

REQUEST
FOR
QUALIFICATIONS

PROFESSIONAL WATER AND WASTEWATER
ENGINEERING SERVICES TO

EXAMINE & IDENTIFY
THE NEED TO UPGRADE THE FOLLOWING:
LIFT STATION PUMPS & COMPONENTS,
WTP MAIN CONTROL PANEL & COMPONENTS
WWTP SCREEN CONTROL PANEL SCADA INTEGRATION



RFQ SUBMITTAL DEADLINE
MONDAY, NOVEMBER 28, 2022
10:00 am

RFQ #WATER/WASTEWATER 2022

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I. INTRODUCTION

Grove Municipal Services Authority (“GMSA”) is issuing this Request for Qualifications (RFQ) to solicit interest from prospective qualified firms for engineering services.

GMSA is issuing this RFQ in accordance with applicable laws that allow an agreement with a private entity that displays demonstrated competence and qualifications to perform engineering services for GMSA.

An evaluation committee (“Committee”) will evaluate the submitted qualifications. The Committee will evaluate the qualifications of all submissions to determine a list of the most competent and qualified applicants. From this list GMSA may select the most competent and qualified applicant to negotiate a contract for Water and Wastewater engineering services. The creation of this list shall not be deemed as creating any type of contractual expectancy for the award of any contract(s) on the part of GMSA.

During the evaluation process, the Committee and the GMSA reserve the right, where it may serve GMSA’s best interest, to request additional information or clarifications from submitting firms or to allow corrections or errors or omissions. At GMSA’s discretion, firms submitting qualifications may be requested to make oral presentations as part of the evaluation process.

GMSA reserves the right to terminate this process and to cancel or modify this solicitation process at any time. In no event will GMSA or any of its respective agents, representatives, consultants, directors, officers or employees be liable for, or otherwise obligated to reimburse, the costs incurred in preparation of this RFQ, or any other related costs. The prospective firms shall be fully responsible for all costs incurred in the preparation and/or presentation of the RFQ submittals. The RFQ submittals will become the property of GMSA.

All proposals shall be subject to the Oklahoma Open Meetings and Open Records Act unless the respondent clearly and prominently identifies a particular submittal item as proprietary and said item unequivocally qualifies for this exception under the Act as determined by the Attorney General.

II. TIME PERIOD

The selected firm will be retained to provide Water and Wastewater engineering services. The firm will be requested to provide a proposal for their services for approval by GMSA.

III. LIMITATIONS

During the period a selected firm is under contract with GMSA, the firm will not be permitted to perform any services for any agency, developer, contractor, or individual performing work that will be submitted to GMSA, or any project or construction that involves inspection, coordination, approval or in any other manner that involves GMSA.

IV. TYPICAL MILESTONES

DATES

- RFQ Announcement November 4, 2022
- RFQ Deadline November 28, 2022
- Determine most qualified firm December 28, 2022 (Goal)
- Agree on contract and pricing base for firm Variable
- Submit contract to GMSA for approval Variable

RFQ SUBMITTAL DEADLINE AND DELIVERY LOCATION

Sealed RFQ submittals must be received and time stamped by **10:00 A.M. CENTRAL STANDARD TIME, November 28, 2022.** Sealed RFQ submittals will only be accepted at the following location:

DELIVERY ADDRESS

GMSA
Ivonne Buzzard, Secretary
104 W. THIRD
GROVE, OKLAHOMA 74344

It is the sole responsibility of the firm to ensure that the sealed RFQ submittal arrives at the above location by the specified deadline regardless of the method chosen by the firm for delivery. Faxed or electronically transmitted RFQ submittals will not be accepted in response to this RFQ.

Point of Contact – GMSA designates the following as its representative and Point of Contact for this RFQ. Firms and all interested parties shall restrict all contact with GMSA staff and direct all questions regarding this RFQ to the following Point of Contact:

GMSA
Deric Douthit, Public Works Director
104 W. Third
Grove, OK 74344
E-mail: ddouthit@cityofgroveok.gov
Phone: 918-786-6107
Fax: 918-786-8939

QUALIFICATION / CONTENT REQUIREMENTS

The RFQ submittals must include all items listed below to be considered complete and to be evaluated. The RFQ submittal should be placed in a separate sealed envelope, or packaged and identified with the RFQ deadline and RFQ number (as they appear on the cover sheet) in the lower left-hand corner and a return address in the upper right-hand corner. If this information is not on the RFQ submittal, it will be returned to sender without being opened, or will not be opened if the return address is not on submittal.

