



**CITY OF NORMAN
NORMAN MUNICIPAL AUTHORITY
CLEVELAND COUNTY, OKLAHOMA**

REQUEST FOR PROPOSAL

**Lake Thunderbird Total Maximum Daily Load (TMDL) Monitoring, Years 6-10
FYE 2021**

**City of Norman
201 West Gray, Building C, 73069
Post Office Box 370
Norman, Oklahoma 73070**

RFP-2021-5


Shawn O'Leary, P.E. 6/9/2021
Public Works Director Date



PUBLIC NOTICE
REQUEST FOR PROPOSAL
R.F.P. NO. 2021-5

The City of Norman, Oklahoma, is soliciting proposals for **CONSULTING ENGINEERING SERVICES** for the Lake Thunderbird Watershed Total Maximum Daily Load (TMDL) Monitoring, Years 6-10.

These services will be to provide flow measurement and water quality monitoring services at ten (10) permanent monitoring stations and fourteen (14) stormwater outfalls for the parameters and at the frequencies specified in the City of Norman's Lake Thunderbird TMDL Monitoring Plan.

Any correspondence, questions or requests for copies of the Request for Proposal can be directed to Carrie Evenson, Ph.D., P.E., CFM, Stormwater Program Manager by phone at (405) 366-5455 or by email at carrie.evenson@normanok.gov.

Proposals must be received by the Public Works Department, Stormwater Division, by 4:00 P.M., July 16, 2020, 668 East Lindsey Street (73071), P.O. Box 370, Norman, Oklahoma 73070.

There will be a pre-proposal conference concerning this project at 2:00 P.M. on Wednesday, June 24, 2020. The meeting will be held in City Hall, Multi-Purpose Conference Room at the City of Norman Municipal Complex, 201 West Gray Street.



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I. INTRODUCTION

A. Requesting Entity Information

The City of Norman (CITY) and Norman Municipal Authority (NMA) (collectively the OWNER), with municipal offices located at 201 West Gray, P.O. Box 370, Norman, Oklahoma 73070, is the requesting entity.

B. Project Overview and Objective

The City is seeking proposals from firms interested and qualified in water quality and stormwater flow measurement, sampling, and monitoring to assist the City in meeting the monitoring requirements outlined in the City of Norman's Lake Thunderbird TMDL Monitoring Plan and Quality Assurance Project Plan (QAPP). Both documents are available for review upon request.

The purpose of this Request for Proposal (RFP) is to select a firm or firms to provide flow measurement and water quality monitoring services at ten (10) permanent monitoring stations and fourteen (14) stormwater outfalls for the parameters and at the frequencies specified in the City of Norman's Lake Thunderbird TMDL Monitoring Plan.

C. Funding

The OWNER will appropriate funds for annual monitoring activities.

D. Method of Payment

The selected firm may submit a monthly invoice for each task effort(s) completed. The OWNER will pay said invoices based on the unit prices negotiated for each task. Separate invoices will be required for each respective task order and only one (1) monthly invoice per task order will be processed.

E. Contract Term

The term for the contract awarded will be for three (3) years with the option for two (2) contract renewals each with a period of one (1) year for a maximum contract length of five (5) years. However, the OWNER reserves the right to terminate a contract prior to the completion of the contract term at their convenience.

II. CONTRACT REQUIREMENTS

Background and Scope

Lake Thunderbird was constructed by the U.S. Bureau of Reclamation in 1965 to impound the upper reaches of Little River and several tributaries east of Norman, Oklahoma, north of State Highway 9. The watershed drains 256 square miles in Oklahoma and Cleveland Counties including Norman, Oklahoma City and Moore, as well as small parts of unincorporated Oklahoma and Cleveland Counties. The Lake



is operated by the Central Oklahoma Master Conservancy District on behalf of the U.S. Bureau of Reclamation. In addition, the U.S. Army Corps of Engineers manages the flood control elements of Lake Thunderbird. Finally, the Oklahoma Department of Tourism and Recreation manages the parks and recreation services at the Lake.

The Lake provides drinking water for the cities of Norman, Midwest City, and Del City. It also provides a myriad of recreational opportunities for citizens of Norman and of the State of Oklahoma as a warm water aquatic community affording quality fishing for a variety of species and as a primary body contact water body providing recreational boating and water sports activities.

