



Department of
Water Utilities Engineering

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REQUEST FOR QUALIFICATIONS

American Water Infrastructure Act of 2018

Risk and Resilience Assessment

Emergency Response Plan

Certifications

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by
Stillwater Utilities Authority

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I. INTRODUCTION

A. Requesting Entity Information

1. The Stillwater Utilities Authority (SUA) of the City of Stillwater, Oklahoma, with municipal offices (City Hall) located at 723 S. Lewis, is the requesting entity.

B. Overview

1. Project work will occur in and around the City of Stillwater (City).
2. The SUA is requesting statements demonstrating technical qualifications of firms interested in and possessing the required experience to develop the Risk and Resilience Assessment (R&RA), Emergency Response Plan (ERP) and all certification requirements of Senate Bill 3021, Title II, Section 2013 of America's Water Infrastructure Act of 2018 and all associated Amendments (AWIA).

II. STATEMENT OF QUALIFICATION PROCESS

A. General Requirements

1. Statements of Qualifications (SOQ) will be accepted by hand delivery at the reception desk of City Hall, by USPS Mail or by courier until **5:00 PM on September 20, 2019**. SOQs will not be accepted after this date and time.
2. A duly authorized official of the interested firm must sign the SOQ. A minimum of eight (8) bound copies and a PDF on CD, DVD, flash drive or by email of the SOQ must be submitted. No reimbursement will be made for any cost incurred in preparing the SOQ or any cost incurred prior to a formal NTP for the work.
3. Based on the City's review of the SOQs, a short list of firms will be invited to submit a proposal.

B. Equal Opportunity / Affirmative Action

1. The City is an Equal Opportunity and Affirmative Action employer and does not discriminate against any person on the basis of age, race, religion, color, sex, disability, national origin, ancestry, sexual orientation, gender identity, or familial status with regard to access to city employment, city services and city facilities.
2. In connection with this request for qualifications, the subsequent proposals or ensuing project if selected, the Consultant and Subconsultants shall not discriminate against any person on the basis of age, race, religion, color, sex, disability, national origin, ancestry, sexual orientation, gender identity, or familial status.

C. Insurance Requirements

1. The Consultant will be responsible for obtaining insurance as required by SUA and the State of Oklahoma to protect and hold harmless all City employees and

SUA from liability in cases of accident and injury to persons or property. At a minimum, the following amounts of insurance coverage are required during the life of the contract:

- a) Workers' Compensation: Statutory
- b) General Liability
 - Bodily Injury: \$500,000
 - Property Damage: \$500,000
 - General Aggregate: \$1,000,000
- c) Professional Liability
 - Annual Aggregate \$1,000,000
- d) Automobile Liability
 - Bodily Injury: \$300,000
 - Property Damage: \$1,000,000

D. Maximum Size of SOQ

1. The SOQ shall be no larger than seven (7) pages including cover letter, exhibits and any other materials used to represent a company's qualifications. One side of paper is considered to be one page. Dividers, tabs and front or back covers need not be counted as long as they contain no text or information other than a section title.
2. Ledger sized paper is allowed if used to convey a single message through a chart, diagram or exhibit. One side of paper is considered to be one page.

E. Minimum Content of SOQ

1. Project Experience. Consultant should include past (i.e., Bioterrorism Act of 2002) and current representative projects with client references (name, phone number, email address) showing expertise in the specific areas of AWIA. Verifiable team experience should include:
 - a) Staff and firm experience with vulnerability assessments, emergency response planning, and risk and resiliency assessments.
 - b) Specific training completed and certifications achieved in relation to the Work. Include dates of certifications, vendor and locations of training conducted.
 - c) On-going work with other municipalities in the development of R&RAs and ERPs.

2. Project Team. Identify project manager and other key personnel to be utilized throughout the project. Identify their past and current experience, qualifications to perform the work, their availability, and their responsibilities in the completion of the project. Identify qualifications of any subcontractors to be utilized.

F. Acknowledgement.

1. By submitting a SOQ, each firm unequivocally acknowledges that they have read and fully understand this Request, and have asked questions and received satisfactory answers from the City regarding any provisions of this Request with regard to which clarification was desired.

III. SELECTION PROCESS

A. Right to Reject

1. SUA retains the right to reject any or all SOQs and to re-solicit if deemed to be in the best interest of SUA.
2. SUA may modify the scope or selection process if deemed to be in the best interest of the project and/or SUA.

B. SOQ Review Process

1. SUA staff will review SOQs 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 SUA's interest may not be considered or evaluated.
2. Upon review of qualifications, the selection committee will, through its own judgment and process, choose one of the following options:
 - a) select one or more firms to receive an invitation to submit a Proposal;
 - b) select one or more firms to receive an invitation to interview; or
 - c) select one firm for contract scoping and fee negotiation.
3. The Proposal and interview process will be defined by SUA for the selected firm or firms receiving an invitation.
4. SUA will negotiate a contract for professional services based on the following process:
 - a) The Consultant will be contacted and offered the opportunity to provide the services for this project. If the Consultant accepts, contract negotiations will begin.
 - b) Consultant will submit a detailed Scope of Services and corresponding Fee Proposal to SUA for review within two (week) of being selected.
 - c) SUA will attempt to negotiate a contract at a fair and reasonable price.

- d) If SUA is unable, after good faith efforts, to negotiate a satisfactory contract with the Consultant, SUA will formally end negotiations with that Consultant and begin negotiations with the next highest ranked Consultant.
- e) Changes in key staff during the project must be approved by SUA.

C. Inquiries

1. Questions in writing regarding this Request should be directed to Candy Staring, candy.staring@stillwater.org.
2. **No inquiries will be accepted after September 16, 2019.**
3. Other than written questions, the response to this Request or responses to direct requests from the City, firms shall not contact members of the Selection Committee, SUA Trustees or other City staff with respect to this Request or the selection process.
4. All questions and answers will be available to interested firms at Stillwater's NextCloud site:
 - <https://nextcloud.stillwater.org/s/JFYaZ276miCamTT>
5. The City's previously developed VA and ERP will not be provided during the qualifications, proposal, interview and scoping process.
6. No group meeting, individual meetings, site visits or facility tours will be conducted during the proposal phase.