



Water Resources Department
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.742.8325
Fax: 405.742.8324
Web: Stillwater.org

December 7, 2018

**REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR VARIOUS ENGINEERING AND OTHER PROFESSIONAL SERVICES**

**Water Resources Department
Stillwater Utilities Authority, Oklahoma**

1. Introduction

The Water Resources Department (WRD) of the Stillwater Utilities Authority (SUA) is requesting statements of qualifications (SOQs) from engineering and other firms to provide professional services on an as needed basis for various capital improvements and other related work.

The WRD Capital Program continuously provides rehabilitation, replacement, upgrades, expansions and new infrastructure for the water and wastewater utilities including the water and wastewater treatment plants. Through this request, the WRD seeks consultants and engineers who will provide thorough and thoughtful evaluation, design and construction oversight services – all with superior customer service. Critical success factors for the consultant's performance include responsiveness, accountability, quality of work, communication style and attention to schedule and budget.

2. Project Categories

Firms may be engaged to provide services for the below areas of project work. The list is not all inclusive.

- I. **Water System Infrastructure.** Improvements to the water distribution system including line replacement or expansion, line extensions or looping, pump stations (new, expansion, replacement or rehabilitation), control systems, and enhancements to the water treatment plant (WTP) facilities, process improvements or expansion. Services needed may also include electrical, yard mechanical, building mechanical, architectural or other disciplines related to functionality and maintenance of the WTP facilities and booster pump stations.
- II. **Wastewater System Infrastructure.** Improvements to the wastewater collection system including line segment replacement or expansion, line extensions, lift stations (new, expansion, replacement or rehabilitation), replacement of or new aerial crossings and manholes, control systems and enhancements to the

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wastewater treatment plant (WWTP) facilities, process improvements or expansion. Services needed may also include electrical, yard mechanical, building mechanical, architectural or other disciplines related to functionality and maintenance of the WWTP facilities and lift stations.

- III. **Miscellaneous.** Other miscellaneous projects or services could include surveying, geotechnical services, hydraulic modeling, water quality studies, process evaluations, utility coordination and relocation, potholing services, public engagement, land acquisition, environmental clearances and other professional services.

Within these above projects or tasks, the scope of services needed may include planning, studies, engineering and design, contract document preparation, permitting, subcontractor oversight, bidding services, construction oversight, inspections, startup assistance, testing, warranty services and others.

The selected firm will perform many of the projects using the standard design process and will work directly with the WR team. The scope of work will typically require the selected firm to coordinate all permitting and approvals necessary for the project to be bid by the City of Stillwater and subsequently constructed. The work involved may also include design related services during construction, such as attending associated meetings, preparing addenda and change orders, and preparing record drawings upon project acceptance.

Projects will be awarded over the next two (2) fiscal years as schedule, budget and resources allow.

3. Selection Process

The following procedures will be used to select firms:

- A selection committee will review and rate the experience and qualifications of each firm based on information and past experience provided in the firm's SOQ.
- Evaluation emphasis will be placed upon the firm's demonstrated ability to provide timely and responsive work that meets or exceeds the WRD's quality expectations.
- Illustrative and descriptive material describing the firm's previous work is recommended, and may include submittal of actual plan and profile sheets and/or pages from a project manual or report representative of recent work.
- The proposing consultant should provide a list of previous related work experience with client contact persons and phone numbers.
- Factors to be rated may include responsiveness to this RFQ, firm and team qualifications, past project experience, project approach, quality of work, QA/QC approach, work load and staffing levels, firm's location, ability to meet schedule requirements and any other pertinent items listed in the SOQ. It is incumbent upon each proposer to furnish complete and relevant information in order to receive proper consideration.

- Upon review and consideration of the SOQs, the following may occur:
 - For projects that have less than a \$500,000 construction estimate, the committee may choose to select a qualified firm directly from the SOQ, request additional information from a short-list of firms to assist in making a selection, issue a formal Request for Proposals (RFPs) to short-listed firms, or move directly to interviews.
 - For projects that have greater than a \$500,000 construction estimate, the committee will issue a formal RFP possibly based on a short list from the SOQs and may or may not require interviews.
 - If a firm is invited to an interview, the firm's presentation should be focused on the firm's qualifications and experience related to the specific project. Additional project specific information, such as specific project approach, alternatives, rule-of-thumb cost estimates, etc. may also be included.
 - After the interview, the selection committee will select the most responsive firm for the specific project(s) or services, and begin contract negotiations. If the WR team is unable, after good faith efforts, to negotiate a satisfactory scope, fee and schedule, the contract will be negotiated with another firm.
- WRD may also conduct the following based on the needs of the Department:
 - Combine two or more projects and solicit as one package to gain cost and schedule efficiencies.
 - Issue a RFP for on-call services which would involve a Master Services Agreement and subsequent Task Orders for various types of work over a period of up to four years. Services may include studies, design, construction administration, survey, geotech, modeling, environmental clearances or any combination of these.

4. Non-Collusion Affidavit

An affidavit, attached hereto, must be included with your SOQ submittal. This affidavit should not be counted in the total number of pages allowed for the SOQ submittal.

5. Statements of Qualifications (Submittals)

In the cover letter, the SOQ should clearly indicate to which areas (see Section 2) the firm is responding and should use either tabbed sections or other defined separations. At a minimum, firms should separate water, wastewater and miscellaneous qualifications and experience. Combining firm qualifications, general approach, team organization and resumes is allowed.

The single SOQ shall be limited to a maximum of 52 pages, including covers and cover letter. Double sided sheets count as two pages. Page numbering shall be used. Sheets sized at 11x17 are allowed if presenting larger graphics or charts with a single concept, but are not allowed for text.