Stormwater runoff to Lake Thunderbird has increased in both quantity and velocity as the populations of the nearby cities that deliver the vast majority of the stormwater runoff to the Lake have grown. Unintended consequences of such growth include pollution in the water that runs off of the streets, buildings and lawns of these growing cities. This water carries sediment and other pollutants such as nutrients like nitrogen and phosphorus to the lake. All three of these pollutants are contributing to the degradation of water quality in local streams and, in turn, to the lake itself.

In August 2010, Lake Thunderbird was placed on the Oklahoma Department of Environmental Quality's 303(d) List of Impaired Waterbodies for impaired beneficial uses of public/private water supply and warm water aquatic community. This led to the establishment of a TMDL by the Oklahoma Department of Environmental Quality in November of 2013. The Lake Thunderbird Watershed TMDL established a waste load allocation for each of the cities. This waste load allocation established the maximum amount of each of the key pollutants of concern, total suspended solids, total nitrogen and total phosphorus, which each city can discharge to the Lake Thunderbird watershed. The TMDL also requires the Cities of Norman, Oklahoma City, and Moore to develop and implement Compliance and Monitoring Plans describing how each city will comply with the TMDL requirements. The Compliance Plan defines the steps to be taken by the City of Norman (City) in order to reduce stormwater pollution in the watershed and meet the load reduction requirements set out in the TMDL. The Monitoring Plan defines steps the City will take to establish a baseline quantifying the amounts of pollutants in the runoff, and it also establishes a mechanism to monitor the effectiveness of Best Management Practices (BMPs) put into effect by the City as a result of its compliance efforts. ODEQ approved the City's TMDL Compliance and Monitoring Plans on September 21, 2016, and required that monitoring plan be fully implemented by November 12, 2016.



The contractor will be responsible for the following activities:

1. Collecting water quality samples at ten (10) permanent monitoring sites on a monthly basis according to the procedures set forth in the Quality Assurance Project Plan.
 - a. Four (4) of the monthly samples at the 10 permanent monitoring sites during storm flow conditions.

Station I.D.	Lake Thunderbird Station Description
TG-1	Trib G of Little River on 24 th Ave NW between W Franklin Rd and Hwy 77
TE-1	Trib E of Little River on Hwy 77 near Black Mountain Way
WC-1	Woodcrest Creek on Hwy 77 near Prescott Dr
URC-2	Upper Rock Creek on 48 th Ave NE near Bruehl Lane
LRC-1	Lower Rock Creek on 72 nd Ave NE between E Tecumseh Rd and Laramie Rd
LT-1	Lake Thunderbird and Laterals on 120 th Ave NE near Gander Ln
UDB-1	Upper Dave Blue on Hwy 9 near Blue Creek Dr
LDB-1	Lower Dave Blue on 84 th Ave SE between E Lindsey St and Blue Jay Rd
JB-1	Jim Blue Creek on Hwy 9 near 96 th Ave SE
CC-1	Clear Creek on Hwy 9 between 120 th Ave SE and E Imhoff Rd

2. Collecting water quality samples quarterly at 50 % of the fourteen (14) stormwater outfalls on a rotating basis according to the procedures set forth in the Quality Assurance Project Plan (i.e. 7 of the 14 sites will be monitored four times per year during any given year).
3. Purchasing, operating, maintaining, repairing, replacing, and securing all equipment installed at monitoring sites, including but not limited to level measuring gages, autosamplers, and rain gauges.
4. Submitting a monthly report and an annual monitoring summary report, including loading calculations, to City of Norman staff for review and archiving. All data will be reported to ODEQ annually with the City's Annual Report for the Municipal Separate Storm Sewer System (MS4) Permit.



Refrigerated autosamplers, rain gages, and level measuring gages are installed at each permanent monitoring site. Samples must be analyzed at a State-certified lab using EPA approved methods for Total Phosphorus, Total Kjeldahl Nitrogen (TKN), Nitrate-Nitrite as N (NO₃-NO₂-N), and Total Suspended Solids. Mass loading will be calculated based on the concentration of analyte and the stream flow at the time the sample was taken.

A copy of this RFP can be found online at the following link:
<http://www.normanok.gov/content/bids-and-rfps>

III. REQUEST CRITERIA

A. General Requirements

Proposals must be received by the Public Works Department, Stormwater Division, by 4:00 P.M., July 16, 2020, 668 East Lindsey Street (73071), P.O. Box 370, Norman, Oklahoma 73070.

