

CITY OF NORMAN, OKLAHOMA
CITY COUNCIL
BUSINESS AND COMMUNITY AFFAIRS COMMITTEE
AGENDA

Municipal Building Conference Room
201 West Gray

THURSDAY, MAY 9, 2013

9:00 A.M.

- 1. DISCUSSION REGARDING LOCAL VENDOR PREFERENCE POLICY AND CONTRACT SELECTION CRITERIA FOR ENGINEERING DESIGN CONTRACTS.**
- 2. MISCELLANEOUS DISCUSSION.**



TO: Council Business and Community Affairs Committee
THRU: Steve Lewis, City Manager 
FROM: Terry Floyd, Development Coordinator 
DATE: May 2, 2013
SUBJECT: Local Vendor Preference Policy

At the April 4, 2013, Council Business and Community Affairs Committee (BACA) meeting, staff brought forward additional research regarding the elements involved in utilizing a third party to implement a development services survey. Staff also outlined ideas to implement a “follow-up” survey that would be conducted by staff after a building project is complete to gain additional information from users of the City’s development services regarding their satisfaction with the services, suggested areas for improvement and comments. Additionally, staff outlined ideas to conduct a survey of former development services users.

During the meeting, committee members expressed a desire to explore the process and method involved in selecting professional service consultants in the Public Works and Utilities Departments. At the request of the Committee Chair, staff has gathered information and will present this information, along with the additional information regarding City Ordinances and Resolutions related to local vendor preference, to the committee at the May 9th meeting.

Local Vendor Preference

The establishment of local vendor preference has been a topic that the Finance Committee and Council have discussed during the last few years. From staff research and Councilmember input, the City adopted Ordinance amendments and Resolutions that outline criteria for preference of local vendors. In May 2010, the Council adopted Resolution R-0910-114 that established a Buy Local/Buy Fair philosophy to “maximize purchase of locally produced and Fair Trade Certified products in the process of procuring necessary goods for the City of Norman offices”. In January of 2011, the City Council adopted Resolution R-1011-80 that established an objective that “the City should only exercise the preference for a local vendor when the low bidders are substantially equivalent, in order that the City still receive the best price”. Additionally, Council adopted Ordinance O-1011-5 that amended Article II, Section 8-205 that gave preference to vendors with offices in Norman in the event of tie bid. Resolution R-0910-114, Resolution 1011-80 and Ordinance O-1011-5 are included in this memo.

During these meetings, staff also presented information regarding local preference ordinances in other metro communities. From that research, staff found that the cities of Edmond, Enid, Oklahoma City and Tulsa have a local preference ordinance in the event of a tie bid. The cities of Moore and Yukon have local preference under applicable circumstances.

Professional Services Consultants

While the previous Local Vendor Preference policies apply to products, supplies and services that are acquired through competitive bidding practices, professional services are acquired through other means. For instance, third party medical, legal and accounting services are acquired by the City using industry standard procedures.

Professional design services, including engineering, architecture, land surveying and geotechnical are acquired by the City using an industry-standard method called Qualifications-Based Selection (QBS).

Please find attached a staff memo describing the QBS process and the City's background practices in this area. Since the 1970's and 1980's, federal, state and local governments have adopted the QBS process as a "best practices". Most states, like Oklahoma, have adopted QBS as law. The American Council of Engineering Companies (ACEC), the American Public Works Association (APWA), the American Water Works Association (AWWA) and other professional associations have endorsed QBS for decades as the standard of practice.

Also, attached is a 9-year summary of engineering contracts approved by City Council. The City of Norman has spent an average of \$2,473,280 (not including contract amendments) per year on engineering consulting services. Approximately 77% of these engineering contracts were with Oklahoma firms, mostly from Oklahoma City. Over 30% of the engineering contracts approved by City Council since 2005 were with Norman firms.

Finally, please find attached Consultant Ranking Forms for the Public Works and Utilities Departments, along with a recent project example to illustrate the QBS process on one of the 2012 Bond Projects.

This information will be presented to the committee at the May 9th BACA meeting. If you have any questions, please feel free to contact me.

