



ENGINEERING DEPT.

September 14, 2020

**Request for Qualifications for Engineering Services
For
Multiple Sidewalk Design Projects
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 to design sidewalks as outlined below:

- Filling in existing gaps in the sidewalk, on both sides of the street, along the Kickapoo street corridor from MacArthur Street to I-40. (Approx. 1.52 miles)
- Both sides of the street, along the Wallace Street corridor from Kickapoo Street to Harrison Street. (Approx. 1.00 miles)
- Both sides of the street, along the Highland Street corridor from Harrison Street to Bryan Street. (Approx. 1.00 miles)
- Both sides of the street, along the Independence Street corridor from Kickapoo Street to Harrison Street. (Approx. 1.00 miles)
- Both sides of the street, along the Farrell/Harrison corridor from Beard Street to Highland Street. (Approx. 1.32 miles)

PART ONE: Project Criteria

City of Shawnee is soliciting qualification statements for Engineering services to assist City with:

Phase I: Land Survey

- Horizontal Control, Vertical Control, Land ties according Oklahoma State Plane coordinate system. Provided primary and secondary project control base on available NGS monumentation and/or ties to NGS CORS/OPUS. Project horizontal datum will be NAD1983 projected on Oklahoma State Plan Coordinates South Zone for the entire length of the project.
- Topographic Survey – Field survey of topographic features. (Locate above ground natural and manmade features) Existing utilities should be shown based on available records and Call-Okie locates.
- Verify property ownerships, right of way and easements for the entire length of the project.

Phase II: The preparation of specifications, plans, and details.

- Complete and provide detailed construction drawings.
- Right of way and easements shall be minimized, however if it cannot be avoided, construction drawings shall indicate the proposed right of way and easement plan, as required.
- Prepare legal descriptions and exhibits.
- Prepare OKR10 or Notice of Intent.
- Prepare contract documents and specifications.
- Provide construction cost estimates.
- Obtain necessary permits. (State and Federal)

Phase III: 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.

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. Introduction (transmittal letter).
2. Background and experience.
3. Specialized knowledge.
4. Personnel/Professional Qualifications.

1. Introduction (transmittal 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. Describe their knowledge and experience in the particular types of projects described in Part One.
- b. List the name, address, phone number, and contact for any sub consultants that the engineering firm anticipates using to complete the Scope of Work.

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.
- 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 engineering firm 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. Multiple firms may, or may not, be selected for individual projects based on city scheduling and the selected firm’s capability to provide adequate design capacity.

PART FOUR: SUBMITTAL

Five (5) copies of the Statement of Qualifications must be submitted must be submitted in a sealed envelope, 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 Tuesday, October 9, 2020.