

REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING PROFESSIONAL SERVICES
FOR THE
CITY OF BLANCHARD
BLANCHARD, OKLAHOMA



**REQUEST FOR QUALIFICATIONS FOR
PROFESSIONAL SERVICES FOR THE
City of Blanchard
Blanchard, Oklahoma**

I. INTRODUCTION

The City is soliciting Statements of Qualifications and Experience for engineering services all or any combination of projects for the City of Blanchard. While not required, it is strongly recommended that a site visit be scheduled prior to submitting qualifications.

II. SCOPE OF WORK

This request are for engineering services, as directed below, for any or all projects. Blanchard reserves the right to inquire into the prospective firms' ability to provide such Professional Services, as defined below, and to amend the Schedule of Projects and contract scope of work, at Blanchard's sole discretion, to include any or all of the below listed services:

1. Engineering and design for the following projects to include but not limited to ALL or any combination of infrastructure necessary to serve the Crystal Lake Industrial Park Infrastructure Expansion project, Blanchard, OK:

The type of projects anticipated include, but may not be limited to, the following:

- a. Approximately 3,500 linear feet of sanitary sewer to serve project area;
 - b. One (1) sanitary sewer lift station to serve project area;
 - c. 12-inch water line along approximately 3,320 feet of S. Tyler Ave.;
 - d. 12-inch water line along approximately 1,100 feet of 22nd Street SE;
 - e. 12-inch water line along approximately 5,500 feet of US Highway 76;
 - f. 12-inch water line along approximately 950 feet of new industrial street;
 - g. Design of new industrial street from US Highway 76 east approximately 950 feet, with cul-de-sac;
 - h. Surveying and platting of subdivision with typical one (1) acre industrial lots, and one large lot, as per discussion with city officials;
 - i. Coordination with relevant parties, including, but not limited to, the Oklahoma Department of Transportation, regarding the placement of infrastructure, and securing access to the industrial plat via entrance on US Highway 76.
2. Other miscellaneous surveying work as may be required.

Engineering Services: include the basic engineering services normally required for public infrastructure development projects, to include civil engineering and surveying. Inspection services may be negotiated and

added separately at the sole discretion of the City of Blanchard.

Basic engineering services are conducted in four (4) distinct and maybe in sequential phases (At the City of Blanchard's discretion).

B. **Preliminary Phase:** This Phase involves those activities required for defining the scope of project and establishing preliminary requirements including, without limitation as follows:

1. Conferring with the owner(s) and/or their representatives (engineers and/or architects) on project requirements, programming, finances, schedules, early phases of the project, and other pertinent matters; meeting with the Blanchard City Manager, the City's Capital Projects Manager and other concerned agencies and parties on matters affecting the project.
2. Planning, procuring and/or preparing necessary surveys, geotechnical engineering investigations, field investigations, and engineering studies required for preliminary design considerations.
3. Develop design schematics, sketches, environmental and aesthetic considerations, project recommendations, and preliminary layouts and cost estimates.

C. **Design Phase:** This Phase involves all activities required to undertake and accomplish a full and complete project design including, without limitation, as follows:

1. Conducting and attending meetings and design conferences to obtain information and to coordinate or resolve design matters.
2. Collecting engineering data and undertaking field investigations; geotechnical engineering and surveys, if necessary; and architectural, engineering and environmental studies.
3. Preparing necessary engineering reports and recommendations.
4. Conducting a detailed value engineering analysis, if applicable and requested.
5. Coordinating weekly with the City's Capital Projects Manager.
6. Printing and providing necessary copies of engineering drawings and contract specifications.
7. Preparing necessary permits and other documents for Owner's

signature.

8. Preparing the Preliminary Plat for review by staff, and for review and approval by the Planning Commission and City Council.

D. **Bidding or Negotiation Phase:** This Phase involves providing sets of plans and specifications for this phase, and all bid documents; acting for the owner in advertising and securing bids, negotiating services, analyzing bid results, furnishing recommendations on the award of contracts and preparing contract documents. The bidding and negotiation may include bidding and negotiation for the construction contractors and/or materials, depending upon the project and the capacity of City of Blanchard or Blanchard Municipal Improvement Authority staff to construct certain portions of the project.

E. **Construction Phase:** This Phase involves all basic services rendered after the award of a construction contract including, without limitation, as follows:

1. Providing consultation and advice to the owner during all phases of construction.
2. Representing the owner at pre-construction conferences.
3. On-site construction inspection and management involving the services of a resident engineer, inspector or manager, periodically during the construction or installation phase of a project, and providing appropriate reports to the owner.
4. Reviewing and approving shop drawings submitted by contractors for compliance with design concept.
5. Reviewing, analyzing, and approving laboratory and mill test reports of materials and equipment.
6. Preparing and negotiating change orders and supplemental agreements.
7. Observing or reviewing performance tests required by specifications.
8. Determining payment amounts to contractors and assisting owner in the preparation of payment requests.
9. Conduct wage rate interviews in accordance with federal standards, if required.

10. Coordinating weekly with the City's Capital Projects Manager.
11. Making final inspection and submitting a report for the completed project to the owner for acceptance.
12. Creation of as-built construction documents.
13. Preparing and submitting a Final Plat document for staff review, and for review and approval by the Planning Commission and City Council.

III. CONTRACT LIMITATIONS

- A. All parties are advised that some of the services may not be required and that the owner reserves the right to initiate procurement action for any of the services included in the initial procurement or additional procurement action.
- B. The services are limited to those projects which are expected to be initiated within six (6) to twelve (12) months or longer from the date the contract is signed by the consultant and immediately after award of federal/state grant(s), if any, for the project.
- C. The negotiation of the fee services, i.e., those included in this procurement action but not in the initial contract, shall occur at the time those services are needed. A cost analysis shall be performed for each of these negotiations. If a price cannot be agreed upon between the owner and the selected firm and negotiations are terminated, negotiations may be initiated with the second top rated firm.