Cc: Jeff Bryant, City Attorney
Ken Komiske, Director of Utilities
Shawn O'Leary, Director of Public Works

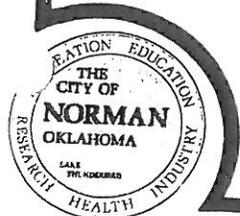
Attachments

Resolution

R-0910-114

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXPRESSING SUPPORT FOR LOCALLY-BASED, SUSTAINABLE, AND EQUITABLE COMMERCE, WELL-BEING OF SMALL FARMERS AND PRODUCERS, AND SUPPORT OF SMALL AND LOCAL BUSINESSES.

- § 1. WHEREAS, expressing Norman's support for locally-based, sustainable, and equitable commerce, well-being of small farmers and producers, support of small and local businesses; and
- § 2. WHEREAS, the City of Norman annually spends taxpayer dollars purchasing food, apparel, and other goods; and
- § 3. WHEREAS, as consumers, we have a responsibility to be cognizant of the impact that our consumption has on the communities that produce the goods we purchase; and
- § 4. WHEREAS, the City of Norman has a responsibility to ensure that City funds are spent in an ethical manner that promotes local economies both domestically and abroad whenever possible; and
- § 5. WHEREAS, Fair Trade is a system that encourages fair labor practices and a healthy and safe environment and provides consumers with the opportunity to make a positive social impact in communities around the world through:
1. providing decent working and living conditions and fair wages for workers,
 2. guaranteeing producers a minimum price for their goods,
 3. promoting direct, long-term trade relationships between producers and importers, allowing producers to develop competitive business strategies,
 4. environmentally sustainable farming/production practices; and
- § 6. WHEREAS, locally owned businesses provide essential employment opportunities and contribute to the character and unique identity of our community; and
- § 7. WHEREAS, the City of Norman recognizes the important role that local businesses have in the diversity and sustainability of our economy and is strongly committed to developing our local business base; and
- § 8. WHEREAS, though no domestic Fair Trade certification currently exists, we recognize that supporting our local economy by purchasing locally and ethically produced goods and services is in keeping with the values of Fair Trade; and
- § 9. WHEREAS, the City of Norman recognizes and supports the efforts of local organizations working to promote and support locally owned businesses and to increase consumer and business awareness of and commitment to buying local and Fair Trade; and



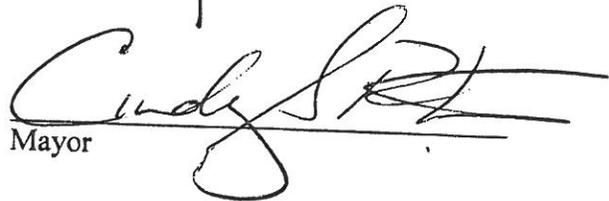
§ 10. WHEREAS, the City of Norman has the opportunity to lead by example and present a model of economic, environmental, and social responsibility and sustainability for other towns to follow.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 11. RESOLVED, that the City of Norman establishes a Buy Local/Buy Fair philosophy to maximize purchase of locally produced and Fair Trade Certified products in the process of procuring necessary goods for the City of Norman offices when those products are available and reasonably priced; and be it further

12. RESOLVED, that the Council of the City of Norman expresses support for locally-based, sustainable, and equitable commerce, well-being of small farmers and producers, and support of small and local businesses.

PASSED and ADOPTED this 1th day of May, 2010.


Mayor

ATTEST:




City Clerk

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING ARTICLE II, SECTION 8-205(F) OF CHAPTER 8 OF THE CODE OF THE CITY OF NORMAN PROVIDING FOR PREFERENCE TO LOCAL VENDORS IN THE CASE OF A TIE BID; AND PROVIDING FOR THE SEVERABILITY THEREOF.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 1. That Article II, Section 8-205 of Chapter 8 of the Code of the City of Norman shall be amended to read as follows:

Sec. 8-205. Competitive bidding procedures.

* * *

(f) In the event of advantageous tie bids, purchase may be made from one of those tying, giving preference to vendors maintaining offices in and being citizen taxpayers of the City of Norman, or the purchase may be divided among those so tying.

* * *

§ 2. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance, except that the effective date provision shall not be severable from the operative provisions of the ordinance.

ADOPTED this 25th day of January, 2011.
Cindy Rosenthal
Cindy Rosenthal, Mayor

NOT ADOPTED this _____ day of _____, 2011.

