



REQUEST FOR QUALIFICATIONS

ON-CALL PROFESSIONAL SERVICES

CITY OF MIDWEST CITY
MIDWEST CITY MEMORIAL HOSPITAL AUTHORITY
MIDWEST CITY MUNICIPAL AUTHORITY
MIDWEST CITY ECONOMIC DEVELOPMENT AUTHORITY

Brandon Bundy
Director of Engineering & Construction Services

Paul Streets
Public Works Director

REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL SERVICES

Notice is hereby given that The City of Midwest City (CITY), Midwest City Memorial Hospital Authority (HOSPITAL), Midwest City Municipal Authority (MUNICIPAL), And Midwest City Economic Development Authority (ECONOMIC); (collectively the OWNER), are requesting qualified professionals (CONSULTANT) to submit their qualifications for inclusion ON-CALL PROFESSIONAL SERVICES.

The Request for Qualification (RFQ) will be published at www.midwestcityok.org. Qualification statements will be due in the office of the City Clerk, Midwest City Municipal Center, 100 N. Midwest Blvd., Midwest City, Oklahoma, until **2:00 p.m. on August 1, 2024** for:

REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL SERVICES

Qualification statements received more than ninety six (96) hours, excluding Saturdays, Sundays and holidays, before the time set for opening of qualification statements, as well as any qualification statements received after the above date and time set, shall not be considered and shall be returned unopened. Qualification statements shall be made in accordance with the requirements for qualification statement packet, all of which are on file and available for public examination at the City Clerk's office.

The envelope shall bear a legible notation thereon stating that it is a qualification statement for the project proposed. The qualification statement shall be filed with the City Clerk in the City Clerk's office. All qualification statements shall be typewritten or in ink.

Any correspondence, questions or requests for copies of the Request for Qualifications should be directed to Brandon Bundy, City of Midwest City, Engineering and Construction Services Department; 100 N. Midwest Blvd., Midwest City, OK 73110, (405) 739-1220.

The specifications are complete as written. No oral representations made by any agent or employee of the City or its affiliate agencies shall be of any force or effect unless reduced to writing and submitted to all prospective proposers at least 24 hours in advance of the Qualification Statement deadline.

The intent of this REQUEST FOR QUALIFICATION (RFQ) is to contract with one (1) or more design professionals for each category of services to provide ON-CALL PROFESSIONAL SERVICES to OWNER on smaller individual projects, portions of larger projects, and/or time sensitive projects. Said categories of services will focus on the primary task and specialty and could include ancillary design of other items. These categories are listed as follows:

- Survey / Property
- Engineering (Road, Sidewalk, Sanitary Sewer, Stormwater, Traffic, and/or Water)
- Architectural

REQUEST FOR QUALIFICATIONS ON-CALL PROFESSIONAL SERVICES

I. Introduction

A. Project Overview and Objective

The intent of this REQUEST FOR QUALIFICATION (RFQ) is to contract with one (1) or more design professionals for each category of services to provide ON-CALL PROFESSIONAL SERVICES to OWNER on smaller individual projects, portions of larger projects, and/or time sensitive projects. Said categories of services will focus on the primary task and specialty and could include ancillary design of other items. These categories are listed as follows and are further described:

- Survey / Property
- Engineering (Road, Sidewalk, Sanitary Sewer, Stormwater, Traffic, and/or Water)
- Architectural

All work to be completed shall be upon issuance of a task order with task scope and fee negotiated prior to the start of the work and less than \$100,000 per task order. If an emergency exists, the CONSULTANT will be required to respond immediately but no later than four (4) hours.

B. Project Funding

One or more of the OWNERS will encumber funds for each individual project.

C. Payment

The OWNER will pay monthly invoices based on the prices negotiated for each task. Separate invoices will be required for each respective task order.

D. Contract Term

The term for the OWNER contract awarded will be for one (1) year with five (5) one (1) year options to be renewed by a contract of the parties in writing. However, the OWNER reserves the right to terminate a contract prior to the contract term at their convenience.

II. Categories

A. Survey / Property

Selected CONSULTANT will perform services in accordance with accepted surveying practices and in the best interest of the OWNER. Survey / Property services may include the following:

- Design Survey
- Construction Staking
- As-Built / Record Drawing
- Property Surveys
- Other Services

B. Engineering of Roads and Sidewalk

Selected CONSULTANT will perform services in accordance with accepted engineering practices and in the best interest of the OWNER. Engineering services may include the following:

- Preliminary Design
- Cost Estimates
- Final Design
- Bidding Services
- Construction Administration
- As-Built / Record Drawings
- Technical Studies, Evaluations, and Reports
- Permitting
- Inspection Services
- Other Services

C. Architectural

Selected CONSULTANT will perform services in accordance with accepted architectural practices and in the best interest of the OWNER. Architectural services may include the following:

- Preliminary Design
- Cost Estimates
- Final Design
- Bidding Services
- Construction Administration
- As-Built / Record Drawings
- Technical Studies, Evaluations, and Reports
- Other Services

III. Project Timeline

A. Proposed Schedule

The services sought by the OWNER shall meet the following schedule:

EVENT	DATE
Qualification Statement Submission	Thursday August 1 2024 2:00 PM
Interviews (if necessary)	August 5 – August 8 2024
Council Approval of Contract	Tuesday August 27 2024 6:00 PM

B. Inquiries

Any correspondence, questions or requests for copies of the Request for Qualification should be directed to Brandon Bundy, City of Midwest City, Engineering and Construction Services Department; 100 N. Midwest Blvd., Midwest City, OK 73110, (405) 739-1220.

