

Advertisement

REQUEST FOR ENGINEERING QUALIFICATIONS (RFQ)

The City of Sapulpa (CITY) will accept qualifications for engineering services until 3:00 p.m. CDST, February 26, 2024 from qualified engineers and/or engineering firms pursuant to entering into a contractual agreement for the performance of the design of plans, specifications and inspections necessary to obtain a construction permit, project bidding, inspection and construction oversight services resulting from the study and for the Industrial Park improvement project meeting the respected federal/state and local standards.

Qualifications should be submitted to the attention of:

Joan Riley, City Manager
City of Sapulpa
425 E Dewey Avenue
Sapulpa, OK 74066

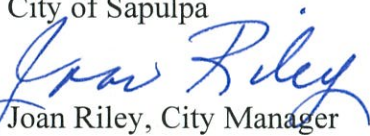
Copies of the RFQ solicitation may be obtained from Joan Riley at jriley@SapulpaOk.gov.

The CITY of Sapulpa has applied and received approval for a 5.9-million-dollar SITES grant from the Oklahoma Department of Commerce for Industrial Park improvements.

All qualified respondents will be considered without regard to age, race, creed, color, sex, handicap, or national origin.

The CITY reserves the right to reject any and all respondents with or without cause and to waive any informalities.

Respectfully,
City of Sapulpa



Joan Riley, City Manager

cc: David Widdoes, City Attorney

REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

The City of Sapulpa (*hereinafter referred to as CITY*) will accept qualifications until 3:00 p.m. CDST on February 26, 2024, from qualified engineers and/or engineering firms (*hereinafter called Engineer*) pursuant to entering into a contractual agreement for the performance of the hereinafter described services. Qualifications should be submitted to Joan Riley, City Manager, Sapulpa City Hall, 425 E. Dewey, Sapulpa OK 74066. The CITY has applied for and received approval for a 5.9-million-dollar SITES grant from the Oklahoma Department of Commerce for Industrial Park improvements. The service shall include but not limited to an Industrial Park needs of engineering, bidding and inspection resulting from the project documents. The needed engineering services are as set forth below. It is the intention of CITY to select an Engineer within a thirty (30) day period from the day the qualifications are due.

II. GENERAL INFORMATION

A. The purpose of this Request for Qualifications (RFQ) is to obtain professional engineering services for the Industrial Park assessment/study, plans and specifications, any needed revisions, construction bid preparation, inspections, and construction phase oversight, including related infrastructure improvements for the improvements meeting the respective agencies/entities' standards.

All qualified respondents will be considered without regard to age, race, creed, color, sex, handicap, or national origin.

B. *Qualifications will be received by the CITY, at the Sapulpa City Hall, 425 E. Dewey, Sapulpa OK 74066, no later than February 26, 2024 at 3:00 p.m., CDST, and evaluated in accordance with the criteria outlined in Section IV following, after which, an engineer is expected to be selected within fifteen (15) days after the said Qualifications are reviewed to provide the requested services.*

C. All costs associated with the preparation and submission of the Request for Qualifications will be the responsibility of the submitter; ***CITY will provide no reimbursement for these costs.***

D. CITY reserves the right to reject any and all qualifications received in response to this RFQ. A contract for the accepted respondent will be based only on the factors and procedures described in the RFQ.

E. Respondents must include the affidavit attached to this RFQ with their submission.

III. QUALIFICATIONS OF ENGINEER CONTENT

All sections, A through G must be included to receive points in Section IV. Engineers desiring consideration should submit qualifications in the following format.

A. Cover Letter

B. Project Understanding and Approach

This section shall demonstrate the Engineers understanding of the scope of work. This section should not merely restate the contents of the RFQ.

C. Project Schedule

This section shall provide a schedule for completion of the project prior to November 1, 2024. Project timelines shall be presented in terms of number of days necessary for each phase.