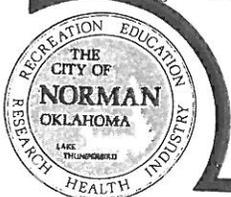
Cindy Rosenthal, Mayor

ATTEST:
Brenda Hall
Brenda Hall, City Clerk



A RESOLUTION OF THE COUNCIL OF THE CITY OF
NORMAN, OKLAHOMA, ESTABLISHING AN OBJECTIVE TO
EXERCISE BEST EFFORTS TO OBTAIN GOODS AND
SERVICES LOCALLY WHEN POSSIBLE.

- § 1. WHEREAS, expressing Norman's support for locally-based businesses; and
- § 2. WHEREAS, the City of Norman has a responsibility to ensure that City funds are spent in an ethical manner; and
- § 3. WHEREAS, locally owned businesses provide essential employment opportunities and contribute to the character and unique identity of our community; and
- § 4. WHEREAS, the City of Norman recognizes the important role that local businesses have in the diversity and sustainability of our economy and is strongly committed to developing our local business base; and
- § 5. WHEREAS, this Resolution is a complement to Resolution R-0910-114, adopted by City Council on May 11, 2010, that established a Buy Local/Buy Fair philosophy to maximize the purchase of locally produced and Fair Trade Certified products and that expressed support for equitable commerce, well-being of small farmers and producers, and support of small local businesses; and
- § 6. WHEREAS, the City of Norman uses the competitive bidding process to secure goods and services to benefit the citizens of Norman; and
- § 7. WHEREAS, Sec. 8-205(e) of the Norman City Code provides that: "Acceptance will be made of that bid most advantageous to the City, considering price, quality, date of delivery, and other pertinent factors;" and
- § 8. WHEREAS, the City has a long standing practice awarding "the lowest and best" bid received; and
- § 9. WHEREAS, the City Council of the City of Norman, Oklahoma, has determined that it is in the best interest of the City to purchase goods and services from local merchants and vendors whenever feasible; and
- § 10. WHEREAS, a local vendor maintains offices in and is a citizen taxpayer of the City of Norman; and
- § 11. WHEREAS, the City should only exercise the preference for a local vendor when the low bidders are substantially equivalent, in order that the City still receive the best price.



NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 12. That the City of Norman is directed to give preference to a local merchant or vendor, only in the case of substantially equivalent bids, and when the local bid is the most advantageous; is in the best interest of the City; and meets the needs of the City; and
- § 13. That City of Norman staff is directed to provide information to the City Council and Trustees of City Authorities on the billing and mailing address of all approved bidders within bid award items to be considered by the Council; and
- § 14. That City of Norman staff is directed to encourage bid submissions and request for proposal responses from local vendors to the greatest practical extent.

PASSED AND ADOPTED this 25th day of January, 2011.

Cindy Roark
Mayor

ATTEST:

Porenda Hall
City Clerk





office memorandum

Date: May 2, 2013
To: Steve Lewis, City Manager
Terry Floyd, City Development Coordinator
From: Shawn O'Leary, Director of Public Works
Subject: Professional Consultant Selection Process

In 1982, the Oklahoma Legislature passed the "State Consultants Act," which mandates the use of the Qualifications-Based Selection (QBS) process for professional services acquired by all state government entities. This means that state agencies like the Oklahoma Department of Transportation use QBS to select engineering firms for the design of road and bridge projects. Or the Oklahoma Department of Corrections might use QBS to select an architectural firm to design a state prison facility.

The City of Norman adopted the same process or practice in the early 1980's and has used QBS for the past 30 years for the selection of professional service firms. The most common professional services used by the City in this context are engineering and architectural services. Several city departments engage in this practice; however, the Public Works and Utilities Departments are the predominant users due to the nature of their work.

Design professionals, including engineers and architects, generally believe that the project design process is critical to the success of any major infrastructure project. The selection of the best design team for the project serves as the foundation of the design process. In addition, an excellent design team many times will save considerable time and money for the project owner through the thoughtful and deliberate design process. While the Owner may enter into a contract with one design firm, the design team may consist of a number of sub-consultants representing multiple disciplines not to mention the contributions of the Owner's staff.