The RFQ submittal must include the following to be evaluated:

- Completed RFQ Letter of Interest (Exhibit 1)
- Completed Non-Collusion Affidavit (Exhibit 2)
- Completed Credit Check form (Exhibit 3)
- Executive summary (maximum of four pages)
- Key personnel qualifications and availability to GMSA staff
- Approach to relationship with Staff and GMSA Trust Members
- Length of time that your firm has been in business
- Specific services your firm will provide related to this project and your firm's ability to provide these services
- Detailed summary of prior Water and Wastewater engineering services with reference information
- Qualifications and relevant project experiences of your firm
- If your firm has done work with GMSA, currently or before, list the project
- Legal Qualifications to perform work in the State of Oklahoma
- Summary of current or past project-necessitated litigation pursued by or brought against your firm in the previous 5 years
- Insurance - During the performance of the Services under the Agreement, Professional Engineers shall maintain the following insurance with an insurance company licensed or authorized to do business in the State of Oklahoma by the State Insurance Commission or any successor agency that has a rating with Best Rate Carriers of at least an A- or above:

Comprehensive General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$100,000 for each occurrence and not less than \$250,000 in the aggregate.

Automobile Liability Insurance with bodily injury limits of not less than \$500,000 for each person and not less than \$500,000 for each accident, and with property damage limits of not less than \$100,000 for each accident.

Worker's Compensation Insurance in accordance with statutory requirements, and Employers' Liability Insurance with limits of not less than \$100,000 for each accident including occupational disease.

The Professional Engineering Firm shall furnish insurance certificates or insurance policies to GMSA evidencing insurance in compliance with this RFQ at the time of the execution of the Agreement. The General Liability and Automobile Liability insurance policies shall name the Owner as an additional insured, the Worker's Compensation policy shall contain a waiver of subrogation in favor of the Owner, and each policy shall contain a provision that such insurance shall not be canceled or modified without thirty (30) days' prior written notice to Owner and Engineering firm. In such event, the Engineering Firm shall, prior to the effective date of the change or cancellation, furnish Owner with substitute certificates of insurance meeting the requirements of this RFQ.

One original and five copies of your response must be included. Any cost incurred by the vendor in responding to the RFQ is the responsibility of the vendor and cannot be charged to GMSA.

GMSA will evaluate all RFQ submittals and will select firms deemed most qualified and may negotiate and enter into contract(s) to provide Water and Wastewater engineering services to include information as identified in the enclosed Scope of Work. In making the determination, GMSA may schedule one-on-one interviews with the firms, if deemed necessary.

GMSA reserves the right to request further documentation or information, and to discuss an RFQ submittal for any purpose in order to answer questions or to provide clarification.

GMSA reserves the right to reject any or all RFQ submittals and to conduct studies and other investigations, as necessary, to evaluate the RFQ submittal and complete interviews with the firms, as part of the evaluation phrase.

Your RFQ submittal may not be changed, amended or modified after such time as GMSA declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.

EVALUATION CRITERIA

In evaluating the RFQ submittals, GMSA is particularly interested in firms demonstrating competent, timely, functional and cost-effective methods to provide Water and Wastewater engineering services. GMSA expects the RFQ submittal to provide adequate information about the firm's organizational structure and all designated key personnel who will be involved in any potential project. The firm must include in their RFQ submittal specific project related detailed summaries and an overall project development plan presenting their strategy on delivering the best project with sufficient information to evaluate the "most qualified and competent" firms.

Each firm shall submit **one original and five copies** of its RFQ submittal on letter (8 ½ x 11) sized white paper and spiral bound with all pages sequentially numbered and in a sealed package. Please do not submit ringed binders. All criteria sections and subsections need to be separated and clearly marked tabs.

Each RFQ submittal should be clearly marked on the cover and should be as concise as possible. Any additional information may be submitted in a separate document marked "Appendix". A weighted percentage for evaluation criteria has been established.

