

CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

REQUEST FOR PROPOSAL
CONSTRUCTION TESTING SERVICES
FOR
WATER RECLAMATION FACILITY
PHASE 2 IMPROVEMENTS

Norman Utilities Authority
201-C West Gray
Post Office Box 370
Norman, Oklahoma 73070

RFP-1314-68

**PUBLIC NOTICE
REQUEST FOR PROPOSAL
RFP-1314-68**

The City of Norman, Oklahoma, is soliciting proposals for:

Construction Testing Services
For
Water Reclamation Facility
Phase 2 Improvements

The Department of Utilities located at the Municipal Building, 201-C West Gray, PO Box 370, Norman, Oklahoma 73070 will receive proposals until 2:00 P.M. June 30, 2014. Any correspondence, questions or requests for copies of the Request for Proposal should be directed to Mark Daniels at (405) 366-5377, by email at mark.daniels@normanok.gov or in writing to the above address.

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I. INTRODUCTION

A. Requesting Entity Information

The Norman Utilities Authority (NUA) of the City of Norman, Oklahoma, with municipal offices located at 201-C West Gray, P.O. Box 370, Norman, Oklahoma, 73070, is the requesting entity.

B. Project Overview and Objective

The selected construction testing consultant (Consultant) will perform construction testing activities during construction of phase 2 improvements to the Water Reclamation Facility (WRF) at 3500 S. Jenkins in Norman, Oklahoma. The Consultant shall ensure all work is completed under the supervision of Oklahoma registered professional engineer and in accordance with the applicable ASTM standards, the construction documents, and the requirements of the NUA.

C. Project Funding

The NUA has monies available for completion of the work.

D. Method of Payment

The selected Consultant will submit an itemized invoice, no more frequently than monthly, and the NUA will pay the Consultant based on the work completed that period. Payment will be based on the unit prices submitted by Consultant with the proposal.

II. Project Criteria

A. Scope of Work

The NUA is under contract to make capital improvements at the WRF that require procurement of an independent construction-testing firm to verify and document that construction activities conform to applicable technical specifications. The phase 2 improvements cover almost all of the existing facilities at the WRF as well as construction of some new facilities.

The NUA, in conjunction with our design engineer(s), will notify Consultant when there is a need for construction testing activities. Verbal notification of testing needs will generally be provided to the Consultant 24 hours in advance of the work. However, it is expected that the Consultant will need to be available on a daily basis at critical times during construction of the WRF facilities. The anticipated construction period is 30 months and construction began on June 2, 2014.

The Consultant's scope of work is anticipated to include, but is not limited to, the following activities:

1. Coordinate and schedule testing activities with the NUA/design engineer to ensure the prime contractor is not delayed in the performance of the construction. Promptly communicate any problems anticipated or encountered.
2. Meet with staff for project discussions, coordination, and presentations as required.
3. Prior to initiation of the work, Consultant employees will attend health and safety meetings if required by the Contractor.
4. Provide adequate materials, labor and equipment to perform the work in a timely manner.
5. Perform the following construction testing activities (among others).

- On an hourly basis, Consultant shall collect samples in the field as required, properly store and preserve samples as needed, and, if applicable, deliver to Consultant laboratory for testing and or storage. Perform concrete slump tests and collect and properly store each set of three (3) concrete cylinders for later laboratory compressive strength testing. It is estimated that 425 sets of cylinders will be collected.
- Perform QA/QC of field density testing (ASTM D2922) and moisture content testing (ASTM D2216 or ASTM D4643) of in-place fill as directed by the City/design engineer. Density testing may be performed on trench backfill, structural fill and or embankment/fill. It is estimated that 50 QA/QC field density tests will be performed during WRF construction. The costs of performing field testing/sampling shall be included in the hourly labor rate defined in your proposal for the field technician.
- Perform laboratory compressive strength testing for concrete cylinders collected. It is estimated 7-day and 28-day tests will be performed on each set of cylinders with one cylinder remaining for possible verification testing.
- Perform QA/QC of Standard Proctor Density in accordance with most recent version of ASTM D698 as directed by the City/design engineer. Perform soil classification in accordance with ASTM D2487 with each Standard Proctor Density test. The moisture density relationship will also be determined with each Standard Proctor Density test. The quantity of tests required will be dependent upon the City's/design engineers discretion and the soils types encountered during the work; it is estimated that ten (10) QA/QC sets of tests will be performed during WRF construction.
- Perform QA/QC sieve analysis as required. It is estimated that three (3) QA/QC tests will be performed during WRF construction.
- Perform QA/QC gradation testing (ASTM D448) as required; it is estimated that three (3) QA/QC tests will be performed during WRF construction.