There are three basic phases to the Qualifications-Based Selection process as follow:

Phase I — Selection of the Most Qualified Firm

The project owner (City of Norman) prepares a basic description of the project to be built or the problem to be solved, then invites professional firms to submit statements of qualifications to be considered for the contract (Request for Proposals). Interested firms are rated objectively on the basis of their qualifications and, ultimately, the most qualified firm is identified and offered the opportunity to enter into contract negotiations.

Phase II — Definition of the Scope of Work

The selected firm meets with the owner to discuss the proposed project in detail. These discussions enable the firm to write a detailed scope of services, a document that specifies exactly the tasks the firm will perform on behalf of the owner.

Phase III — Fee and Contract Negotiation

Once the scope of work is agreed upon, the firm develops a fee proposal for the owner's consideration. If the fee proposal is agreeable, the two parties enter into a contract. If the fee proposal is not acceptable, the two parties may negotiate revisions to the scope of work and budget and then enter into a contract for the project. If the Owner and design professional are unable to agree on scope and/or fees, the Owner may choose to cease negotiations with that firm and begin negotiations with the second-ranked firm and so on.

The City of Norman uses the following procedures on most projects:

- (1) The RFP is developed by city staff and issued by email and/or regular mail to up to 100 firms who have worked previously for the City or have expressed interest in doing so. The list of consulting firms is updated regularly. Typically, firms are asked to submit their sealed proposals in 3-4 weeks on a specific date and time.
- (2) A Pre-Proposal Conference is held approximately two weeks before the proposal deadline to review the RFP, discuss any specific project issues and answer any questions posed by consultants.
- (3) After proposals are submitted, a 5-member Selection Committee made up of three (3) staff members and two (2) private citizens review the proposals based on the ranking criteria shown below:

Technical Approach	30
Experience of key personnel (project team)	40
References	20
Oklahoma Based Firm	5
Norman Based Firm	5
Total	100 Points

The Selection Committee members independently score each proposal on a point scale as shown above. Depending upon the project, following review of the proposals by the Selection Committee, a design consultant is (1) selected based on the proposal score or (2) invited for further interviews with the Selection Committee.

During the interview process, firms are given a set time (usually one hour) to present and answer questions posed by the Selection Committee. Each member of the Selection Committee scores each firm based on their interview and the Committee ranks the firms again based upon the aggregate scores. The Selection Committee then recommends the consulting firm with which to negotiate a contract. This phase of the ranking and selection

process can take up to 2-3 weeks depending upon the available schedules of the Selection Committee and the consultants.

- (4) City staff works closely with the firm selected to refine the detailed scope of work for the project including all necessary tasks, schedules and fees. This phase of the process typically requires 3-5 weeks. If city staff and the consultant are unable to agree on the scope of work or fee schedule, contract negotiations cease and city staff notifies the second ranked firm to begin contract negotiations.

It is not uncommon in the City of Norman for the Consultant Selection Process to require up to 12 weeks and many hours of staff time before the contract is presented to the City Council for final consideration. However, Staff feels that the time and resources are justifiable because most of these projects will serve the community for decades in providing critical public works services. The consequences of error in the design process can include impacts to the health, safety and welfare of Norman citizens not to mention increased costs and liabilities for the City.

cc: Anthony Francisco, Director of Finance
Jeff Bryant, City Attorney
Ken Komiske, Director of Utilities
Jud Foster, Director of Parks and Recreation
Scott Sturtz, City Engineer

