

CITY OF DEL CITY

OFFICE OF COMMUNITY DEVELOPMENT



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REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL SERVICES

City of Del City

Del City Municipal Services Authority

Del City Economic Development Authority

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City Planner

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Development Director

REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL SERVICES

Notice is hereby given that the City of Del City (CITY), the Del City Economic Development Authority (ECONOMIC), and/or the Del City Municipal Services Authority (DCMSA); (collectively the OWNER), are requesting qualified professionals (CONSULTANT) to submit their qualification for inclusion ON-CALL PROFESSIONAL SERVICES.

The Request for Qualification (RFQ) will be published at www.cityofdelcity.org. Qualification statements will be due in the office of the City Clerk, City of Del City City Hall, 3701 SE 15th Street, Del City, Oklahoma, until **11:30 a.m. on December 2nd, 2024**, for:

REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL SERVICES

Qualification statements received more than ninety-six (96) hours, excluding Saturdays, Sundays, and City observed Holidays, before the time set for opening of qualification statements, as well as any qualification statements received after the above set date and time, shall not be considered and shall be returned unopened. Qualification statements shall be made in accordance with the requirements for qualification statement packet, all of which are on file and available for public examination at the City Clerk's office.

The envelope shall bear a legible notation thereon stating that it is a qualification statement for the project proposed. The qualification statement shall be filed with the City Clerk in the City Clerk's office. All qualification statements shall be typewritten.

Any correspondence, questions or requests for copies of the Request for Qualifications should be directed to Andrew Meyers, City of Del City, Community Development Department, 3701 SE 15th Street, Del City, Oklahoma, 73115, (405)677-5741 x7312.

The specifications are complete as written. No oral representations made by any agent or employee of the City or its affiliate agencies shall be of any force or effect unless reduced to writing and submitted to all prospective proposers at least twenty-four (24) hours in advance of the Qualifications Statement deadline.

The intent of this Request for Qualification (RFQ) is to contract with one (1) or more design professionals for each category of services to provide ON-CALL PROFESSIONAL SERVICES to OWNER on smaller individual projects, portions of larger projects, and/or time sensitive projects. Said categories of services will focus on the primary task and specialty and could include ancillary design of the other items. These categories are listed as follows:

- Survey/Property;
- Engineering (Road, Sidewalk, Sanitary Sewer, Stormwater, Traffic, Water, and/or Floodplain/Floodway);
- Architectural; and
- Environmental.

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I. Introduction

A. Requesting entity information

The City of Del City (CITY), the Del City Municipal Services Authority (DCMSA) and/or the Del City Economic Development Authority (ECONOMIC); (Collectively the OWNER), with municipal offices at 3701 SE 15th Street, Del City, Oklahoma, 73115, is the requesting entity.

B. Overview and Objective

The principal purpose of this Request for Qualification (RFQ) is to contract with one (1) or more design professionals for each category of services to provide ON-CALL SERVICES to OWNER on smaller projects, portions of larger projects and/or time sensitive projects. Said categories of services are listed as follows and are further described in Section II under Contract Requirements:

1. Survey/Property;
2. Engineering;
3. Architectural; and
4. Environmental.

All work to be completed shall be upon issuance of a task order with task scope and fee negotiated prior to the start of work and less than \$50,000 per task order. If an emergency exists, the CONSULTANT will be required to respond immediately but no later than four (4) hours.

C. Funding

The OWNER will appropriate funds for individual projects.

D. Method of Payment

The selected CONSULTANT may submit a monthly invoice for each phase or task efforts 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 each contract awarded will be for one (1) year with the option for three (3) contract renewals with a period of one (1) year for a maximum contract length of four (4) years. However, the OWNER reserves the right to terminate the contract prior to the completion of the contract term at their convenience.

II. Contract Requirements

A. Survey/Property Services

The CONSULTANT will perform services in accordance with accepted surveying practices and in the best interest of the OWNER. Survey/Property Services may include the following:

1. Design Surveys – Provide topographic and boundary surveys to facilitate design of improvements including the following:
 - a. Ground surface configuration based on spot elevations used to generate elevation contours;
 - b. Location of temporary and permanent natural and manmade objects using standard mapping designations;
 - c. The existence, location and elevation of utilities, including the use, size and type of construction material;
 - d. Control points providing horizontal and vertical control to support other surveyors mapping and/or construction efforts; and
 - e. Files provided in electronic (CADD and/or PDF) and/or hardcopy format.
2. Construction Staking – Provide survey services to allow for proper construction of improvements.
3. As-Built / Record Drawings – Provide a survey based to determine final (as-built) horizontal and vertical coordinates of completed improvements and, if requested, preparation of as-built/record drawings.
4. Property Surveys – Survey efforts regarding land or property including the following:
 - a. Boundary surveys to document existing boundaries for parcels of land including, but not limited to, properties, easements, and right-of-way;
 - b. Property instruments to aloe for purchase, transfer, or other actions for a parcel or parcels of land such as deeds and easements;
 - c. Acquisition services to facilitate obtaining property;
 - d. Title research;
 - e. Plat review;
5. Other Services – Provide other surveying efforts as requested by the OWNER.

