

CHICKASHA MUNICIPAL AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
MAY 30, 2023

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

1. **Call to Order / Roll Call.**
2. **Consideration and Discussion Items:**
 - a. Discussion, consideration, and possible action to approve timeline changes for RFQs for CMA-2303 - Chickasha Water Treatment Plant Improvements Project.
3. **Motion for Adjournment.**



City of
CHICKASHA

Meeting Type: Special CMA Meeting 5-30-2023

Meeting Date: 5/30/2023

Department: Community Development

Agenda Item No. 2.a.

AGENDA ITEM: Discussion, consideration, and possible action to approve timeline changes for RFQs for CMA-2303 - Chickasha Water Treatment Plant Improvements Project.

I. BACKGROUND/DESCRIPTION:

These changes will allow an extension for the Request for Qualifications until June 9th 2023

There is an engineering conference this week and several firms asked for extensions.

This timeline would also allow a 1 day extension for NOI's to accept one late NOI due to server issues.

II. RECOMMENDED ACTION:

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: NAME, TITLE	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: May 30, 2023	(From)		

V. ATTACHMENTS:

1. RFQ CMA WTP DESIGN updated 5.22.23



May 16, 2023
(delivered via e-mail)

RE: Request for Qualifications Statements
Professional Design Services
Chickasha Water Treatment Plant Improvements Project

Dear Sir/Madam:

The Chickasha Municipal Authority (Owner) seeks the services of a qualified Firm to provide Professional Design Services for the Chickasha Water Treatment Plant Improvements Project. We hereby request your firm submit a Statement of Qualifications to the Owner for consideration of providing these services.

The existing Water Treatment Plant currently provides a maximum of 4.6 MGD of water to the citizens of Chickasha and a nearby small community. The proposed project will consist of a new facility on an adjacent tract of land with a maximum treatment capacity of 6 MGD, with provisions to expand to 8 MGD. The intended treatment process will include pretreatment, clarification, filtration and disinfection. An existing Feasibility Study provides detailed information regarding the proposed project and will be made available to respondents upon request.

The Owner intends to execute one contract only for Design Services. The selected Design Firm will provide all pre-construction services for the project, including but not limited to 1) Engineering and other appropriate design of the proposed facility, 2) construction documents for the project, 3) reports and information necessary to obtain the appropriate permits for construction, 4) environmental reviews, reports and plans and 5) construction bid solicitation. Construction and plant commissioning/start-up services will also be included, although the Owner reserves the right to contract with other firms for this phase of the project for related services (e.g., Construction Resident Inspection, Materials Testing, etc.).

Interested firms must submit a completed Notice of Intent form by 5:00 p.m. on **May 22, 2023**. Please submit your firm's State of Qualifications in accordance with the requirements set forth in the attached document by 5:00 p.m. local time on **June 9, 2023**.

Thank you for your time and attention to this matter. Please direct comments, questions and any requests for information regarding this request for proposal to my office at (405) 222-6001.

Respectfully,

Keith Johnson
General Manager
Chickasha Municipal Authority

Copy: Staff File

Request for Qualifications

Professional Design Services

May 16, 2023

1. Introduction

The Chickasha Municipal Authority (Owner) seeks the services of a qualified Firm to provide Professional Design Services for the Chickasha Water Treatment Plant Improvements Project. These provisions shall govern the selection process and the activities of the Design Firm.

The project is generally described as: Chickasha Water Treatment Plant Improvements Project

Preliminary Cost Estimate: \$73,000,000

Potential Funding Sources: Federal Aid, State Aid and Local Funds

2. General Terms

- 2.1. The responsibility for evaluation of Statements of Qualifications and/or Proposals and selection of a Design Firm with which Owner may negotiate a contract for professional services rests solely with the Owner. The Owner shall be solely responsible for determination of which Design Firm is the best firm.
- 2.2. The Owner intends to execute one contract for Design Firm Services on this project.
- 2.3. At Owner's discretion, the contract may be extended to include additional services.
- 2.4. The Design Firm will provide all pre-construction services for the project and construction and start-up services as appropriate and deemed necessary by the Owner. Notwithstanding, the Owner reserves the right to contract with other firms for construction phase related services (e.g., Construction Resident Inspection, Materials Inspection, etc.).
- 2.5. All contracts for services shall comply with the applicable procedures, rules, regulations and requirements of the funding sources implemented on this project.
- 2.6. All services shall be provided in compliance with Oklahoma Statutes.

3. Pre-Construction Services:

Design Firm will provide all professional services necessary to develop the design of the project to achieve the goals of acquiring necessary funding and to enter into a contract with a separate firm for construction of the project. These services shall include, but will not be limited to:

- 3.1. Design of the proposed improvements.
- 3.2. Provide engineering and other appropriate design reports and information necessary to obtain funding for the project.
- 3.3. Provide construction documents for the project. Said documents will be provided at the following stages of completion: 30%, 60%, 90% and 100%.
- 3.4. Provide reports and information necessary to obtain the appropriate permits for construction.
- 3.5. Provide environmental reviews, reports and mitigation plan design if necessary.
- 3.6. Assist Owner with construction bid solicitation and make recommendation(s) for selection of a contractor(s) for construction of project.
- 3.7. Meet with Owner and any applicable funding agency representatives as necessary during all phases of the project.
- 3.8. Provide evaluation and value planning that offers cost savings suggestions and best value recommendations.
- 3.9. Provide construction cost estimates at each design phase (30%, 60%, 90%, and 100%).