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2005

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
FHC, Inc. d/b/a Tetra FHC	OKC, OK	Robinson Street & Boyd Water Tower Resurfacing Project	Utilities	\$ 33,500
RJN Group	Tulsa, OK	Permanent Wastewater Flow Metering Project, Phase II	Utilities	\$ 154,244
Carter & Burgess, Inc.	OKC, OK	CDBG Cook Avenue Curb & Gutter Project	Planning & Comm. Develop.	\$ 58,050
Engineering Services & Testing, Inc.	Norman, OK	Rock Creek Road Widening Project (b/w Porter Ave. & 12 th Ave, NE Phase I	Public Works	\$ 347,907
Poe & Associates, Inc.	OKC, OK	Lindsey Street Widening Project (b/w Jenkins Avenue & Classen Blvd., Phase I)	Public Works	\$ 407,299
HDR Engineering, Inc.	Dallas, TX	North Lift Station Improvements, Project 10 (b/w Lift Station D & Northside Lift Station)	Utilities	\$ 205,536
RJN Group	Tulsa, OK	Interim Wastewater Solution for Northern Norman, Project 12 (Woodcrest Interceptor)	Utilities	\$ 133,849
Garver Engineers, LLC	Norman, OK	Interim Wastewater Solution for Northern Norman, Project 11B (Industrial, Tecumseh & Vo-Tech Interceptors	Utilities	\$ 199,837
Spear & McCaleb Co., PC	OKC, OK	Interim Wastewater Solution for Northern Norman, Project 11A (Little River & Northwest Interceptors)	Utilities	\$ 397,000
Engineering Services & Testing, Inc.	Norman, OK	Rehabilitation/replacement of collapsed concrete culvert (Cypress Lake Drive)	Public Works	\$ 20,500
Infrastructure Management Services, Inc.	Rolling Meadows, IL	Pavement Management Program	Public Works	\$ 35,170
Cardinal Engineering, Inc.	Norman, OK	FYE 2004 Sanitary Sewer Replacement Project	Utilities	\$ 35,180
		TOTAL		\$ 2,028,072

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2006

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
HNTB Corporation	Kansas City, MO	Robinson Street Grade Separation	Public Works	\$ 2,280,306
HNTB Corporation	Kansas City, MO	Duffy St. At-Grade Crossing Project	Public Works	\$ 87,083
PSA-Dewberry, Inc.	Tulsa, OK	24" Waterline – Segment D, Phase I	Utilities	\$ 80,240
Cardinal Engineering, Inc.	Norman, OK	Transfer Station Expansion	Utilities	\$ 45,500
Carollo Engineers	Overland Park, KS	Water Treatment Plan Expansion Evaluation	Utilities	\$ 100,000
Crafton, Tull & Associates, Inc.	OKC, OK	24" Waterline Project, Segment D-Phase 3	Utilities	\$ 95,625
Engineering Services & Testing, Inc.	Norman, OK	Brookhaven Water Tower Resurfacing Project	Utilities	\$ 40,000
Poe & Associates, Inc.	OKC, OK	Establish Water Well House Standard Details & Construction Specifications	Utilities	\$ 49,000
Garver Engineers, LLC	Norman, OK	48" Raw Waterline Project, Phase I	Utilities	\$ 129,000
Infrastructure Management Services, Inc. (IMS)	Rolling Meadows, IL	Pavement Management Program	Public Works	\$ 35,170
CH2M Hill, Inc.	OKC, OK	FYE 2007 Water Wells Project	Utilities	\$ 409,000
Traffic Engineering Consultants, Inc.	OKC, OK	West Tecumseh Road @ 36 th Ave 12 th Avenue E Signal Retiming 24 th Avenue NW Lighting	Public Works	\$ 73,165
Cardinal Engineering, Inc.	Norman, OK			
SMC Consulting Engineers, P.C.	OKC, OK	24" Waterline Project, Segment C, Phase 3	Public Works	\$ 63,000
		TOTAL		\$ 3,837,719

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2007

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
Professional Engineering Consultants, Inc.	Tulsa, OK	Water Distribution System Improvements Project, Segment A	Utilities	\$ 88,960
Horan, Carroll & Associates, Inc.	OKC, OK	Campus Corner Sidewalk Modification Project	Public Works	\$ 29,928
Traffic Engineering Consultants, PA	OKC, OK	Development of Traffic Signal Timing Plans	Public Works	\$ 16,000
RJN, Inc.	Dallas, TX	Permanent Wastewater Flow Metering	Utilities	\$ 150,000
Professional Engineering Consultants, PA	Tulsa, OK	Lift Station D Force Main Improvements Project	Utilities	\$ 78,970
Traffic & Lighting Systems	OKC, OK	24 th Avenue NW & Conference Drive	Public Works	\$ 160,702
Traffic Engineering Consultants, Inc.	OKC, OK	Lindsey Street & Robinson St. Signal Timing	Public Works	\$ 17,800
Garver Engineers, LLC	Norman, OK	Raw Water Line Project	Utilities	\$ 180,600
Engineering Services & Testing, Inc.	Norman, OK	Brookhaven Water Tower Resurfacing Project	Utilities	\$ 66,800
Atkins (formerly PBS&J)	Norman, OK	Storm Water Master Plan	Public Works	\$ 952,958
Poe & Associates, Inc.	OKC, OK	4 Water Wells	Utilities	\$ 51,500
		TOTAL		\$ 1,794,218

