




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

REQUEST FOR PROPOSAL

**Lake Thunderbird Watershed Total Maximum Daily Load (TMDL) Monitoring Data Analysis
and Compliance and Monitoring Plan Update
FYE 2021**

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

RFP-2021-6


Shawn Leary, P.E. 6/9/2020
Public Works Director Date

PUBLIC NOTICE
REQUEST FOR PROPOSAL
R.F.P. NO. 2021-6

The City of Norman, Oklahoma, is soliciting proposals for CONSULTING ENGINEERING SERVICES for the Lake Thunderbird Watershed Total Maximum Daily Load (TMDL) Monitoring Data Analysis and Compliance and Monitoring Plan Update.

These services will be to review and analyze monitoring data generated during Years 1-5 of the City of Norman's Lake Thunderbird TMDL monitoring program, determine compliance with TMDL's load reduction requirements, identify potential changes to the City of Norman's TMDL Compliance and Monitoring Plans, and update both plans and the associated Quality Assurance Project Plan as necessary.

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 to review and analyze water quality monitoring data, recommend structural water quality controls, and review and update TMDL compliance documents.

The purpose of this Request for Proposal (RFP) is to select a firm to review and analyze monitoring data generated during Years 1-5 of the City of Norman's Lake Thunderbird TMDL monitoring program, determine compliance with TMDL's load reduction requirements, identify potential changes to the City of Norman's TMDL Compliance and Monitoring Plans, and update both plans and the associated Quality Assurance Project Plan (QAPP).

C. Funding

The OWNER has appropriated funds for this project.

D. Method of Payment

The selected firm(s) 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 the length of the project. 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, including nutrients such as 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 Total Maximum Daily Load (TMDL) by the Oklahoma Department of Environmental Quality in November of 2013, which required the Cities of Norman, Oklahoma City and Moore to develop and implement Compliance and Monitoring Plans. The TMDL established waste load allocations (WLAs) for each of the cities. These WLAs 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 the Monitoring Plan be fully implemented by November 12, 2016.

Implementation of the Plans is based on a 5 year permit cycle. The City began the first 5-year cycle by implementing a Monitoring Plan to establish a baseline for flow and pollutant loading of streams flowing from or through the City to Lake Thunderbird. BMPs were also implemented as part of the City's Compliance Plan beginning with education campaigns and enhancing programs already in place, progressing to increasing cleaning efforts. The efforts during the first 5 years were aimed at reducing pollutants in stormwater runoff at the source. The Plans and the results of the first 5 years of monitoring must be reviewed at the end of this initial 5 year cycle to determine where best to establish structural BMPs during the next 5 year cycle.



When the MS4 permit is renewed or every 5 years, whichever comes first, the City must submit a compliance evaluation report for ODEQ review and approval. If this report does not show “significant progress” towards meeting the load reduction goals, the City will need to submit an updated compliance plan and implementation plan within 6 months of that report.

In order to meet these requirements, the contractor will be responsible for the following activities:

1. Review and analyze all available water quality monitoring data;
2. Calculate waste load allocations using maximum daily load;
3. Determine compliance with TMDL’s load reduction requirements;
4. Identify potential changes to the City of Norman’s TMDL Compliance and Monitoring Plans, and update both plans and the associated QAPP;
5. Recommend location and type of potential structural water quality control measures; and
6. Evaluate and draft report for ODEQ summarizing progress toward compliance with the TMDL and progress toward achieving the WLAs and load reduction goals.

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. Executive Summary;
4. Project Approach;
5. Related Experience;
6. Anticipated Schedule;
7. References; and
8. 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	40
Qualifications and Experience	40
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.