

**CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA**



**REQUEST FOR PROPOSAL
CONSULTING ENGINEERING SERVICES
FOR**

**Design Services for the Construction of a Sidewalk on West
Boyd Street from South Berry Road to South Flood Avenue**

**PUBLIC WORKS DEPARTMENT
R.F.P. NO. 2425-112**

PUBLIC NOTICE

**REQUEST FOR PROPOSAL
R.F.P. NO. 2425-112**

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

These services will be for the design of a new sidewalk on the South side of West Boyd Street from South Berry Road to South Flood Avenue, reconfigure existing handicap ramps at the intersection of South Berry Road and West Boyd Street, and a new pedestrian bridge over Imhoff Creek.

Any correspondence, questions or requests for copies of the RFP can be directed to Steve Guizzo, Engineering Assistant, City of Norman, P.O. Box 370, Norman, Oklahoma 73070, (405) 366-5315.

Proposals will be received in the City Engineer's Office at the Development Center, 225 N. Webster Avenue, Norman, Oklahoma, 73069, until 4:00 P.M., on **April 18, 2025**.

There will be a pre-proposal conference concerning this project at 11:00 A.M. on April 9, 2025. The meeting will be held in Conference Room A of the Development Center in Norman, Oklahoma.

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I. INTRODUCTION

Background

In August 2024, the Norman City Council approved Resolution R-2425-21 to accept an Association of Central Oklahoma Governments Transportation Alternatives (ACOG TA) grant and agree to fund design and the 20% matching construction project cost. The ACOG TA grant is for the construction of a new sidewalk on the south side of West Boyd Street from South Berry Road to South Flood Avenue and the reconstruction of the existing ramps at the intersection of Berry Road and Boyd Street.

Overview

The proposed project will construct a new sidewalk along the South side of West Boyd Street from South Berry Road to South Flood Avenue; reconfigure existing handicap ramps, crosswalks, and pedestrian push button actuators at the intersection of South Berry Road and West Boyd Street; and construct a new pedestrian bridge over Imhoff Creek.

The total estimated construction project cost and budget is \$824,838.50 with \$659,871.08 or 80% funded with ACOG TA program funds and the matching \$164,967.77 or 20% funded with City ADA Sidewalk Compliance Audit and Repair funds.

The basic scope of work will be to provide all engineering services necessary to prepare preliminary and final construction plans, specifications, and bid documents in accordance with the requirements of the City of Norman and all applicable State and Federal agencies and provide technical assistance throughout the design of the West Boyd Street sidewalk improvement project. Refer to Figure 1 below for a map of the project location.