**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2008

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
HDR Engineering, Inc. Infrastructure Management Services, Inc. (IMS)	Dallas, TX	Lift Station D & Flow Equalization Basin Rehabilitation Project	Utilities	\$ 456,453
OKC Water Utilities Trust	Rolling Meadows, IL	Pavement Management Program	Public Works	\$ 35,170
Benham Companies, LLC	OKC, OK	Regional Raw Water Supply Infrastructure Study	Utilities	\$ 110,000
Cobb Engineering Company	OKC, OK	Highway No. 77 & Imhoff Road Intersection Improvement Project	Public Works	\$ 134,925
Engineering Services & Testing, Inc.	OKC, OK	Rock Creek Road Overpass Project, Phase II	Public Works	\$ 641,700
C.H. Guernsey & Company	Norman, OK	12 th Avenue NE & Robinson St. Intersection Improvements	Public Works	\$ 170,121
HNTB Corporation	OKC, OK	Legacy Park Project	Parks	\$ 303,200
Professional Engineering Consultants, PA	Kansas City, MO	Frontage Road	Public Works	\$ 138,981
Carollo Engineers, Inc.	Tulsa, OK	Lift Station D Force Main	Utilities	\$ 5,100
	Overland Park, KS	Phase I-Water Treatment Plant Expansion Project	Utilities	\$ 1,081,700
		TOTAL		\$ 3,077,350

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2009

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
MacArthur Associated Consultants, LLC	OKC, OK	Tecumseh Road Widening Project, Phase II	Public Works	\$ 368,126
CP&Y, Inc. Infrastructure Management Services, Inc. (IMS)	OKC, OK	Franklin Road Bridge over Little River	Public Works	\$ 321,101
Atkins (formerly PBS&J)	Rolling Meadows, IL Norman, OK	Pavement Management Program Design of intersection & drainage improvements for Boyd Street & Pickard Avenue	Public Works	\$ 39,061
Apposite Engineering, LLC	Edmond, OK	Porter Avenue Widening Project (b/w Woodcrest Drive & Tecumseh Road)	Public Works	\$ 129,316
SMC Consulting Engineers, PC	OKC, OK	Design of Rock Creek Road & 24 th Avenue NW and Legacy Park Drive & 24 th Avenue NW Intersection Improvements	Public Works	\$ 39,500
Garver Engineers, LLC	Norman, OK	Design of Main Street Bridge over Brookhaven Creek	Public Works	\$ 358,500
Garver Engineers, LLC	Norman, OK	Wastewater Treatment Plan Energy & Supervisory Control and Data Acquisition (SCADA) Improvement Project	Utilities	\$ 364,000
Sweetgrass Communities, LLC	Norman, OK	Lift Station D Water Line Project	Utilities	\$ 128,300
R. W. Beck, Inc.	Austin, TX	Provide Residential Solid Waste Operation Assessment for City of Norman	Utilities	\$ 26,500
C.H. Guernsey & Company	OKC, OK	Legacy Trail South Extension Project	Parks	\$ 75,630
		TOTAL		\$ 1,947,034

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2010

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
Bucher, Willis & Ratliff (BWR).	OKC, OK	Safe Routes to School Agreement	Public Works	\$ 29,000
HDR Engineering, Inc.	Dallas, TX	Wastewater Flow Monitoring & Modeling Services	Utilities	\$ 566,304
Infrastructure Management Services, Inc. (IMS)	Rolling Meadows, IL	Pavement Management Program	Public Works	\$ 33,561
Small Arrow, LLC	Joplin, MO	CNG Fueling Station Contract	Public Works	\$ 120,495
SMC Consulting Engineers, PC	OKC, OK	I-35/Robinson Street Interchange NE Ramp Project	Public Works	\$ 102,200
Beck Disaster Recovery, LLC	Orlando, FL	May 2010 Storm-Debris Services	Public Works	\$ 150,829
Beck Disaster Recovery, LLC	Orlando, FL	Debris Management Plan	Public Works	\$ 64,949
		TOTAL		\$ 1,067,338