A duly authorized official of the consultant/firm must sign the proposal. The proposal must be submitted in both hardcopy (5 copies) and electronic format (flash drive). No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal award of contract.

B. Prohibited Interest

No member, officer or employee of the OWNER, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Insurance Requirements

The contractor will be responsible for obtaining insurance as required by the OWNER and the State of Oklahoma and to protect and hold harmless all city employees and the OWNER from liability in case of accident or injury to persons or property.

At a minimum, the following amounts of insurance are required during the life of the contract:

1. Adequate worker's compensation insurance coverage for consultant's/firm's employees as required by Oklahoma Workers Compensation Statutes;
2. Commercial general liability with a minimum of \$1,000,000 each occurrence; \$2,000,000 aggregate;
3. Comprehensive automobile liability with a minimum \$1,000,000 combined limit; and
4. Professional Liability (errors and omissions) insurance providing a minimum policy value of \$2,000,000 aggregate.



D. Proposal Content

The proposal shall be no larger than 30 pages total including all pages (covers, dividers, text, etc.). At a minimum, the proposal shall contain the following elements:

1. Transmittal letter;
2. Table of contents;
3. Professional Qualifications, including applicable federal, state, or local licenses or permits;
4. Past Involvement with Similar Projects;
5. References; and
6. Evidence of insurance coverage.

Individuals named as key personnel shall be expected to perform or directly manage actual work on assigned tasks throughout the course of the contract.

IV. SELECTION PROCESS

A. Right to Reject

The OWNER unequivocally reserves the rights to reject any or all proposals, to waive any informality or minor defect, and to award a contract, if any, in the best interest of the OWNER without further explanation or liability to any party.

B. Criteria

The OWNER will evaluate the proposals for each particular category of services using the criteria and weighting within Table 1. A contractor’s complaint and/or violation record with applicable federal, state, and local agencies may also be reviewed and factored into the proposal’s overall score.

Table 1 – Selection Criteria and Weighting

Ranking Criteria	Possible Points
Proposal Content	20
Qualifications and Experience	60
References	10
Oklahoma Based Office	5
Norman Based Office	5
Total	100

A standard method for awarding points to contractors for being a “Norman Based Firm” and an “Oklahoma Based Firm” is shown below.

Norman based points will be awarded as follows:

- 5 points will be awarded if key project team members are located in a Norman office.
- 3 points will be awarded for a branch office in Norman, but no key project team members work out of the office.



- 1 point will be awarded for each subcontractor located in Norman
- The maximum to be awarded will be 5 points.

Oklahoma based points will be awarded as follows:

- 5 points will be awarded if key project team members are located in an Oklahoma office.
- 3 points will be awarded for a branch office in Oklahoma, but no key project team members work out of the office.
- 1 point will be awarded for each subcontractor located in Oklahoma.
- The maximum to be awarded will be 5 points.

There is some overlapping with these point awards. For example: A Norman Office with key project team members located therein will receive 5 points for being located in Norman and 5 points for being located in Oklahoma. A Norman subcontractor will achieve a 1 point award for being located in Norman and a 1 point award for being located in Oklahoma. The total points awarded in these two categories are a maximum of 10 points.

C. RFP Review Process

The OWNER will review proposals that meet the requirements herein and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set forth herein to protect the OWNER's interests, may not be considered or evaluated.

Based upon the preceding criteria, a selection committee will review and rank all proposals through its own judgment and process. The highest ranked firm will then be selected but, at the discretion of the OWNER, may be asked to make a brief presentation for further evaluation. The OWNER will then attempt to negotiate a fair and reasonable price with the highest-rated firm. If unsuccessful, the OWNER shall follow with the next, highest-rated firm(s) until successful.

D. Proposed Schedule

The estimated schedule for this RFP, selection, and contract award are outlined in Table 2.

Table 2 – Estimated Schedule for RFP, Selection, and Contract Awards

Activity	Completion Date
Issue Request for Proposal	June 12, 2020
Pre-proposal Conference	June 24, 2020
Proposal Due	July 16, 2020
Complete Interview(s) (if necessary)	August 7, 2020
Consultant Selection and Negotiation of Contract	August 14, 2020
Council Approval of Contract	August 25, 2020



E. Inquiries

If you have any questions regarding this RFP, please contact Carrie Evenson, Ph.D., P.E., CFM, Stormwater Program Manager by phone at (405) 366-5455 or by email at carrie.evenson@normanok.gov.