



ENGINEERING DEPT.

September 14, 2020

**Request for Qualifications for Engineering Design Services
For
45th Street Transportation Project
Shawnee, Oklahoma**

Introduction

The City of Shawnee, Oklahoma, with municipal offices at 222 N Broadway, PO Box 1448, Shawnee, Oklahoma, 74802 is the requesting entity.

The City of Shawnee, hereinafter referred to as the City, is seeking the services of a qualified engineer firm for design services for a transportation project along the 45th street corridor from Leo Street to Bryan Street.

PART ONE: Project Criteria

The design consultant will be responsible for completing all roadway design, bridge design, hydraulic design, materials and geotechnical design, structural design, civil design, enhancement and mitigation elements necessary to produce construction documents for the eventual construction manager to price and construct the project.

Preliminary scope items to include:

- a. Land Survey
 - Provide professional services in the establishment of an alignment and limits of right-of-way and easements. Service may include boundary resolution, identifying and addressing ownership issues within the scope of the surveyor's authority, the preparation of legal descriptions and exhibits of the area surveyed and acquisition areas, preparation of right-of-way plans, records of surveys and the measurement of contours and of fixed works to include horizontal/vertical ground control.

- b. Right-of-way acquisition
 - Acquisition of permanent and temporary right-of-way as required.
- c. The preparation of specifications, plans, and details.
 - Street, and Roadway Design: The design of construction plans, specifications and bid documents for the 45th street corridor from Leo Street to Bryan Street. (Approx. 3 miles) Design may include new stormwater collection systems, sidewalks, lighting, and any subsurface utility relocations.
 - Traffic: The design of traffic signals, traffic control plans, intelligent transportation systems, pavement markings, traffic calming and signing.
 - Prepare OKR10 or Notice of Intent.
 - Prepare contract documents and specifications.
 - Provide construction cost estimates.
 - Obtain all necessary permits from state and federal entity's having jurisdiction.
- d. Bidding Assistance and Construction Administration
 - Finalize the construction drawings, contract documents, and specifications for one bid package.
 - Attend necessary Pre-construction meetings.
 - Review contractor request for information, issue revisions to construction documents and provide design clarifications if necessary.
 - Prepare Addendums, if necessary.
 - Review change orders, if necessary.
 - Prepare record drawings and conduct final inspection.

Payment terms and contract for services will be negotiated with the selected firm. The firm selected will work closely with the City manager, City engineering staff, and other City personnel to develop a detailed scope of the project. Scope of the project may be expanded beyond items listed above.

PART TWO: REQUEST FOR QUALIFICATION STATEMENTS

The following information should be included under the title "Request for Qualification Statements for Engineering Services for the City of Shawnee":

- a. Name of Respondent.
- b. Respondent address.
- c. Respondent telephone number and email address(es)

- d. Respondent federal tax identification number.
- e. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate Respondent.

Contents of Qualifications Submittal

Interested Respondents are invited to submit qualifications that contain the following information.

1. Cover letter
2. Background and experience.
3. Specialized knowledge.
4. Personnel/Professional Qualifications.
5. Financial Qualifications.

1. Cover Letter

By signing the letter, the Respondent certifies that the signatory is authorized to bind the Respondent in a fully executed contract with the City of Shawnee. The RFQ response should include:

- a. A brief statement of the Respondent's understanding of the scope of the work to be performed;
- b. A certification that the Respondent meets the appropriate state licensing requirements to practice in the State of Oklahoma;
- c. A certification that the Respondent has not had a record of substandard work within the last five years;
- d. Any other information that the Respondent feels is appropriate;
- e. The signature of an individual who is authorized to provide information of this nature in the name of the Respondent submitting the qualifications.

2. Background and Experience

Respondent should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure, and any recent or materially significant proposed change in ownership.
- b. Describe the firm's workload and current capacity to accomplish the work in the required time.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to handle the proposed project.
- d. Describe Respondent's firm's presence in and commitment to Oklahoma.

- e. Provide current information on professional errors and omissions coverage carried by Respondent's firm, including amount of coverage.
- f. Provide a description of at least three (3) projects of similar size and scope, performed within the past five (5) years, where the firm was the lead consultant. Include the name of the client, project name and location, final contract amount, construction cost, and name and phone number of a contact person for the project.

3. Specialized Knowledge

Respondent should:

- a. List the name, address, phone number, and contact for any sub consultants that the engineering firm anticipates using to complete the Scope of Work.
- b. Present the respondent's understanding of critical project issues in the proposed project.
- c. Outline potential project innovations and associated cost savings.

4. Personnel/Professional Qualifications

Respondent should:

- a. Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in Part One: Scope of Services and the functions to be performed by each. Provide an organizational chart if necessary.
- b. Include resumes or curriculum vitae of each such staff member designated above, including name, position, telephone number, fax number, email address, education, and years and type of experience.
- c. Estimate the number of persons to be assigned to this project, indicating the number working in Oklahoma and the number working elsewhere, if any.

PART THREE: SELECTION CRITERIA

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

The City of Shawnee will evaluate each potential respondent in terms of its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to begin the work immediately and complete the project in a timely manner;
4. Past performance on recent projects in terms of cost control, quality of work, and compliance with performance schedules;

Suggested Rating Points;

The Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1. Experience of the firm with this particular type of design project as described in Part One..... 25 pts
Experience of the design team with similar projects..... 25 pts
Current capacity to accomplish the work in a timely manner..... 20 pts
2. Reference from other clients attesting to firm’s:
 - a. Quality of work..... 10 pts
 - b. Compliance with performance schedules..... 10 pts
3. Intangibles..... 10 pts

The top 3 or 4 Respondents scoring the highest will be selected for interviews with the selection Committee, on site, at City of Shawnee offices, time and date to be determined.

PART FOUR: SUBMITTAL

Five (5) copies of the Statement of Qualifications (SOQ) must be submitted in a sealed envelope or 3-ring binder, with digital PDF, and with the name of the project and Responder clearly written, to the Shawnee Engineering Department, Attn: City Engineer, 222 N. Broadway, Shawnee, Oklahoma 74801 by 4:00 PM on Friday, October 30, 2020.