighting of Interstate Drive, Conference Drive and Mount Williams Dive. It is important that this design incorporate all of the elements identified as part of the Master Lighting Plan for this area.

7. Develop lighting plans for the Main Street project, including the removal of the existing system.

8. Attend all project related meetings with the Oklahoma Department of Transportation and/or the Federal Highway Administration during plan development (i.e., Plan-in-hands and plan review).

9. Provide engineering assistance during construction and prepare as-built plans upon completion of the project, including computer aided drawings on disk.

10. Meet with staff and/or City Council for project discussions, coordination, presentation, etc. as required.

B. Proposed Schedule

The services sought by the City of Norman shall meet the following schedule:

EVENT	DATE
Pre-Proposal Conference	June 15, 2010
Proposal Submission	June 22, 2010
Interviews (if necessary)	June 29, 2010
Consultant Selection	June 29, 2010
Council Approval of Contract	July 27, 2010
Notice to Proceed	July 28, 2010
Approval of Written Analysis	October 1, 2010
Submission of Preliminary Plans	November 5, 2010

C. Inquiries

Questions should be directed to Angelo A. Lombardo, P.E., City Traffic Engineer, at (405) 366-5327. No inquiries will be received after 4:00 p.m. on June 18, 2010. Additionally, a pre-proposal conference will be held on June 15, 2010 in the Municipal Complex, 201A West Gray, at 10:00 A.M. While not mandatory, proposers are advised to attend.

III. R.F.P. CRITERIA

A. General Requirements

Proposals will be accepted in the office of the Director of Public Works until 4:00 P.M. Tuesday, June 22, 2010. The office is located at 201A West Gray, P.O. Box 370, Norman, OK 73070.

Proposals must be signed by a duly authorized official of the proposer. **Proposals must include Standard Form 254, "Architect-Engineer and Related Services Questionnaire" and Standard Form 255, Architect-Engineer Related Services for Specific Project."** A minimum of six copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

All proposals must state their validity for a period of not less than 60 days from date of receipt.

B. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one year thereafter, shall have any interest, direct of indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being disabled, or disadvantaged person, or disabled or War Veteran.

The Consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the City of Norman for purposes of investigation to ascertain compliance with the nondiscrimination / minority business provision of any resultant contract.

D. Insurance Requirements

The Consultant of this project must obtain the following insurance:

1. General Liability Workmen's Compensation and Auto Liability insurance in accordance with the Political Subdivision Tort Claims Act of the State of Oklahoma.

2. Adequate workers' compensation, insurance coverage to comply with State laws and employees' liability coverage in the minimum amount of $100,000.

3. Comprehensive general liability insurance coverage with a minimum of $100,000 per person and $300,000 per accident for bodily injury or death and $100,000 for property damage.

4. Comprehensive automobile liability insurance coverage with a minimum of $50,000 per person and $300,000 per accident for bodily injury or death and $100,000 for property damage. Professional Liability (errors and omissions) Insurance Certificate providing a minimum of $100,000 policy value.

E. Minimum Content of Proposal

At a minimum the proposal should contain the following elements:

1. Transmittal letter

2. Table of Contents

3. Executive Summary

4. Project Approach

5. Related experience

6. Anticipated schedule

7. Appendices (misc., exhibits, illustrations, etc.)

8. References

IV. SELECTION PROCESS

A. Right to Reject

The City of Norman retains the right to reject all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. R.F.P. Review Process

The City of Norman will review responses to this R.F.P. that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set herein to protect the City's interest, will not be evaluated.

Upon review of all qualified proposers, the selection committee will rank all the qualified. The higher ranked proposers may be asked to make an oral presentation for further evaluation. The highest ranked proposer will then be chosen by the committee.

The City will negotiate a contract for engineering services based on a three-step process:

1. The highest ranked proposer will be contacted and contract negotiations will begin.

2. The City will attempt to negotiate a contract at a fair and reasonable price.

3. If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest ranked proposer, the entity shall formally end negotiations with that proposer and begin negotiations with the second highest proposer.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise of the firm and the individuals assigned to the job. Illustrative and descriptive material of the describing previous work of the proposer is recommended. At the proposer's request, this material will be returned at the completion of the review process, at their expense. The proposed shall provide a list of previous related work experience with contract persons and phone numbers.

Key personnel (by names and position) relative experience and capabilities, as well as subcontractors, will be evaluated closely.

Proposers shall provide a listing of previous experience with reference contact persons and phone numbers.

D. Ranking Criteria

	Possible Points
Technical Approach	30
Experience of key personnel (project team)	40
References	20
Oklahoma Based Firm	5
Norman Based Firm	5
Total	100 Points