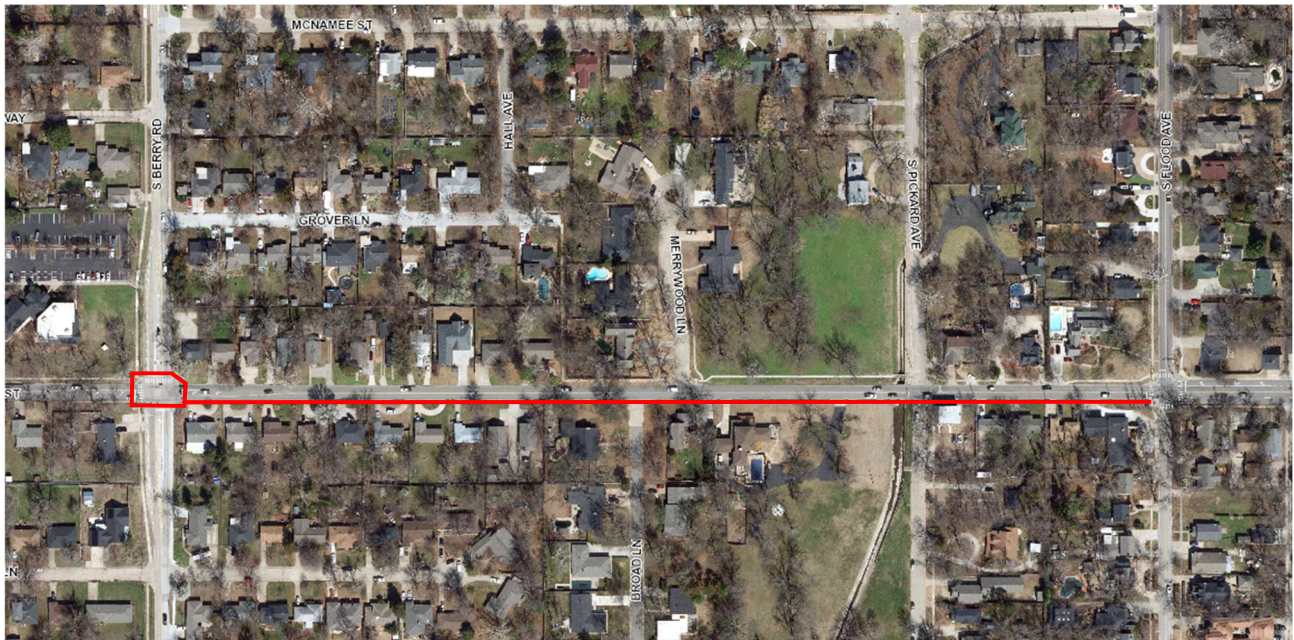


Figure 1 – West Boyd Street Map

Requesting Entity Information

The City of Norman, Oklahoma, with municipal offices located at 225 N. Webster Ave., Norman, Oklahoma, 73069, is the requesting entity.

Objective

The purpose of this proposal is to select a consultant to provide design services to Public Works for the reconstruction of existing handicap ramps and construction of sidewalks and a pedestrian bridge. The basic scope of work will be to provide all engineering services necessary to prepare plans, specifications and bid packages, perform no rise calculations and submit a floodplain permit for the work inside the floodplain/floodway, and to provide technical assistance throughout the design and construction of the project.

II. PROJECT CRITERIA

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. All improvements are to remain within the existing right-of-way and/or temporary construction easements.
2. Perform a topographic survey locating all adjacent property lines, fences, trees, utilities (above and underground), and other pertinent physical features on the south side of West Boyd Street within the Imhoff Creek floodplain.
3. Conduct any geotechnical surveys necessary to obtain all relevant soil information needed for the design of any piles, abutments, and foundations, as required for the new pedestrian bridge over Imhoff Creek.
4. Conduct any surveys necessary to design sidewalks along the south side of West Boyd Street from South Berry Road to South Flood Avenue to include removal and replacement of existing driveways.
5. Determine which driveways will need removal and replacement beyond the property line and obtain Temporary Construction Easements from each affected property.
6. Prepare a written analysis that includes all design requirements (i.e., piles, abutments, foundations, superstructure, 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.

7. Conduct any design calculations and prepare a written analysis, to include compensatory storage needs and no rise calculations, necessary to facilitate the floodplain permit process.
8. Prepare preliminary and final construction plans, specifications, and bid documents in accordance with the requirements of the City of Norman and Oklahoma Department of Transportation. Prepare all necessary plans, studies, and applications for submission to State and Federal agencies for initial prosecution, construction, and for approval of Federal funding.
9. Provide engineering assistance during construction and prepare as-built plans upon completion of the project, including computer aided drawings.
10. Meet with staff, ADA Citizens Advisory Committee, and/or City Council for project discussions, coordination, presentation, etc. as required.

Schedule

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

Pre-Proposal Conference	April 9, 2025
Proposals Due	April 18, 2025
Interviews (if necessary)	May 5 - 9, 2025
Consultant Selection	May 9, 2025

Inquiries

Questions regarding your proposal should be directed to Steve Guizzo, Engineering Assistant at (405) 366-5315. No inquiries will be received after 4:00 P.M., April 11, 2025. Additionally, a pre-proposal conference will be held at 11:00 AM on April 9, 2025, in Conference Room A at the City of Norman Development Center, 225 N. Webster Avenue. While not mandatory, proposers are advised to attend.

III. RFP CRITERIA

General Requirements

Proposals will be accepted in the office of the City Engineer until 4:00 P.M, **April 18, 2025**. The office is located at 225 N. Webster Ave., Norman, Oklahoma, 73069.

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."** Seven (7) hard copies, and one (1) electronic copy contained in a USB

drive 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.

Notice to Interested Parties/RFP Recipients

When submitting proposals, corporate entities are required to comply with State law regarding authorized signatures.

