



CITY OF ADA
A Municipal Corporation

Shelly Williams, PE
Engineering Department
231 South Townsend
Ada, Oklahoma 74820-6443
580-436-6300 Ext. 224

September 12th, 2023

RE: Request for Qualifications for engineering services required for the design for the repair of the Wintersmith Lake dam (primary spillway), secondary spillway evaluation and design, hard armoring and dredging of the lake.

The City of Ada is seeking to contract with a professional engineering firm to provide design and construction documents, construction services and inspection for the repair of the Wintersmith Lake dam, secondary spillway evaluation and design, hard armoring of the lake edge and dredging of the lake.

If your firm is interested in providing these services, please respond to the enclosed Request for Qualifications (RFQ) no later than October 12th, 2023. Following a review of qualifications by city staff, a consultant may be selected to perform the requested services. However, the City of Ada reserves the right to request one or more firms to make brief presentations for further evaluation in the selection.

A contract may or may not be negotiated as a result of this process. The final determination and approval of any contract shall be at the discretion of the City of Ada.

Respectfully Submitted,

Shelly Williams, PE
Engineering Project Manager

CC: Cody Holcomb, PE, City Manager
Frank Stout, City Attorney
Tommy Eaton, Parks and Facilities Director
Shelly Williams, PE, Engineering Project Manager
Project File – Wintersmith Dam

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

For

Preparation of Design and Construction Documents for the

Repair Improvements to the Wintersmith Park Dam, Secondary Spillway and Hard Armoring and Dredging of Wintersmith Lake

Date: September 12, 2023

Subject: Request for Qualifications to prepare plans, specifications, work schedule, construction cost estimating, bid documents, and provide construction services for the repair of Wintersmith dam, secondary spillway, hard armoring and dredging of Wintersmith Lake. This project is being funded through dedicated sales tax funds and Land and Water Conservation Grant administered by Oklahoma Tourism and Recreation Department.

Due Date: Qualification **proposals are due by Thursday, October 12th, 2023 by 4:00 pm:**

Shelly Williams, P.E.
City of Ada Engineering Department
231 South Townsend
Ada, OK 74820-6443

Questions: All questions regarding this Request for Qualifications should be made via email only prior to October 10th, 2023.

Shelly Williams, PE
Shelly.williams@adaok.com

PROJECT INTRODUCTION:

The City of Ada is proposing the improvements to Wintersmith Lake including repair of Wintersmith dam, the secondary spillway, hard armoring and dredging of the lake. This project is being funded through dedicated sales tax funds and Land and Water Conservation Grant administered by Oklahoma Tourism and Recreation Department.

The dam and spillway apron were originally constructed in 1907. In 2014, two repair projects were completed. The first project included repaving the secondary spillway and reinforcing it with grouted riprap along the sides of the existing concrete spillway. The second project was the reconstruction of the downstream side of the primary spillway with a concrete slab. An inspection conducted in 2019 states the upper and lower portions of the primary spillway are in poor condition with visible cracking throughout.

The proposed new construction will essentially repair or replace the original spillway apron and surrounding revetment. This work is necessary to prevent any further erosion at the base of the dam that

might lead to undermining and eventual failure of the dam. There are several cracks and seeps in the downstream face of the concrete dam. Repair of the concrete dam cracks may be necessary.

Through the years, silt has caused the lake to become very shallow with increased vegetation. In addition to the repairs of the dam and primary and secondary spillway, hard armoring of the lake edge and dredging of the lake will also be necessary to improve the overall health of the lake.

CONSULTANT SERVICES:

The City of Ada is seeking an experienced and professional team of consultants capable of performing but not be limited to the requirements and key elements as outlined below:

1. Obtain all required permits and environmental documents such as Section 404 permits, etc.
2. Evaluate and provide recommendations regarding repair of primary and secondary spillway.
3. Prepare a Drainage Basin report if necessary.
4. Conduct land survey and geotechnical survey of the dam spillway and the area below the dam to the extent necessary.
5. Provide specifications for lake dredging and design of spillway repairs.
6. Prepare bid documents and cost estimates for construction.
7. Address construction issues such as access to spillway etc.
8. Prepare contract documents and perform preconstruction conference.
9. Provide construction management services including review and approve material submittals, shop drawings, contractors pay estimates, change order requests, and work performed by the contractor.