All surveys are to be performed to meet the minimum standards for the practice of land surveying as established by the State Board of Registration for Professional Engineers and Land Surveyors, current edition. Recording of corners as required by the Corner Perpetuation and Filing Act must be completed for each survey as necessary.

The OWNER shall have the option of requesting that the CONSULTANT use standard and/or specialized surveying procedures.

B. Engineering Services

The CONSULTANT will perform services in accordance with accepted engineering practices and in the best interest of the OWNER. Engineering Services may be for water, sanitary sewer, street, drainage, traffic, floodplain/floodway, or other specialty projects and may include the following:

1. Preliminary Design – Prepare preliminary plans, specifications, and/or reports with associated cost estimates.
2. Final Design – Prepare final bidding documents with plans and/or specifications with cost estimates.
3. Construction Administration – Provide services during construction (negotiated per project) but anticipated to include the following:
 - a. Review and approve submittals;
 - b. Log, review and respond to requests for information (RFIs);
 - c. Prepare field changes, amendments, and change orders as necessary to achieve project goals and to address unforeseen conditions;
 - d. Review and approve contractor and material testing pay claims;
 - e. Attend construction progress meetings;
 - f. Attend punch list and final inspections and prepare documentation regarding said inspections;
 - g. Review contractor field markups to ensure thorough as-built record documents can be prepared.
4. As-Built / Record Drawings – Prepare as-built/record drawings for constricted improvements and determine final quantities.
5. Value Engineering – Provide services to reduce project costs while still achieving project objectives.
6. Cost Estimation – Generate construction estimates for proposed improvements.
7. Instrumentation and Controls – Provide design and support services for SCADA systems and other instrumentation and control systems.
8. Technical Studies, Evaluations and Reports – Complete studies, evaluations, and reports for engineering projects.
9. Permitting – Assist the OWNER in obtaining required permits through completion of forms and preparation of required information necessary to meet the permitting entity's requirements.
10. Modeling – Provide hydraulic, hydrologic, traffic, and other modeling services as requested by the OWNER.
11. Data Collection – Provide field data collection services such as flow monitoring, pressure readings, traffic counts, or other information as requested by the OWNER.

12. Grant Support – Prepare grant applications and other documents with information necessary for the OWNER to pursue available grant and other funding alternatives.
13. Scheduling and Coordination – Assist the OWNER with construction scheduling and coordination to minimize service impacts to customers and residents.
14. Administration and Management – Provide services to administer construction projects and, when authorized to do so as an agent for the OWNER, provide management services as an extension of the OWNER’s staff.
15. Inspection – Provide inspection services for on-going construction projects.
16. Other Services – Provide other engineering services as requested by the OWNER.

Where necessary to complete a task order, the CONSULTANT, or their subcontractor, may perform other services included in within other categories if specifically authorized to do so such as surveying or architectural design.

C. Architectural Services

The CONSULTANT will perform services in accordance with accepted architecture, and engineering, practices and in the best interest of the OWNER. Architectural services may include the following:

1. Preliminary Design – Prepare preliminary plans, specifications, and/or reports with associated cost estimates.
2. Final Design – Prepare final bidding documents with plans and/or specifications with associated cost estimates.
3. Construction Administration – Provide services during construction (negotiated per project) but anticipated to include the following:
 - a. Review and approve submittals;
 - b. Log, review and respond to requests for information (RFIs);
 - c. Prepare field changes, amendments, and change orders as necessary to achieve project goals and to address unforeseen conditions;
 - d. Review and approve contractor and material testing pay claims;
 - e. Attend construction progress meetings;
 - f. Attend punch list and final inspections and prepare documentation regarding said inspections;
 - g. Review contractor field markups to ensure thorough as-built record documents can be prepared.
4. As-Built / Record Drawings – Prepare as-built/record drawings for constructed improvements and determine final quantities.
5. Value Engineering – Provide services to reduce project costs while still achieving project objectives.
6. Cost Estimation – Generate construction estimates for proposed improvements.

7. Technical Studies, Evaluations and Reports – Complete studies, evaluations, and reports for architectural projects.
8. Permitting – Assist the OWNER in obtaining required permits through completion of forms and preparations of required information necessary to meet the permitting entity's requirements.
9. Scheduling and Coordination – Assist the OWNER with construction scheduling and coordination to minimize service impacts to customers and residents.
10. Administration and Management – Provide services to administer construction projects and, when authorized to do so as an agent for the OWNER, provide management services as an extension of the OWNERS's staff.
11. Inspection – Provide inspection services for on-going construction projects.
12. Landscape Architecture Services – Prepare and design as needed landscape architecture documents and reports for OWNER.
13. Other Services – Provide other architectural services as requested by the OWNER.

Where necessary to complete as task order, the CONSULTANT, or their subcontractor, may perform other services included within other categories if specifically authorized to do such as surveying or engineering.