IV. R.F.Q. Criteria

A. General Information

Consultants shall submit three (3) paper copies and one (1) electronic copy (PDF) of the sealed Qualification Statement to the City of Midwest City, City Clerk; 100 N. Midwest Blvd., Midwest City, OK 73110. The envelope shall bear a legible notation thereon stating that it is a Qualification Statement for the project proposed. All documentation should not exceed 11” X 17”. The qualification statement shall not be greater than 10 pages in total. The electronic copy can be via usb flash drive included in the envelope. All expenses in the preparation of this RFQ, up to and including interviews are not reimbursable by the OWNER and are the sole responsibility of the CONSULTANT.

B. Relationships with Owner

No member, officer, or employee of OWNER, or member of its governing body current or within one (1) year after shall have any interest, direct or indirect in any contract or the proceeds of such.

C. Insurance and Registration Requirements

The CONSULTANT shall maintain throughout the contract the appropriate Oklahoma Certificate of Authority (CA) with the appropriate:

- Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors
- Oklahoma Board of Architects, Landscape Architects and Registered Commercial Interior Designers

The CONSULTANT will be required to obtain insurance as required by the owner and to protect the OWNER from liability in case of accident or injury to persons or property.

At a minimum, the insurance requirements as required CONTRACT

D. Qualification Statement Content

1. Cover page identifying the type of service(s) requested for consideration. For Engineering related services, list the area(s) of specialization
2. A brief history and overview of the company/corporation.
3. Client references from a minimum of five (5) current or recently completed municipal projects for which services were provided. Do not reference OWNER.
4. Provide the size of your company with respect to the number of personnel and their areas of responsibility. Also, provide a list of the firm’s current workload.
5. Organization and description of your proposed Project Team. Identify the principal contact person, providing the name, title, address, telephone, and email address. Provide resumes and descriptions of the roles of key personnel.
6. Evidence of insurance coverage

V. Selection Process

The RFQ selection process will consist of the following.

The first phase will consist of receiving Qualification Statements, which must be received by **Thursday, August 1 at 2:00 p.m. at the City Clerk’s office.**

A second phase may be added after Qualification Statements are received in which the City conducts formal presentation and evaluation interviews. The City **may or may not** conduct interviews depending on submittals. Interviews are currently slated to be scheduled **August 5 to August 8**. Interviews may be conducted via video conference or in person. Thereafter, City will tentatively designate one or more prospective CONSULTANT(s), then negotiate in order to achieve the best and most desirable project, and to obtain a contract on financial arrangements and other terms and conditions satisfactory to City. City staff will review the submittals and may request additional information.

OWNER reserves the right to reject any or all Qualification Statements.

The selection of the CONSULTANT(s) will be made solely based on the review of the qualification statements received, which fully respond to the information requested herein.

This RFQ does not commit the OWNER to procure or award a contract for any work.

Respondents acknowledge and agree that the OWNER will not be liable for costs, expenses, losses, damages, (including damages for loss of anticipated profit) or liabilities incurred by the respondent as a result of, or arising out of, a response to this RFQ.

All information submitted in response to this RFQ shall become the property of the OWNER, and as such, may be subject to review as public records.

The OWNER reserves the right to cancel, alter or amend this RFQ. In such an event, all persons or firms who have received the RFQ and have registered with the OWNER will be notified in writing.

The OWNER reserves the right to request clarifications from any or all submitting firms; however, the OWNER shall not be required to request missing information from the respondents that may cause the submittal to be non-responsive.

Any protest of the award of this proposed contract shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City Clerk within three (3) business days after the award of the contract by the governing body. The governing body reserves the right to review all Qualification Statements and make the award to the best Qualification Statement. All other provisions of the specifications shall also apply.

VI. Instructions for Submittal

A. General Requirements

The Qualification Statements must be received in the City Clerk's Office of Midwest City no later than **Thursday, August 1, 2024 at 2:00 p.m.** Please clearly mark envelopes with:

RFQ: On-Call Professional Services

1. Qualification Statements must be sent to:

City Clerk
City of Midwest City
100 N. Midwest Blvd
Midwest City, OK 73110

2. Inquiries and questions should be submitted in writing to:

Brandon Bundy
bbundy@midwestcityok.org
Phone: 405-739-1220

3. Any questions regarding this RFQ will be handled as promptly and directly as possible. If a question is only a clarification of instructions or specifications, it will be handled verbally. If any questions result in changes or additions to the RFQ, the changes and additions will be forwarded to all applicants as quickly as possible by addendum.
4. All materials associated and generated as a result of the RFQ and ensuing project becomes the property of the OWNER.
5. The chosen CONSULTANT must meet all terms and conditions of the CONTRACT awarded.

VII. Additional Resources

- Professional Services Contract Template (attached)