The NUA may allow alternate test methodologies upon written approval. Submit, in a timely manner, two copies of certified testing results to City of Norman. Provide one additional copy to both the design engineer and prime contractor.

6. Include all costs of performing the laboratory testing work (labor, equipment, storage, etc.) in the unit price for each test. Provide hourly rate for professional engineer, project manager and field technician. Include all costs of their services (labor, equipment, per diem, mileage, etc.) in the hourly rate submitted with the proposal. Unit prices defined in the proposal will remain the same throughout the term of the agreement (through November 30, 2016). Miscellaneous charges, other than the defined unit prices defined in the proposal will not be accepted for payment.

B. Proposed Project Schedule

Consultant services will be procured in accordance with the following schedule:

Activity	Completion Date
Proposals Due	06/30/14
Consultant Selection	07/03/14
Finalize Contract	07/07/14
Contract on NUA Agenda	07/08/14
Initiate Work	07/09/14
Complete Work	11/30/16

C. Inquiries

Questions regarding your proposal should be directed to Mark Daniels, Project Manager at (405) 366-5466 or mark.daniels@normanok.gov. No inquiries will be received after 4:00 P.M. on June 27, 2014.

III. RFP CRITERIA

A. General Requirements

Proposals will be accepted in the office of the Department of Utilities until 2:00 P.M. June 30, 2014. The office is located at 201 C West Gray, P.O. Box 370, Norman, Oklahoma, 73070.

Proposals must be signed by a duly authorized official of the proposer. A minimum of three (3) copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

B. Prohibited Interest

No member, officer, employee of the NUA, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being handicapped, or disadvantaged person, or disabled or War Veteran.

The consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the NUA for purposes of investigation to ascertain compliance with the non-discrimination/minority business provision of any resultant contract.

D. Insurance Requirements

The consultant will be responsible to obtain insurance as required by the NUA and the State of Oklahoma to protect and hold harmless all city employees and the NUA from liability in cases of accident and injury to persons or property.

At a minimum, the following amounts of insurance are required during the life of the contract:

- Adequate worker's compensation insurance coverage for consultant's employees as required by Oklahoma Workers Compensation Statutes.
- Comprehensive general liability insurance coverage with a minimum of \$100,000 per accident for bodily injury or death and \$25,000 per occurrence for property damage.
- Comprehensive automobile liability insurance coverage with a minimum of \$100,000 per accident for bodily injury or death and \$25,000 for property damage.
- Professional Liability (errors and omissions) insurance providing a minimum policy value of \$1,000,000.

E. Minimum Content of Proposal

At a minimum, the proposal should contain the following elements:

1. transmittal letter;
2. technical approach;
3. experience with same or similar engineering services;
4. references;
5. insurance coverage;
6. additional information including proposed unit prices for testing and labor outlined in the scope of work.

IV. Selection Process

A. Right to Reject

The NUA retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. RFP Review Process

The NUA will review responses to this RFP 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 the City's interest will not be considered and will not be evaluated.

Upon review of all qualified proposers, the selection committee will use its own judgment and process, rank all the qualified proposers. The highest ranked proposer(s), if determined necessary, may be asked to make an oral presentation for further evaluation. The highest ranked proposer will then be chosen by the committee.

The City will negotiate a contract for engineering services based on a three (3) step process:

- 1) The highest ranked proposer will be contacted and contract negotiations will begin.
- 2) The City will attempt to negotiate a contract at a fair and reasonable price.
- 3) If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest ranked proposer, the City shall formally end negotiations with that proposer and begin negotiations with the second highest ranked proposer.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise and experience of the individuals assigned to the work. The proposer shall provide a list of previous related work experience with contact persons and phone numbers. Key personnel to be utilized (names and position), relative experience and capabilities, as well as subcontractors, will be evaluated closely. It is important that the field technician utilized be available to the NUA on a consistent basis; use of multiple technicians unfamiliar with the work scope must be avoided.

D. Ranking Criteria

Ranking Criteria	Possible Points
Technical Approach	10
Experience of Key Personnel (Project Team)	40
References	10
Cost	30
Proximity of Consultant to Norman	10
Total	100