D. Environmental Services

The CONSULTANT will provide environmental services in accordance with accepted industry practices and in the best interest of the OWNER. Environmental services may include the following:

1. Environmental Studies and Assessment – Complete studies and assessments and generate reports and documents in accordance with industry practices.
2. Emergency Response – Provide consulting services during emergency situations to support OWNER staff.
3. Permitting – Assist the OWNER in obtaining required permits through completion of forms and preparation of required information necessary to meet the permitting entity's requirements.
4. Surveys- Perform field surveys, testing, and activities to delineate current conditions in support of environmental clearance activities.
5. Other Services – provide other environmental services as requested by the OWNER.

III. Request Criteria

A. General Requirements

Qualifications must be received by 11:30 a.m., December 2nd, 2024, 3701 SE 15th Street, Del City, Oklahoma, 73115.

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

B. Prohibited Interest

No member, officer or employee of the OWNER, or 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 CONSULTANT 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 minimum, the following amounts of insurance are required during the life of the contract:

1. Adequate workers compensation insurance for CONSULTANT employees as required by the Oklahoma Workers Compensation Statute;
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. Qualification Content

The qualifications shall be no larger than twenty (20) pages total including all pages (covers, dividers, text, etc.). At minimum the qualifications shall contain the following elements:

1. Cover page identifying the type of service(s) requested for consideration. For Engineering related services, list the area(s) of specialization;
2. A brief history and overview of the company/corporation;
3. Client references with a minimum of five (5) current or recently completed municipal projects for which services were provided. Do not reference the OWNER;
4. Provide the size of your company with reference to the number of personnel and their areas of responsibility. Also, provide a list of the firms current workload.
5. Organization and description of your proposed Project Team. Identify the principal contact person, providing the name, title, address, telephone, and email address. Provide resumes and descriptions of the roles of key personnel.
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

The RFQ selection process will consist of the following.

The first phase will consist of receiving Qualification Statements, which must be received by Monday, **December 2nd, 2024, at 11:30 a.m. at the City Clerk's office.**

A second phase may be added after Qualification Statements are received in which the City conducts formal presentation and evaluation interviews. The City **may or may not** conduct interviews depending on submittals. Interviews are currently slated to be scheduled **December 3 to December 6**. Interviews may be conducted via video conference or in person. Thereafter, City will tentatively designate one or more prospective CONSULTANT(s), then negotiate in order to achieve the best and most desirable project, and to obtain a contract on financial arrangements and other terms and conditions satisfactory to City. City staff will review the submittals and may request additional information.

OWNER reserves the right to reject any or all Qualification Statements.

The selections of the CONSULTANT(s) will be made solely based on the review of the qualification statements received, which fully respond to the information requested herein.

This RFQ does not commit the OWNER to procure or award a contract for any work.

Respondents acknowledge and agree that the OWNER will not be liable for costs, expenses, losses, or damages, (including damages for loss of anticipated profit) or liabilities incurred by the responded as a result of, or arising out of, a response to this RFQ.

All information submitted in response to this RFQ shall become the property of the OWNER, and as such, may be subject to review as public records.

The OWNER reserves the right to cancel, alter or amend this RFQ. In such an event, all persons or firms who have received the RFQ and have registered with the OWNER will be notified in writing.

The OWNER reserves the right to request clarifications from any or all submitting firms; however, the OWNER shall not be required to request missing information from the respondents that may cause the submittal to be non-responsive.

Any protest of the award of this proposed contract shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City Clerk within three (3) business days after the award of the contract by the governing body. The governing body reserves the right to review all Qualification Statements and make the award to the best Qualification Statement. All other provisions of the specifications shall also apply.

V. Project Timeline

A. Proposed Schedule

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

EVENT	DATE
Qualification Statement Submission	Monday December 2, 2024, 11:30 a.m.
Interviews (if necessary)	December 3 – December 6 2024
Council Approval of Contract	Monday January 6, 2025, 6:00 p.m.

B. Inquiries

Any correspondence, questions or requests for copies of the Request for Qualification should be directed to Andrew Meyers, City of Del City, Community Development; 3701 SE 15th Street, Del City, Oklahoma, 73115, (405) 677-5714 x7312

VI. Instructions for Submittal

A. General Requirements

The Qualification Statements must be received in the City Clerk's Office of Del City no later than **Monday, December 2nd, 2024, at 11:30 a.m.** Please clearly mark envelopes with:

RFQ: On-Call Professional Services

1. Qualification Statements must be sent to:

City Clerk
City of Del City
3701 SE 15th Street
Del City, OK 73115

2. Inquiries and questions should be submitted in writing to:

Andrew Meyers
planner@cityofdelcity.org
Phone: 405-677-5741 x7312

3. Any questions regarding this RFQ will be handled as promptly and directly as possible. If a question is only a clarification of instructions or specifications, it will be handled verbally. If any questions result in changes or additions to the RFQ, the changes and additions will be forwarded to all applicants as quickly as possible by addendum.
4. All materials associated and generated as a result of the RFQ and ensuing project becomes the property of the OWNER.
5. The chosen CONSULTANT(s) must meet all terms and conditions of the CONTRACT awarded.