Qualifications will be evaluated on a weighted percentage for each evaluation criteria as established below:

1. Qualification package completed in accordance with RFQ
2. Demonstrated experience in Water and Wastewater engineering services as identified in the enclosed Scope of Work.
3. Capability to perform all aspects of a project either directly or through sub-consultants
4. Key personnel professional background and experience
5. Quality and competence of work on projects previously undertaken
6. Familiarity with and proximity to the geographic location of the City of Grove

The most qualified and competent firm(s) will be recommended to interview. Participation in the interview phase is not assurances that any firm will be awarded any contract. Contract(s) will be awarded based on negotiations with the most qualified and competent firm for Water and Wastewater engineering services for a fair and reasonable price and shall be subject to the approval of GMSA.

GMSA RESERVATION OF RIGHTS

In connection with the RFQ, GMSA reserves all rights (which rights may be exercised by GMSA in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

1. Cancel this RFQ, in whole or in part at any time before the execution of a contract by GMSA, without incurring any cost, obligations or liabilities.
2. Issue addenda, supplements, and modifications to this RFQ.
3. Revise and modify, at any time before the RFQ submittal due date, the factors and/or weights of factors GMSA will consider in evaluating RFQ submittals and to otherwise revise or expand its evaluation methodology as set forth herein.
4. Extend the RFQ submittal due date.
5. Investigate the qualifications of any firm under consideration and require submittal confirmation of information furnished by a firm.
6. Require additional information from a firm concerning contents of its RFQ submittal and/or require additional evidence of qualifications.
7. Waive or permit corrections to data submitted with any response to this RFQ until such time as GMSA declares, in writing, that a particular stage or phase of its review of the responses has been completed or closed.
8. Reject at any time, any or all submittals, responses and RFQ submittals received.
9. Terminate, at any time, evaluations of responses received.
10. Appoint an evaluation committee to review RFQ submittals or responses, make recommendations and seek the assistance of outside technical experts and consultants in RFQ submittal evaluation.
11. Hold interviews and conduct discussions and correspondence with one or more of the firms responding to this RFQ to seek an improved understanding and evaluation of the responses to this RFQ.
12. Seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ.
13. Disclose information contained in an RFQ submittal to the public as required under the Oklahoma Open Meetings and Open Records Act.
14. Authorize firms to substitute key personnel until GMSA declares, in writing, that a particular stage or phase of its review has been completed and closed.
15. Waive deficiencies in an RFQ submittal, accept and review a non-conforming RFQ submittal or seek clarifications or supplements to an RFQ submittal.
16. Disqualify any firm that changes its RFQ submittal without GMSA's authorization.
17. Exercise any other right reserved or afforded to GMSA under this RFQ. GMSA reserves the right to modify the process, in its sole discretion, to address applicable law and/or the best interest of GMSA.

GMSA shall not, under any circumstances, be bound by or be liable for any obligations with respect to any engineering services until such time (if at all) a contract has been awarded and all approvals obtained in form and substance satisfactory to GMSA have been executed and authorized by GMSA, and then only to the extent of such agreements.

EXHIBIT 1

RFQ LETTER OF INTEREST FORM

RFQ LETTER OF INTEREST

Firm: _____

Response Date: _____

Delivery Address:
GMSA
Ivonne Buzzard, Secretary
104 W. 3rd
Grove, Oklahoma 74344

The undersigned firm submits the following information (this **RFQ submittal**) in response to that certain Request for Qualifications dated as of _____ (as amended by any **RFQ Addenda**), issued by Grove Municipal Services Authority, Grove, Oklahoma (“GMSA”) to provide Water and Wastewater engineering services to include information as identified in the enclosed Scope of Work as identified in this Plan.

Enclosed, and by this reference incorporated herein and made a part of this RFQ, are the following:

- Completed RFQ letter of interest form (Exhibit 1)
- Completed non-collusion affidavit (Exhibit 2)
- Completed credit check authorization form (Exhibit 3)
- Executive summary (4 pages maximum)
- Key personnel qualifications
- Detailed summaries of prior Water and Wastewater engineering service (or similar) projects with reference information
- Legal qualifications to perform work in the State of Oklahoma

Firm acknowledges receipt, understanding and full consideration of all materials with respect to this RFQ and any Addenda.