4. Construction Phase Services:

Design Firm will provide the following services during construction at a minimum. Other related services may be included in Design Firm's contract at the Owner's sole discretion. The Owner reserves the right to enter into separate contract(s) for related services (e.g., Resident Inspection, Materials Testing, etc.).

- 4.1. Materials Submittal review and response.
- 4.2. Schedule(s) of Values review and response.
- 4.3. Responses to Requests for Information.
- 4.4. Minimum monthly construction project inspections by Engineer-of-Record during construction.
Provide written report of same.
- 4.5. Review of proposed changes to the design and issuance of approval or non-approval.
- 4.6. Plant Commissioning and Start-Up Engineering oversight.

5. Written Statement of Qualifications Content

The following items shall be included in your firm's written response to this RFQ at a minimum:

- 5.1. Identification of Project Team – Civil, Electrical, Mechanical, Geotechnical, Surveying, etc.
 - 5.1.1. Identification of Project Engineer
 - 5.1.2. Resumes of individual Project Team members
- 5.2. Project Understanding
- 5.3. Project Approach
- 5.4. List of similar projects successfully completed by the Project Team within the past 10 years.
- 5.5. Capacity to Provide Services for this project – adequate Staff levels, current project schedule, etc.
- 5.6. Familiarity with Owner's existing Water Treatment and Water Distribution systems.
- 5.7. Completed Form "PROFESSIONAL DESIGN SERVICES QUALIFICATIONS STATEMENT", Exhibit A.

Firms desiring to submit a Statement of Qualifications shall complete and submit a completed Notice of Intent form, Exhibit C.

The written Statement of Qualifications shall be limited to 25 pages, excluding required forms (e.g., affidavits), report cover, separation tabs, Exhibit A, Exhibit B, Exhibit C and resumes.

6. Selection Process

All qualification statements submitted will be reviewed by the Owner's Selection Team to determine the qualifications of each firm. Firms will be ranked by the Selection Team based on the responses to this RFQ. Based on this review, the Owner intends to select a firm based upon the qualifications and experience of the firm. The Owner reserves the right to compile a short list of qualified candidates for interview. Selection of the most qualified firm may be determined in part based on interviews.

Selection of the most qualified firm will be based on the written Statement of Qualifications content, interviews if conducted and reference checks. A fee proposal will be solicited from the highest rated qualified firm. The Owner will negotiate a contract with the highest rated qualified firm. In the event a mutually agreeable fee and contract terms cannot be negotiated with the selected firm, the Owner may negotiate with other qualified firms in order of their ranking.

Final selection and approval shall be made by the Chickasha Municipal Authority, and after approval by the Chickasha Municipal Authority, a contract will be prepared for execution.

7. Interview

After receiving written RFQ response the Selection Team may elect to meet with your project team. The purpose of this meeting will be at a minimum to:

- a. Meet the project team lead members and review in more detail the experience of the team.
- b. Discuss and review any items contained in this Request for Qualifications or the firm's Statement of Qualifications.
- c. Discuss and review any matters related to Water Treatment.
- d. Discuss the firm's strategies for controlling and minimizing project costs.
- e. Discuss the firm's strategies for project scheduling and delivering the project on schedule.
- f. Discuss the firm's strategies for addressing project challenges.

8. Design Firm Selection Schedule

- May 16, 2023 RFQ distributed
- May 22, 2023 Notice of Intent forms due
- June 9, 2023 Written Statements of Qualifications due
- June 16, 2023 Selection Team establish short list of qualified firms, if applicable
- June 16, 2023 Proposals from short list firms due, if applicable
- June 19, 2023 (week of) Interviews with firms placed on short list
- June 26, 2023 Selection Team determination of best Design Firm
- July 3, 2023 Request authorization from CMA to negotiate contract
- July 17, 2023 Request approval of contract by CMA

9. Additional Terms

- 9.1. The Owner reserves the right to reject any and all Statements of Qualifications and/or Proposals and to reject or waive any irregularities or minor defects in any Statements of Qualifications and/or Proposals.
- 9.2. The Owner reserves the right to defer execution of a contract for services for ninety (90) calendar days after the date Statements of Qualifications are received.
- 9.3. Information derived from written responses shall be confidential, except as required for public information pursuant to State or local law. The evaluation of the qualifications will be made on the basis of the aforementioned requested information, but not necessarily limited thereto.
- 9.4. Each firm submitting a Statement of Qualifications and/or Fee Proposal agrees that:
 - 9.4.1. The Owner shall not be liable to the firm for any costs incurred by the firm associated with preparing and delivering said submittal(s).
 - 9.4.2. The Owner shall not be liable to the firm for any costs incurred by the firm associated with participating in interviews associated with the selection process.