Note: All consultants must have a minimum of \$1,000,000.00 in Professional Liability Insurance to be considered and shall include a copy of insurance in the submitted proposal. The successful proposer must be able to include the City of Ada as an additional insured to the Professional Liability Insurance.

PROFESSIONAL QUALIFICATIONS:

Consultants must be knowledgeable of federal, state and local regulations, standards, policies, procedures and funding programs and be able to demonstrate experience in providing similar engineering and design services for a municipality of comparable size and complexity. To be eligible to submit a proposal for the work, consultants must meet the following minimum requirements:

1. Must have demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.
2. Must have engineering and design experience directly relating to lake dredging, hard armoring of lake, and spillway/dam projects.
3. Must have adequate experience and staff to perform the work required. Consultant's staff must be qualified to conduct all necessary engineering work and written documents, including graphics.
4. Must have adequate numbers of qualified personnel to accomplish the work and meet the required time schedule and established budget for the work.

CONSULTANT RESPONSIBILITIES:

1. The Consultant shall be considerate of the City's needs and desires relative to the development of this project.
2. The Consultant must be capable of taking a conceptual idea(s) and desires of the City of Ada and prepare final design and construction documents to include plans and specifications.
3. The Consultant shall be experienced in performing public presentations to all governing bodies involved in the project.
4. The Consultant must deliver a construction ready project **on time and within the budget determined for the project scope to be defined** (Provide examples of demonstration in submitted proposal)

CITY OF ADA RESPONSIBILITIES:

1. Provide all materials available to the proposers in relation to this project.
2. Provide any additional information that may be requested by proposer to the extent available.
3. Issue clarifications to the RFQ or Rejection of the RFQ.
4. Appoint evaluation committees to review proposals.
5. Prepare short list of firms the City of Ada deems adequate to perform the services described herein.
6. Negotiate with any, all, or none of the proposers.
7. Award a contract to one or more of the proposers.

The issuance of this RFQ will not commit the City of Ada to enter a contract or reimburse any or all costs associated and or incurred in the development of proposals.

QUALIFICATION & SELECTION CRITERIA:

1. Understanding of the project scope and approach
2. Ability to complete the project on time and within budget.
3. Specialized experience and technical competence of the firm with respect to the type of professional services required.
4. Past record of performance of the firm regarding control of costs, quality of work, and ability to meet schedules and deadlines.
5. Qualifications and experience of the firm and supporting staff.
6. Completeness and quality of proposal.
7. Knowledge of City Ada infrastructure.

Each proposal is to be delivered to the attention of Shelly Williams, P.E., City of Ada at 231 S. Townsend, Ada, OK 74820 by October 12th, 2023, no later than 4:00 p.m. A non-responsive or incomplete proposal will not be considered.

Proposals shall be submitted electronically in addition to three (3) hard copies. Please submit your electronic copy on a properly labeled flash drive or by email to shelly.williams@adaok.com.

GENERAL FORMAT OF PROPOSAL:

The Proposal shall include at a minimum the following considerations:

1. The firm's general qualifications.
2. Specific qualifications that would make the firm especially suited for this project.
3. A listing of recent projects completed by the firm to include:
 - a. Type of professional, environmental, construction, and management services provided.
 - b. Time to complete project.
 - c. Any other information relevant to success of project(s).
4. A statement of the approach demonstrating an understanding of the scope of services, and a detailed description of the work to include the planned approach and milestones to be performed by the firm to accomplish a complete and final product.
5. Identification and background of design team (Principals, Engineers, and support staff) who will work on the project and the firm's capabilities and experience. The Proposal shall include a list of major similar projects in which the firm has participated (either in a lead or support role). The Proposer must submit a description of each firm or persons and the work to be done by each sub consultant.
6. Proposer shall include a project work schedule with anticipated milestone dates.
7. Statement and references of current and past municipal clients with similar type project(s)

DO NOT INCLUDE PRICE INFORMATION IN YOUR SUBMITTAL. Selection of a firm to be included on the On-Call List will be based on qualifications. Consultant's fees and costs will be negotiated at the time work is issued to a selected firm.

I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true:

Printed Name

Signature

Title

Date

PROPOSER CONTACT INFORMATION:

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

.