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2011

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
Infrastructure Management Services, Inc. (IMS)	Rolling Meadows, IL	Management Pavement Program	Public Works	\$ 39,900
Garver Engineers, LLC	Norman, OK	Phase 2- Wastewater Treatment Plant Expansion Project	Utilities	\$ 397,800
Poe & Associates, Inc.	OKC, OK	Berry Road Waterline Replacement Project	Utilities	\$ 172,000
Engineering Services Testing, Inc.	Norman, OK	Boyd Street Water Tower Resurfacing Project	Utilities	\$ 45,000
Traffic Engineering Consultants, Inc.	OKC, OK	Boyd Street-Porter Avenue/Classen Blvd. Signal Retiming	Public Works	\$ 28,000
Wilson & Company	Norman, OK	Hall Park Lake Dam Repair	Public Works	\$ 42,885
3M Company	Minneapolis, MN	Citywide Project	Public Works	\$ 180,254
Bucher, Willis & Ratliff Corp./H.W. Lochner	OKC, OK	Main Street-Merkle-University Blvd.	Public Works	\$ 49,975
Lochner	OKC, OK	Comprehensive Transportation Plan	Public Works	\$ 42,920
		TOTAL		\$ 998,734

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**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2012

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
Infrastructure Management Services, Inc. (IMS)	Rolling Meadows, IL	Management Pavement Program	Public Works	\$ 39,974
SAIC	OKC, OK	Lindsey Street-24 th Avenue to East of Berry Road	Public Works	\$ 1,997,875
C.H. Guernsey Co.	OKC, OK	CityWide Wayfinding	Public Works	\$ 40,000
Traffic Engineering Consultants, Inc.	OKC, OK	UNP Master Lighting Plan	Public Works	\$ 38,000
Garver Engineers, LLC	Norman, OK	Robinson Street & I-35 West Study	Public Works	\$ 185,600
Fresse & Nichols	Ft. Worth, TX	Comprehensive Transportation Plan	Public Works	\$ 300,000
Cabbiness Engineering, LLC	Norman, OK	Lindsey Street Conceptual Design	Public Works	\$ 25,000
Cardinal Engineering Inc.	Norman, OK	SH9 Multi-Modal Path	Public Works	\$ 74,430
Cardinal Engineering, Inc.	Norman, OK	Highway 9 Waterline Relocation	Utilities	\$ 47,100
Cardinal Engineering Inc.	Norman, OK	Pendleton Drive Area Waterline Replacement Project	Utilities	\$ 75,500
Alan Plummer Associates, Inc.	Fort Worth, TX	Recycling of Treated Effluent at Yard Waste Composting Facility & Proposed Truck Washing Facility	Utilities	\$ 27,600
Carollo Engineers, Inc.	OKC, OK	2060 Strategic Water Supply Plan	Utilities	\$ 385,947
Carollo Engineers, Inc.	OKC, OK	Phase II Water Treatment Plan Improvement Project	Utilities	\$ 1,546,600
		TOTAL		\$ 4,783,626

**CONTRACTS AWARDED FOR ENGINEERING SERVICES
2005 – 2013**

2013

NAME OF FIRM	FIRM LOCATION	PROJECT NAME	DEPARTMENT	CONTRACT AMOUNT
Infrastructure Management Services, Inc. (IMS)	Rolling Meadows, IL	Management Pavement Program	Public Works	\$ 39,934
Cabbiness Engineering, LLC	Norman, OK	Alameda Street Safety Project	Public Works	\$ 196,975
Tetra Tech FHC	OKC, OK	12 th Avenue SE-Hwy 9 to Cedar Lane Rd.	Public Works	\$ 249,646
CP&Y, Inc.	OKC, OK	36 th Avenue NW: Tecumseh Road to Indian Hills Road	Public Works	\$ 703,879
Atkins, North America Inc.	Norman, OK	24 th Avenue SE: Lindsey Street to Robinson Street	Public Works	\$ 875,267
Cabbiness Engineering, LLC	Norman, OK	Porter Avenue and Acres	Public Works	\$ 55,300
Cardinal Engineering, Inc.	Norman, OK	Alameda Street and Findlay	Public Works	\$ 36,000
Garver Engineers, LLC	Norman, OK	12 th Avenue NE & High Meadows	Public Works	\$ 79,975
SMC Consulting Engineers Inc.	OKC, OK	I-35 UNP Frontage Road	Public Works	\$ 159,000
HRD Engineering, Inc.	Dallas, TX	Northside Water Reclamation Facility Engineering Report	Utilities	\$ 249,935
Engineering Services Testing, Inc.	Norman, OK	36 th Avenue NW and Havenbrook	Public Works	\$ 79,510
		TOTAL		\$ 2,725,421