The City of Norman requires that a proposal be signed by a duly authorized corporate official with authority to bind the interested party by the proposal as stated in State statute, "...signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties..."

18 O.S. § 22

However, should some other official with the corporation sign, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 32

As set forth above when submitting proposals, certification adhering to the state statutes should accompany documents being turned in for review.

Prohibited Interest

No member, officer, employee of the City of Norman, 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.

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, sexual preference/orientation, gender identity or expression, national origin or ancestry, place of birth, age, marital status or familial status including marriage to a person of the same sex, citizen status, 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 non-discrimination/minority business provision of any resultant contract.

Insurance Requirements

The consultant of this project must obtain the following insurance:

- Professional Liability (errors and omissions) Insurance Certificate providing a minimum of \$1,000,000 policy value.
- General Liability Workmen's Compensation and Auto Liability insurance in accordance with the Political Subdivision Tort Claims Act of the State of Oklahoma.

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

- Adequate worker's compensation insurance coverage to comply with state laws and employer's liability coverage in the minimum amount of \$500,000.
- Comprehensive general liability insurance coverage with a minimum of \$1,000,000 per person/accident for bodily injury or death and \$500,000 for property damage, and a \$2,000,000 annual aggregate.
- Comprehensive automobile liability insurance coverage with a minimum of \$1,000,000 per person and \$1,000,000 per accident for bodily injury or death and \$100,000 for property damage.

Minimum Content of Proposal

At a minimum, the proposal should contain the following elements and not exceed page limits where indicated:

1. Transmittal Letter (1 page)
2. Table of Contents (1 page)
3. Executive Summary (1 page)
4. Project Team Organization (2 pages)
5. Project Approach (10 pages)
6. Anticipated Schedule (2 pages)
7. References (1 page)
8. State CAP Form 254
9. State CAP Form 255
10. Proof of Insurance
11. Appendices (misc., exhibits, illustrations, etc.)

For the purpose of this proposal, one page is considered an 8 ½" x 11" page, one side only. Two pages would be considered one 11" x 17" one side, one 8 ½" x 11" front & back OR two 8 ½" x 11" one side each.

IV. SELECTION PROCESS

Right to Reject

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

RFP Review Process

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

Upon review of all qualified proposers, an evaluation committee will be formed. This committee will be comprised of a minimum of three (3) City of Norman members having responsibilities for the program, and two (2) citizen members. The evaluation committee will independently score all qualified proposals. The proposals with the highest average scores will be selected for interviews (if necessary) with the evaluation committee. The highest ranked firm after the interviews will then be selected for contract negotiations.

The City will negotiate a contract for services for this project based on a three (3) step process:

- (a) The selected firm will be contacted and contract negotiations will begin.
- (b) The City will attempt to negotiate a contract at a fair and reasonable price.
- (c) If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest ranked proposer, the City shall formally end negotiations with that firm and begin negotiations with the second place firm.

Keynotes

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

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

Ranking Criteria

The Evaluation Committee will review the RFP to determine overall responsiveness and completeness of the Qualifications, with respect to the components outlined in the RFP using the following criteria (not necessarily listed in order of importance):

1. Technical approach is the methods and procedures to be utilized to provide the requested services for the example project.
 - a. Describe your policies and procedures, strategies and methodology for designing the example project, quality control/checks, project management, and response time.
 - b. Describe cost control measures and elements you would propose for the design of the project and explain any processes or procedures you will implement to control costs on projects.
 - c. Describe your design experience on projects using city funding and / or federal funding.
 - d. Provide a project schedule for the example project and describe past experience with providing fast track design.
2. Experience of key personnel of staff to be assigned to the project.
 - a. Provide the names and office locations of the key personnel that will be providing the services to the City of Norman.
 - b. Provide key personnel experience that shows the firm's ability to complete the required services.
 - c. Submit an organization chart which clearly illustrates the team structure comprising all firms (joint venture partners, sub consultants, etc.); their relationship in terms of proposed services; and key personnel involved and the specific role of each of the firms/organizations in a team for each task/work activity must be described. The City recognizes that sub-consultants, if any, may vary depending upon the scope of the project.
3. Quality of references.
4. A standard method for awarding points to consultants 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.

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