Limit presented project experience to the past ten years. Project experience narrative should include, at a minimum, date completed, services included, complex components, associated team members, contracted fee and construction cost, as applicable.

Provide references for past clients who can attest to the firm's service and work quality for projects completed in the past five years.

Team organization section should identify potential project manager(s), quality assurance leads, design leads, support leads and possible subcontracted or miscellaneous services.

Specific information for upcoming projects or types of projects for which the firm is especially well qualified is allowed.

A duly authorized official of the firm must sign the submittal.

Submittals shall include two (2) bound originals by mail or hand-delivery and a searchable PDF file either on CD, DVD, flash drive or submitted through a web-based file transmittal system. PDF bookmarks are preferred but not required.

Submittals shall be mailed or delivered by hand or courier, and shall be submitted in sealed envelopes with the firm name, the title "Request for Statements of Qualifications for the Water Resources Department" and the closing date plainly stated on the face of the sealed envelope.

Individual meetings with potential firms to discuss this request for Statements of Qualifications prior to the submittal deadline will not be entertained.

6. Information Requests

Any questions about this RFQ must be made in writing. Written questions may be directed to:

Candy Staring, Capital Program Manager
Stillwater Utilities Authority
Water Resources Department
US Postal: PO Box 1449, Stillwater, OK 74076
Hand Delivery/Courier: 723 S. Lewis, Stillwater, OK 74074
Email: cstaring@stillwater.org (*preferred method*)
Phone: 405-742-8294

Questions and answers will be available to all interested firms at this link (click from this document or request link by email):

<https://cloud.stillwater.org/public.php?service=files&t=afc23bebaab68f80a808625096e0bb2b>

7. Schedule for Statements of Qualifications

Submittals should be delivered to the address listed in Section 6.

SOQs may be submitted at any time. However, statements are requested on or before **February 8, 2019** to allow a more efficient SOQ updating process.

At any time following submittal to SUA, firms are allowed to update their SOQs to present new team members, new experience or other updates. This can be accomplished by providing WRD with inserts or full replacement documents. With every update, a new PDF of the full document should be provided.

Upon WRD's issuance of this request, all previously submitted SOQs submitted in response to past requests will be discarded. Only new submittals responding to this 2018 RFQ will be considered for future work.

8. Contracting with SUA, Water Resources

8.1 General Scope, Fee and Schedule

The selected firm will initially develop a draft scope for review by the WRD to ensure the project intent is met. Upon receiving comments from the WRD, the selected firm will revise scope, develop the fee and schedule based on the scope, and submit to the WRD. Should the fee and schedule not meet the requirements of the WRD, good faith attempts to negotiate with the selected firm will be made. If unsuccessful, the WRD will cease negotiations and select another firm qualified to perform the work.

Generally, the WRD strives for a certain level of consistency among contracted firms for development of the scope documents and basis for fees.

Development of scope language shall include:

- background language and exhibits to characterize the project and goals.
- adequate scope detail to allow for milestones to be met by content and completion, rather than by schedule.
- descriptions of alternatives to be considered.
- both electronic and hard copy versions of all submittals. Subcontracted services will include submittal of the original report and data (electronic and hard copies) to WRD staff.
- individual task schedule expectations in order to meet defined project schedule.
- list of deliverables.

Schedule development shall include:

- submittal of Microsoft Project schedule. Alternatives to MS Project may be considered. MS Project electronic file is to be included in submittal.
- major and minor milestones of the project with sufficient detail to allow for awareness of delays.
- notifications to WRD staff when schedule falls behind.

Fee development shall include:

- a fee that coincides with the scope structure.
- fee spreadsheets (work breakdown) showing team member, hourly rate, scope items, number of hours per scope item, subcontracted services fees, expenses, subtotal and total hours, subtotal and total fee.
- a fee summary table.

8.2 Contract Documents

With approval from the WRD of a satisfactorily developed and negotiated scope, fee and schedule, the selected firm shall utilize the City of Stillwater, Department of Water Resources EJCDC format for professional services to prepare the contract (three originals) and submit to WRD for City Attorney review and approval and City Manager review and execution.

The contract for the identified service will be considered for award by the SUA based upon a recommendation by the WRD. The contract and all required documents (insurance, etc.) shall be submitted by the selected firm to the WRD within two weeks after award by SUA.

8.3 Stillwater Design and Construction Standards

All SUA projects will be designed in accordance with the most recent version of City of Stillwater Design and Construction Standards. These standards can be downloaded from the City's website by clicking on "Find a Document" and then linking to "Design and Construction Standards." Before submitting a Statement of Qualifications, consultants and engineers must become knowledgeable with these standards.

NON-COLLUSION AFFIDAVIT

STATE OF _____)
) §.
COUNTY OF _____)

I, _____, of lawful age, being first duly sworn, on oath says:

- 1. S/He is the duly authorized agent of _____, the Consultant/Engineer under the Statement of Qualifications which is attached to this statement, for the purpose of certifying the facts pertaining to the giving of things of value to government personnel in order to procure said contract;
- 2. S/He is fully aware of the facts and circumstances surrounding the making of the Statement of Qualifications to which this statement is attached and has been personally and directly involved in the proceedings leading to the development of said Statement of Qualifications; and
- 3. Neither the Consultant/Engineer nor anyone subject to the Consultant/Engineer’s direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma or City of Stillwater any money or other thing of value, either directly or indirectly, in procuring the Statement of Qualifications to which this statement is attached.

Company/Firm Name: _____

President: _____

This instrument was subscribed, acknowledged, and sworn to before me on this ____ day of _____, 20__ by _____, the person signing above, as the above-named contractor’s duly authorized agent.

Notary Public

My Commission Expires: _____

My Commission No.: _____