



City of Moore Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | www.cityofmoore.com

October 9, 2020

RE: LOMR for Little River Drainage Channel

Dear Sir:

The City of Moore seeks the services of a Professional Engineering firm to complete a Letter of Map Revision (LOMR) for the newly reconstructed Little River Park and Drainage Channel. The certified as-built survey for the Little River Detention Pond and Channel including SW 19th Street and the SW 34th Street Bridge has been completed by Meshek and Associates. We have requested your firm, as with others, to submit qualifications/proposals to the City of Moore for these professional services.

This project will be funded with federal Community Development Block Grant- Disaster Recovery funds from the U.S. Department of Housing and Urban Development (HUD). The proposer must meet the following federal requirements:

- Is not currently debarred by the State of Oklahoma or the federal government
- Selected firm must complete all federal reporting requirements regarding Section 3, Minority-Owned Business, and Woman Owned Business.

The selected consultant shall provide the following services:

- Necessary detention pond and stream hydrology updates to reflect as-built conditions
- Necessary detention pond and stream hydraulics updates to reflect as-built conditions
- Preparation of LOMR submittal package for submission to FEMA
- Update LOMR submittal package as requested by FEMA review
- Preparation of Notice of Completion of Work submittal to OWRB.

All current as-builts are located in our dropbox:

<https://www.dropbox.com/sh/bhfzkoe3bmvi4h8/AABsFqUZJ8n38ZZGf4qqh6Eca?dl=0>

Proposals submitted in response to this invitation should include, but not necessarily limited to, the following sections:

- I. **Project Understanding/Approach and Scope of Work** – provide a restatement of your firms understanding of the project as well as the firm’s approach to designing a project of this nature. Provide a brief summary analyzing the various tasks and summarizing the course of action your firm deems necessary for completion of the project.

- II. **Project Team** – provide an organization chart and resumes of the key personnel who will be involved in the project.
- III. **Schedule** – provide a design schedule and clearly communicate the start and stop dates of tasks and their interrelation.
- IV. **Related Experience** – provide a record of projects, specifically similar in scope to this project in the past three (3) years. Each project should include the names and phone numbers of responsible individuals who may be contacted as references.
- V. **Insurance** – provide a Certificate of Insurance indicating your firm’s professional liability and other insurance coverage or a statement indicating current coverage.

All qualification and proposal statements submitted shall be reviewed by staff to determine the qualifications of each firm. From this review, staff shall select the firm based on the professional qualifications and technical experience of the firm. Staff shall negotiate a contract with the highest qualified firm provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected firm, the City may negotiate with the other firms in order of their qualifications with approval from the City Manager.

Final selection and approval shall be by the City Council along with approval of a contract prepared for execution.

Minimum requirements for Professional Liability Insurance and other insurance coverage shall be as follows:

Workmen’s Compensation:

Employer Liability	\$ 500,000
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Comprehensive General Liability And Bodily Injury:

Bodily Injury	\$ 125,000 each occurrence
Property Damage	\$ 100,000 each occurrence
Combined Single Limit	\$ 1,000,000 aggregate

Comprehensive Automobile Liability:

Bodily Injury	\$ 125,000 each occurrence
Property Damage	\$ 100,000 each occurrence
Combined Limit	\$ 1,000,000 aggregate

Professional Liability (Error and Omissions):\$ 500,000

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.

The City of Moore reserves the sole right to review the qualifications submitted, waive any irregularities therein and select or reject any or all firms that submitted proposals should it be determined to be in the best interest of the City of Moore.

Two (2) copies of your qualifications/proposals and a pdf copy on USB drive should be directed to:

City of Moore
Project-Grants Manager
301 N. Broadway
Moore, Oklahoma 73160

These two (2) copies and pdf file of your qualifications/proposals must be received at the above address no later than 1:00 p.m. local time on October 23, 2020.

Please direct comments, questions and any requests for information regarding this request for proposal to my office at (405) 793-4571.

Respectfully,

A handwritten signature in black ink that reads "Kaley Gilbert". The signature is written in a cursive, flowing style.

Kaley Gilbert
Project-Grants Manager