10. Statement Submittal

Ten (10) hard copies of Statements of Qualifications shall be directed to:

Chickasha Municipal Authority

Attn: General Manager

117 N. 4th Street

Chickasha, Oklahoma 73018

One digital copy in pdf format shall be directed to: Susan.mcdaniel@chickasha.org. Statements of Qualifications must be received at the above address no later than 5:00 p.m. local time on June 9, 2023.

EXHIBIT A

PROFESSIONAL DESIGN SERVICES QUALIFICATIONS STATEMENT

The Chickasha Municipal Authority (hereinafter referred to as Owner) is soliciting information in this statement to assist in the initial stages of selecting a firm to provide Professional Design Services for the Water Treatment Plant Improvements Project in Chickasha, Oklahoma. Receipt and acceptance of this completed statement does not commit the Owner to award an interview or a contract to any firm. Where necessary, attach additional pages to this Statement.

Firm/Company Contact Information	
Name	
Address	
Telephone	
Website	
Indicate contact person whom Owner can call upon concerning your proposal or setting dates for meetings.	

Firm/Company Qualifications	
<i>(Note: If a firm has more than one location, respond for the office or branch proposed to work on this)</i>	
General Information:	
Date Founded/Opened	
Total Number of Employees	
Attach Project Team organizational chart	
Potential workload and any potential concerns with capacity during calendar years 2023 through 2026.	
Project Experience:	
What office would be servicing Owner	
List all projects of a similar nature completed within the past 10 years and give brief descriptions of each, including location of project, Design Fee, timeline, and total construction costs. Provide Client name, contact person(s), contact telephone number, contact email address, and length of relationship.	
List a minimum of three (3) references that are knowledgeable regarding your Firm/Company's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact email address, and a complete description of services provided, including dates of services.	
List of previous engagements with Owner.	
What sets your organization apart from other construction service firms? Give examples.	
Qualifications:	
Does the Firm/Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its proposal?	
Is your Firm/Company, its affiliates and/or subsidiaries subject to any contract that creates a conflict of interest with and/or prohibits you, your firm/company, its affiliates and/or subsidiaries from providing Design Services to Owner?	
Provide information regarding the Firm/Company's financial responsibility and resources to undertake a contract of this magnitude.	
Provide professional/business licenses numbers	

EXHIBIT A
PROFESSIONAL DESIGN SERVICES QUALIFICATIONS STATEMENT

Has the Firm/Company ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.	
Has the Firm/Company ever failed to complete any contract awarded? If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.	
Has any officer, principal or partner proposed for this assignment ever been an officer, principal or partner of some other organization that failed to complete a contract? If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.	
Litigation Disclosure: <i>Failure to fully and truthfully provide the information requested may result in the disqualification of your Statement from consideration or termination of the contract, if awarded.</i>	
Have you or any member of your Firm/Company or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?	
Have you or any member of your Firm/Company or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for any Federal, State, or Local Government?	
Have you or any member of your Firm/Company or Team to be assigned to this engagement been involved in any claim or litigation with any Federal, State, or Local Government, during the last ten (10) years?	

EXHIBIT B
DESIGN SERVICES QUALIFICATIONS STATEMENT

Any and all costs associated with the preparation of any statement and/or submittal shall be borne by the Firm/Company. Firm/Company acknowledges that all information submitted will be retained by Owner and is subject to the Oklahoma Open Records Act. This Statement does not commit Owner to award an Interview opportunity, does not commit Owner to enter into a contract, or provide reimbursement of any costs associated with this overall selection process. Final award of any contract is subject to Owner approval.

TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND CORRECT.

Name of Firm/Company

Printed or Typed Name of Principal

Title of Principal

Signature of Principal

Date



**EXHIBIT C
NOTICE OF INTENT
TO SUBMIT STATEMENT OF QUALIFICATIONS
AND REQUEST FOR DELIVERY OF FEASIBILITY STUDY**

TO: General Manager
Chickasha Municipal Authority
117 N. 4th Street
Chickasha, Oklahoma 73018
In care of: Susan.mcdaniel@chickasha.org

RE: ***Chickasha Water Treatment Plant Improvements Project***
Request for Qualifications Statements

The following information is provided as our expression of interest to submit a Statement of Qualifications to provide professional services in conjunction with the referenced matter.

The person(s) and contact information listed below should be used for all correspondence, addenda, clarifications or notices provided by the Chickasha Municipal Authority with respect to the referenced matter.

Further, we hereby respectfully request that existing Conceptual Design and Feasibility Study of the Raw Water Supply and Water Treatment Plan Draft Report dated April 25, 2023 be provided to the Respondent to aid us in developing our Statement. We understand and agree this report will be provided in electronic format (pdf) only and shall be used in conjunction with this project only.

Respondent: _____
(firm name)

Contact Representative: _____

Mailing Address: _____

Phone Number: _____

E-mail address: _____

Alternative Contact: _____

Alternative Phone: _____