



## **Request for Qualifications** **Regional Design and Specifications Manuals**

INCOG is accepting statements of qualifications for the development of **Regional Design and Specifications Manuals**. This submittal is for consultant qualifications only. **DO NOT PROVIDE PROPOSED FEES FOR THIS PROJECT.**

Qualifications are to be mailed or delivered to: INCOG, Attn: Justin Dowd; 2 W. 2<sup>nd</sup> Street, Suite 800, Tulsa, Oklahoma, 74103 by **December 14, 2018 at 5:00pm**. Provide 5 hard copies of your Statement of Qualifications and send an electronic copy to [jdowd@incog.org](mailto:jdowd@incog.org). INCOG may develop a short list from the submittals and selected consultants may be invited to submit a proposal or interview. It is anticipated that a contract will be negotiated with the selected firm.

An **optional conference call** will be held on **12/5/2018 at 1:00 pm (CST)**. Dial-In Number: (641) 715-0706 - Access Code: 908774. Project related questions may be submitted to [jdowd@incog.org](mailto:jdowd@incog.org).

For more information or a complete RFQ document, contact Justin Dowd at (918) 579-9440 or visit email [jdowd@incog.org](mailto:jdowd@incog.org).

### **I. Introduction.**

INCOG is seeking a qualified consultant to develop a model Local Public Agency Urban Design and Specifications Manual for use of Tulsa area cities. The region's communities are looking to bring uniformity to the standards developers are required to use in the design and construction of the region's infrastructure. The Iowa Statewide Urban Design and Specifications (SUDAS) Manuals are proposed as a model format from which to adapt the requested manual.

### **II. Project Area and Description**

The Regional Design and Specifications Manual is expected to include design standards and construction specifications for the cities of Bixby, Jenks, Owasso, and Sand Springs. The Design and Specifications Manual will be based upon the Iowa SUDAS Manuals. A copy of the manuals can be downloaded here: [Iowa SUDAS Manuals](#).

### **III. Background**

The cities of Bixby, Jenks, Owasso, and Sand Springs have all desired to update their engineering design and construction specifications. Individually, they looked at in-house edits as well as hiring consultants. In-house edits proved slow and tedious while outside consultants were cost prohibitive.

INCOG seeks to assist member local governments with creating a typical set of engineering design and construction specifications based on the Iowa SUDAS Manuals for use by other local governments. INCOG will be the project manager for the endeavor with support from participating cities as stakeholders and steering group.

### **IV. Anticipated Scope of Services**

The consultant may be asked to provide the following services:

- 1) Develop a common/a typical prototype of engineering design and construction specifications for the cities of Bixby, Jenks, Owasso, and Sand Springs
- 2) Develop engineering design standards and construction specifications detailing Low Impact Development as part of the communities' MS4 Permits
- 3) Develop construction specifications detailing AMR Meters
- 4) Develop construction specifications detailing traffic control measures
- 5) Create appendices addressing jurisdiction specific needs within the engineering design and construction specifications
- 6) Draft construction details

## V. Evaluation Criteria/Method of Evaluation

Qualifications will be evaluated by an internal staff review committee. Qualifications will be reviewed in terms of content and completeness. Previous client references may be contacted to verify client satisfaction, including clients not listed on the proposal. This RFQ is open to any firm that provides consulting services that comply with all elements identified within this RFQ. Statements of Qualifications should include sample projects completed by personnel assigned to this project. Statements of Qualifications will be evaluated on the following criteria:

- A. **Technical Competency and Record of Success**: Consultant's record of success on similar projects recently completed. Reference projects should demonstrate the technical competence of the specific staff members assigned to this project in the following areas. This is to determine whether the consultant assigned to this project has sufficient qualifications to successfully perform the Scope of Services. The reviewers will also assess the applicability of the consultant's previous projects.
- 1) Expertise in developing engineering design standards and construction specifications
  - 2) Expertise in Low Impact Development (LID) practices
  - 3) Expertise in AMR Meter construction and installation
  - 4) Expertise in traffic control measures
  - 5) Expertise in drafting construction details
  - 6) Experience of key personnel identified for work on the Regional Design and Specifications Manuals
  - 7) Clear demonstration of project goals
  - 8) Proposed methodology and approach to accomplish the work in a timely and competent manner
- B. **References**: Consultant should provide at least 3 client references for similar projects, including contact information. References may be contacted to discuss performance in project related tasks and responsibilities. References may also be used to better clarify the nature and relevance of past projects and involvement of personnel assigned to this project.

The SOQ is limited to twelve (12) single-sided pages. Any additional documentation should be included as hyperlinks. Send 5 copies of the SOQ to Justin Dowd, INCOG, 2 West 2<sup>nd</sup> Street, Suite 800, Tulsa, Oklahoma 74103. Statements of Qualification are due to INCOG by **5:00 p.m. (local time) on December 14, 2018.** Send an electronic copy to [jdowd@incog.org](mailto:jdowd@incog.org).

INCOG reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals or reject any and all firms that submitted should it be deemed for its best interest. All parties selected to submit proposals will be notified by e-mail. Please direct comments, questions, and any request for information to Justin Dowd, Project Engineer/Project Manager, at (918) 579-9440.