Name of Proposer: _____

Reviewer Initials: _____

PHASE 2 WWTP EXPANSION PROPOSAL REVIEW FORM

Ranking Criteria (Reviewer may consider the following items)	Possible Points	Comments/Notes
General Requirements <ul style="list-style-type: none"> • transmittal letter • table of contents • ability to meet anticipated schedule • insurance coverage in proper amounts • 20 page maximum 	10	
General Qualifications <ul style="list-style-type: none"> • capabilities of firm and firm history • firm's wastewater treatment experience • firm's wastewater reuse experience • firm's previous work with Norman • exhibits to demonstrate qualifications 	15	
Quality of References <ul style="list-style-type: none"> • similar work in last 5 years • contact name and phone • project description • project cost • completion on schedule and within budget? 	15	
Technical Approach <ul style="list-style-type: none"> • construction phasing approach • activated sludge treatment; • primary and secondary clarification; • UV disinfection; • dissolved oxygen in the effluent • anaerobically digested sludge and co-generation facilities; • Class A sludge for beneficial reuse; • automation and SCADA; • building construction and odor control; • present worth analysis coordination and approvals from permitting agencies; • effluent reuse; • public education/public relations activities; • EPA/SRF funding procedures. • identification of work scope changes to reduce project cost or improve results 	30	
Key Personnel Qualifications <ul style="list-style-type: none"> • name, experience and responsibilities of project manager & project team • proximity of key staff to Norman • availability for duration of project • familiar with Norman WWTP & system • experience of proposed subcontractors 	30	
Total Points	100	

Name of Proposer: _____

Reviewer Initials: _____

PROPOSAL REVIEW FORM

Ranking Criteria (Reviewer may consider the following items)	Possible Points	Comments/Notes
Compliance with RFP Requirements <ul style="list-style-type: none"> • transmittal letter • table of contents • executive summary • identification of work scope changes • insurance coverage in proper amount • prioritize projects 	10	
General Qualifications <ul style="list-style-type: none"> • capabilities of firm • firm history • firm's wastewater experience • firm's previous work with Norman 	15	
Technical Approach <ul style="list-style-type: none"> • expertise in large diameter sewers • Expertise in construction on golf course • replacement versus parallel construction • easement acquisition • pipe replacement in urban setting • non-disruptive construction • prevention of overflow during construction • 404/wetlands permitting • ability to meet schedule • additional information 	30	
Quality of References <ul style="list-style-type: none"> • similar work in last 5 years • contact name • contact phone • project description • project cost • completion on schedule? • completion within budget? 	15	
Key Personnel Qualifications <ul style="list-style-type: none"> • name and experience of project manager & project team • name and experience of proposed surveyor (local?) • large diameter interceptors • non-disruptive construction • wetlands/404 permitting • familiar with Norman sewer system 	30	
Total Points	100	

RFP CONSULTANT RANKING FORM

January 2013

2012 Bond Project

Firm	Committee Member				Avg	Rank
	A	B	C	D		
A					0	
B	95	83	90	69	84.25	1
C	97	72	84	68	80.25	2
D					0	
E	90	71	84	67	78	3
F	75	54	44	40	53.25	
G					0	
H	80	65	70	65	70	10
I	80	60	59	40	59.75	
J	82	75	87	55	74.75	5
K	81	51	58	55	61.25	
L	80	68	69	75	73	9
M	75	48	86	65	68.5	
N	72	60	92	70	73.5	8
O	0	45	0	60	26.25	
P	90	69	80	60	74.75	5
Q	80	72	89	65	76.5	4
R					0	
S	72	59	88	78	74.25	7
T					0	

Note: Committee Member "E" became ill on the day of the Committee meeting and was unable to submit his rankings.