D. Qualifications of the Engineer

This section shall discuss prior relevant experience of the Engineer and of its firm. Particular mention should be made regarding previous experience with the type of project proposed and working with grants. Resumes of key personnel and proof of PE licensed by the State of Oklahoma shall be submitted. *None-submission of proof of an Oklahoma PE license will be an immediate rejection of proposal. References should be provided along with a list of at least several such projects.*

E. Project Organization and Staffing

This section shall discuss Engineer’s available staff. Proposed project manager and key personnel and their qualifications/experience shall be provided.

F. Affidavit

The attached Bidder’s Affidavit shall be completed and submitted with the Qualifications.

G. Additional Capabilities

This section shall discuss Engineer’s ability to provide other services such as surveying or other methods required for an Industrial Park assessment/study, completing said study, surveying, designing, CAD drafting, clerical services, general services during construction and inspection.

H. Number of Copies of Qualifications Document

Six (6) copies of the Statement of Qualifications of Engineer shall be submitted.

IV. EVALUATION CRITERIA AND METHOD OF EVALUATION

All qualifications that have been received by the deadline and in the manner required in this RFQ will be opened and evaluated by representatives of the CITY. The evaluation will be based on the criteria presented in this section of the RFQ.

The RFQ’s will be assigned points in accordance with the following scale and schedule. The points shown are a maximum; therefore, the total points obtainable are 100.

<u>Item</u>	<u>Points</u>
1. Proposed Project Approach and timeline	20
2. Project Organization, Staffing Location and Past Service to Sapulpa	20
3. Experience completing a Industrial Park needs assessment/study, Inspection, overall qualifications, and responsiveness	20
4. Familiarity with CITY’s/area infrastructure issues	20
5. References	10
6. Other capabilities	10

NOTE: All written material, oral interviews, and other information relative to the RFQ will be treated as confidential.

QUALIFICATIONS PROPOSAL AFFIDAVIT

On behalf of the Offeror I, _____, of lawful age, being duly sworn upon oath, certify:

- A. That I am authorized to submit this bid and to contract on behalf of the Offeror.
- B. That I or any member of my firm have not paid, given, or donated or agreed to pay, give, or donate to the City of Sapulpa or any officer or employee of the CITY any money or other thing of value, including any special consideration, either directly or indirectly, in seeking to procure this contract.
- C. That there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- D. That I have read and understand all of the information in the Request for Proposals, including the information on the project to be performed and administered.
- E. That the Offeror and any individuals to be assigned to the work do not have a record of substandard work.
- F. That the Offeror will, if awarded the contract, perform the requirements of the contract in accordance with all applicable state and federal rules and regulations.

Dated this this ____ day of _____, 2024

(Offeror's Firm Name)

(Signature of Offeror's Representative)

(Printed Name and Title of Individual Signing)

Subscribed and sworn to before me this ____ day of _____, 2024.

Notary Public

My commission expires: _____

GENERAL

Sapulpa is a city in Creek and Tulsa counties in the U.S. state of Oklahoma. The population was 21,929 at the time of the 2020 census, compared with 20,544 at the 2010 census. It is the county seat of Creek County.

The City of Sapulpa incorporates 24 square miles and has access to I-44.

Attached is a map with the location of the site for development.



PROPOSED INDUSTRIAL PARK DEVELOPMENT ACCESS MAP

PROJECT #	235
SUBJECT	
DESIGNED BY	
DRAWN BY	JR
DATE	MAY 30, 2023

SHEET EXHIBIT - 01

NEW SAPULPA INDUSTRIAL PARK PHASE 1, 2, & 3

CITY OF SAPULPA, OKLAHOMA



Plans and Estimates Prepared by:

KE KEITHLINE ENGINEERING GROUP
 8556 E. 101ST ST., STE C Tulsa, Oklahoma 74133 (918) 369-7911

REVISION	BY	DATE

PRELIMINARY

"This document is preliminary in nature, and is not a final signed and sealed document."