Firm also understands that GMSA is not bound to select any firm and may reject any RFQ submittal that GMSA receives.

Firm further understands that all costs and expenses incurred by it in preparing this RFQ and participating in this process will be borne solely by the firm, and that the RFQ submittal materials will become the property of GMSA and will not be returned by GMSA.

Firm agrees that GMSA will not be responsible for any errors, omissions, inaccuracies, or incomplete statements in this RFQ. Firm accepts all terms of the RFQ submittal process by signing this letter of interest and making the RFQ submittal.

This RFQ shall be governed by and construed in all respects according to the laws of the State of Oklahoma.

Firm's Name: _____

Primary Business Address: _____
(No.) (Street) (Floor or Suite)

(City) (State or Province) (Zip or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization

Signature block for corporation or limited liability company:

By: _____

Print Name: _____

Title: _____

Signature block for partnership or joint venture:

By: _____

Print Name: _____

Title: _____

*Add signatures of additional general partners or members as appropriate.

Signature block for partnership or joint venture:

By: _____

Print Name: _____

Title: _____

Signature block for attorney in fact:

By: _____

Print Name: _____

EXHIBIT 2

NON-COLLUSION AFFIDAVIT

EXHIBIT 3

CREDIT CHECK AUTHORIZATION FORM

CREDIT CHECK AUTHORIZATION

GMSA is required to determine whether a firm who may be awarded a contract is financially responsible. GMSA will run a credit check on the potential firm before award of the contract. Please complete the following information and submit with your qualifications.

Firm/Contractor

Name: _____

Street
Address: _____

Mailing
Address: _____

Tax Identification Number: _____

I hereby authorize GMSA or credit bureau or other investigative agency employed by GMSA to obtain credit reports, history and other information to evaluate the financial responsibility of the firm/contractor named above. As to GMSA, I hereby expressly waive all privileges and claims to confidentiality which the said may have with respect to such information. This authorization is irrevocable until 90 days after all proposal has been opened.

Photocopies of this authorization shall be effective to the same extent as the original.

Authorized signature: _____

Title: _____

Date: _____

EXHIBIT 4

WATER AND WASTEWATER **ENGINEERING SERVICES** **SCOPE OF WORK**

WATER AND WASTEWATER ENGINEERING SERVICES
SCOPE OF SERVICES

The general scope of services for this project is to provide Water and Wastewater engineering services as listed below.

The tasks of the Scope of Services are identified as follows:

1. Identify issues with each lift station that make it necessary to replace the pumps
2. Identify the proper size for each lift station pump
3. Identify any issues that might prevent the new pumps from operating properly
4. Identify lift stations that need rehabilitation
5. Identify Main Control Panel PLC processor and components that need upgraded plus On-site and remote access services (Water Treatment Plant)
6. Identify InTouch HMI SCADA software tag database and configuration for integration with the PLC 2 that needs updated plus On-site and remote access services (Water Treatment Plant)
7. Provide cost estimates to purchase and replace the equipment as identified:

Liftstation pumps and components

49 Flgyt NP 3127 SH 3 ∞ Adaptive 248 (or equal)

- 11 HP/230V/3 ∞
- FLS – (Float Leakage Sensor)
- 50' of Power Cable

49 MINI-CAS II/FUS 120/24 VAC/DC (or equal)

3 Flgyt NP 3153 Submersible Pump (or equal)

- 20 HP/230V/3 ∞
- FLS – (Float Leakage Sensor)
- 4" Discharge

3 MINI-CAS II/FUS 120/24 VAC/DC (or equal)

3 Socket for MINI-CAS (or equal)

Water Treatment Plant Main Control Panel and components

1 KOYO D4-454 PLC processor (or equal)

2 D4-08B-1 mounting plates (or equal)

1 24 VDC power supply (or equal)

1 120 VAC single phase duplex outlet (or equal)

1 Surge protector device

Iddec control relays

Wastewater Treatment Plant PLC2 – Screen Control Panel SCADA Integration

Update InTouch HMI SCADA software tag database and communication configuration for integration with the PLC 2; Micro810 PLC procession. HMI screen development for the WWTP screen equipment (or equal)