

**CITY OF NORMAN  
CLEVELAND COUNTY, OKLAHOMA**



**REQUEST FOR PROPOSAL  
CONSULTING ENGINEERING SERVICES  
FOR  
THE DESIGN OF ROADWAY MODIFICATIONS  
AT THE FOLLOWING LOCATIONS**

**IOWA STREET – BERRY ROAD TO UNIVERSITY BOULEVARD  
DAKOTA STREET – BERRY ROAD TO UNIVERSITY  
BOULEVARD**

**PUBLIC WORKS DEPARTMENT  
R.F.P. NO. 1415-13**

**PUBLIC NOTICE**  
**REQUEST FOR PROPOSAL**  
**R.F.P. NO. 1314-127**

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

These services will be for the design of roadway modifications at the following locations:

1. Iowa Street – Berry Road to University Boulevard
2. Dakota Street – Berry Road to University Boulevard

Any correspondence, questions or requests for copies of the Request for Proposal should be directed to Josh Malwick, P.E., Capital Projects Engineer Norman, OK 73070, (405) 366-5454.

Proposals will be received in the office of the Director of Public Works (Municipal Building, 201A West Gray Norman, OK 73070) until 4:00 P.M. on October 2, 2014.

There will be a non-mandatory pre-proposal conference concerning this project at 11:00 A.M. on September 18, 2014. The meeting will be held in the Multi-Purpose Room located in the City of Norman Main Municipal Complex Building, 201 West Gray Street.

## TABLE OF CONTENTS

<b>I. INTRODUCTION</b>	<b>Page</b>
A. Introduction	1
B. Iowa Street Project Location Map	2
C. Dakota Street Project Location Map	3
<b>II. PROJECT CRITERIA</b>	
A. Detailed Criteria	4
B. Proposed Project Schedule	5
C. Inquiries	5
<b>III. R.F.P. CRITERIA</b>	
A. General Requirements	6
B. Prohibited Interests	6
C. Equal Employment Opportunities	6
D. Insurance Requirements	7
E. Minimum Content of Proposal	7
<b>IV. SELECTION PROCESS</b>	
A. Right to Reject	8
B. R.F.P. Review Process	8
C. Keynotes	8
D. Ranking Criteria	9

# **I. INTRODUCTION**

## **A. Requesting Entity Information**

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

## **B. Project Overview and Objective**

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 projects.

### **1. Iowa Street – Berry Road to University Boulevard**

Iowa Street from Berry Road through University Boulevard is located in the central part of Norman (see Figure 1). The area around the project is residential housing. The current roadway is constructed of asphalt pavement with no curb and gutter except from Pickard Avenue and Flood Avenue. The section of Iowa between Pickard Avenue and Flood Avenue will not be included in the design. The storm water drains through ditches on either side of the roadway. The City's goal is provide residents with a new driving surface and improved drainage.

Specific improvements anticipated with this project include:

1. Design 2,200 feet of new two-lane roadway
2. Design curb and gutter throughout
3. Design for storm water improvements

### **2. Dakota Street – Flood Avenue to University Boulevard**

Dakota Street from Berry Road to University Boulevard is located in the central part of Norman (see Figure 2). The area around the project is residential housing. The current roadway is constructed of asphalt pavement with no curb and gutter. The storm water drains through ditches on either side of the roadway. The City's goal is provide residents with a new driving surface and improved drainage.

Specific improvements anticipated with this project include:

1. Design 2,700 feet of new two-lane roadway
2. Design curb and gutter throughout
3. Design for storm water improvements



(Figure 1)



(Figure 2)

## **II. PROJECT CRITERIA**

### **A. Detailed Criteria**

The engineering consultant will be required to visit the City of Norman to become familiar with the proposed improvements, their scope of work, and the area affected.

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

1. Perform a detailed topographic survey locating all adjacent property lines, fences, trees, utilities (above and underground), and other pertinent physical features. Survey data must include alignment ties to corners or monuments.
2. Conduct a Pedological Survey to obtain all relevant soil information needed for the design of the pavement. Sulfate levels must be identified.
3. Prepare a written analysis that includes design requirements (i.e., pavement design, drainage, etc.), all necessary calculations, and a detailed cost estimate. The design analysis must receive written approval from the City's Project Manager before proceeding with the final plans and specifications.
4. Furnish required plans and specifications to each utility company affected as determined to be necessary to coordinate the project construction and utility relocations. Request a written approval from all utility companies as to the accuracy of all facilities on the plans.
5. Prepare preliminary and final construction plans, specifications, and bid documents in accordance with the requirements of the City of Norman.
6. Provide engineering assistance during construction and prepare as-built plans upon completion of the project, including computer aided drawings on disk.
7. 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	September 18, 2014
Proposal Submission	October 2, 2014
Interviews (if necessary)	November 3, 2014
Consultant Selection	November 4, 2014
Council Approval of Contract	December 9, 2014
Notice to Proceed	December 10, 2014

## C. Inquiries

Questions should be directed to Josh Malwick, P.E., Capital Projects Engineer, at (405) 366-5454. No inquiries will be received after 4:00 P.M. September 26, 2014. Additionally, a pre-proposal conference will be held on **September 18, 2014 at 11:00 AM** in the Multipurpose Room located in the City of Norman Main Municipal Complex Building, 201 West Gray Street. While not mandatory, all interested parties 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. October 2, 2014. The office is located at 201A West Gray Norman, OK 73070.

Proposals must be signed by a duly authorized official of the proposer. **Proposals must include the State CAP Form 254, "Architect-Engineer and Related Services Questionnaire" and State CAP 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 or 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**

During the performance of the Services under the Agreement, CONSULTANT shall maintain the following insurance:

1. General Liability Insurance, with a limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
2. Automobile Liability Insurance, with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
3. Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance, with a limit of \$500,000 for each occurrence.
4. Professional Liability Insurance, with a limit of \$1,000,000 per claim and annual aggregate.

#### **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