IV. SELECTION PROCESS

- A. The selection of a consultant shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the service required.
- B. **Requests for Qualifications:**
 1. Proposers shall submit four (4) physical copies and one (1) digital copy of the Statements of Qualifications for engineering services at the City of Blanchard in response to the Request for Qualifications (RFQ). Information included shall be as follows:
 - a) General description of firm: Include company organizational structure, company history and background, size of company, recent experience in comparable public owned projects in a similar environment, and experience working

with local municipalities.

- b) Knowledge, experience, and capability to successfully perform and/or administer all of the requirements for the described Scope of Work for any or all engineering services.
- c) Affiliation with other firm(s): Identify other firms that you plan to subcontract or joint venture with, if any, for this contract.
- d) Identify key person(s) in firm(s) who will work on the design, and field engineering portion of the projects and who will be directly in charge of the project; describe the roles these key persons will fill, their background and their experience.
- e) Current workload: Availability to proceed with the design and construction phases for any proposed projects. This section shall include a depiction of the firms proposed project schedule, including major tasks and target completion dates.
- f) Technical approach: A brief discussion of the tasks or steps that the consultant will undertake to accomplish the work described in the scope of work.
- g) References from other similar public owned projects; include contact person, project(s), and phone number(s).
- h) Demonstrated capability to meet schedules and deadlines, without delays, cost escalations or overruns and contractor claims.
- i) Other attachments or statements as necessary to enable the effective evaluation of the selection committee by the criteria outlined in Section V of this RFQ.

C. All submittal(s) must be sent, and any questions or comments directed to:

City of Blanchard
Dustin A. Downey, AICP - Capital Projects Manager
2008 N. Council Ave.
P.O. Box 480
Blanchard, OK 73010
project@cityofblanchard.us

- D. All submittal(s) must be received at the address by the date and time specified herein.
- E. Submittals must contain the name, address, and daytime telephone number for contact person(s) to whom additional selection process requests should be communicated.
- F. Submittals shall identify the public improvement project(s).

V. **EVALUATION CRITERIA AND WEIGHING**

Proposers will be ranked based upon the following criteria and relative importance as applied by the Selection Committee to the material in the required submittals:

- A. Key personnel's professional background and successful relevant experience. (10 pts.)
- B. Capability to furnish qualified inspectors with commercial project experience for construction inspection. (10 pts.)
- C. Capacity to furnish qualified professionals, including surveyors, leading to the successful completion of preliminary and final platting, as well as infrastructure as-builts (10 pts.)
- D. Familiarity with the project and demonstrated understanding of the projects' potential problems and the owner's special concerns. (10 pts.)
- E. Capability to perform all or most aspects of the project, such as planning, environmental evaluations, financial, analysis, civil design, mechanical and electrical engineering. (12 pts.)
- F. Demonstrated ability to meet schedules or deadlines, and to complete projects without having major cost escalations, overruns, or disputed claims. (15 pts.)
- G. Demonstrated capability to properly administer projects funded by federal/state grants. (references and examples). (15 pts.)
- H. Recent experience in public projects comparable to the proposed projects. (22 pts.)
 - a. Planning, design, financial analysis, and completion on public water line projects over 5,000 LF (4 pts.)
 - b. Planning, design, financial analysis, and completion on public sanitary sewer line projects over 1,000 LF (4 pts.)
 - c. Planning, design, financial analysis, and completion on public sanitary sewer lift stations up to 0.25 MGD (4 pts.)
 - d. Planning, design, financial analysis, and completion on public street projects over 1,000 LF (4 pts.)
 - e. Planning, design, and completion on platting projects similar to the proposed project (6 pts.)
- I. Quality of projects previously undertaken. (5 pts.)
- J. Familiarity with Blanchard's municipal street, water, and sanitary sewer systems, or demonstrated familiarity with similar systems in a level of detail

- which lends to quick and accurate learning of Blanchard's systems. (10 pts.)
- K. Reputation for professional integrity and competence. (5 pts.)

VI. TIME SCHEDULE

Blanchard will endeavor to use the following time schedule in its selection:

- A. Statement of Qualifications must be received by 11:00 AM, Friday, July 11, 2025 in the office of the Capital Projects Manager, 2008 North Council Ave., Blanchard, OK 73010.
- B. Applicants will be notified as necessary of either selection or short listing for interviews.
- C. If interviews are required, time, schedule and process will be determined by the Selection Committee comprised of:
- i. Capital Projects Manager;
 - ii. City Inspector;
 - iii. Finance Director;
 - iv. Streets Superintendent; and
 - v. Public Works Director.

VII. SELECTION:

- A. All Qualification documents submitted shall become the property of the City of Blanchard and may thereafter be used by the City or its Authorities, without compensation to the Proposers.
- B. Any Qualification documents received after the above date and/or time will be returned unopened. All envelopes must be clearly marked "**Statement of Qualifications – Crystal Lake Industrial Park Infrastructure Expansion (All Projects)**" for a submission with all projects, or with a statement of proposed limited scope, for example, "**Statement of Qualifications – Crystal Lake Industrial Park Infrastructure Expansion (Sewer Projects)**" or "**Statement of Qualifications – Crystal Lake Industrial Park Infrastructure Expansion (Water & Sewer Projects)**". Blanchard reserves the right to reject any and all proposals and to accept any proposal that is deemed to be in the best interest of City of Blanchard.
- C. The contents of any Statement of Qualifications shall not be disclosed so as to be available to competing offerors during negotiations process.