



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

REQUEST FOR PROPOSAL

**Lake Thunderbird Watershed Partnership Establishment
FYE 2021**

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

RFP-2021-8


Shawn O'Leary, P.E.
Public Works Director

6/9/2021
Date

PUBLIC NOTICE
REQUEST FOR PROPOSAL
R.F.P. NO. 2021-8

The City of Norman, Oklahoma, is soliciting proposals for CONSULTING ENGINEERING SERVICES for the Lake Thunderbird Watershed Partnership Establishment Project.

The goal of this project is to establish a new formalized watershed group for the Lake Thunderbird watershed. The objectives to meet this goal include: 1) establishing the Lake Thunderbird Watershed Partnership (LTWP) as a legal entity with the State of Oklahoma and the U.S. Internal Revenue Service; 2) enhancing and expanding the public outreach materials and strategies available for use by LTWP members by engaging stakeholders through a Unified Public Education and Outreach Plan; and 3) conducting pre-planning activities necessary to develop an outline of an Integrated Watershed Management Program.

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 in and experienced with the processes necessary to establish the Lake Thunderbird Watershed Partnership (LTWP) as a formal watershed partnership, identify and engage stakeholders, and develop watershed management plans.

The purpose of this Request for Proposal (RFP) is to select a firm to establish the LTWP as a legal entity with the State of Oklahoma and the U.S. Internal Revenue Service, enhance and expand the public outreach materials and strategies available for use by LTWP members by engaging stakeholders through a Unified Public Education and Outreach Plan, and conduct pre-planning activities necessary to develop an outline of an Integrated Watershed Management Program.

C. Funding

The OWNER has been awarded funds for this project through a Bureau of Reclamation WaterSMART: Cooperative Watershed Management Program FY 2019 Phase I Grant.

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

The Lake Thunderbird watershed is located in central Oklahoma and drains 256 square miles in Oklahoma and Cleveland Counties including areas within the municipalities of Norman, Oklahoma City and Moore, as well as small parts of unincorporated Oklahoma and Cleveland Counties (HUC 11090203). The watershed drains into Lake Thunderbird which was created by the Bureau of Reclamation as authorized by Congress in 1960. The primary purpose of Lake Thunderbird is as the drinking water source for the Cities of Norman, Del City, and Midwest



City. Secondary benefits include flood control, recreation and fish and wildlife habitat. Population within the watershed has increased significantly since the completion of the Norman Dam in 1965.

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.

The preliminary goal of this project is to establish a formalized watershed group for the Lake Thunderbird watershed. The objectives to meet this goal include: 1) establishing the LTWP as a legal entity with the State of Oklahoma and the U.S. Internal Revenue Service; 2) enhancing and expanding the public outreach materials and strategies available for use by LTWP members by engaging stakeholders through a Unified Public Education and Outreach Plan; and 3) conducting pre-planning activities necessary to develop an outline of an Integrated Watershed Management Program. Poor water quality and the continued need for water for multiple beneficial uses makes it critical to plan for the future.

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

1. Establish the Lake Thunderbird Watershed Partnership as a Legal Entity
2. Provide visioning and formal organization development for the LTWP
3. Develop goals, objectives and bylaws for the LTWP
4. Develop Watershed Program Management Plan
5. Expand and diversify stakeholders
6. Conduct Stakeholder meetings
7. Compile and analyze information from stakeholder meetings
8. Develop Public Education and Outreach Plan and Templates
9. Complete a desktop assessment of current watershed health including potential high-risk impact areas

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.