Request for Qualifications
For
Surveying Services

Overview

Oklahoma City has made tremendous progress in its effort to create a great Downtown and a great city, propelled largely by public investment through the Metropolitan Area Projects (MAPS) program. MAPS projects such as the Bricktown Canal and Ballpark and the Ford Center sports arena have provided a platform for approximately $5 billion in private investment since the inception of MAPS 1. Some of these improvements include new and restored hotels, a thriving entertainment district in Bricktown, and new residential development in the Central Business District (CBD). About one mile to the south of the CBD, another MAPS project transformed the intermittently flowing Oklahoma River into a chain of permanent lakes lined by a model greenway and trail system.

Between Downtown and the river lie 692 acres of underutilized land comprised of older industrial and warehouse buildings, a scattering of residences, and vacant properties. An aging I-40 viaduct separates the southern edge of Downtown from this area. The Oklahoma Department of Transportation (ODOT) is relocating this portion of the highway approximately one-half mile to the south along the Union Pacific Railroad corridor.

The City of Oklahoma City (“The City”) initiated the Core to Shore planning process to guide the development of this area and create a vibrant urban neighborhood that connects Downtown to the Oklahoma River. After approximately eighteen months of work, the Core to Shore plan was adopted by the Planning Commission as an amendment to the Comprehensive Plan in August 2008, and received by the City Council of The City of Oklahoma City in September, 2008.

On December 8, 2009, the voters of The City voted to approve the use of the revenues generated by the Oklahoma City Capital Improvements Sales Tax levy to fund the continuation of the Metropolitan Area Projects initiative begun in 1993. The “MAPS 3” program includes a new, large, downtown public park linking Downtown with the Oklahoma River in general accordance with that described in the Core to Shore Framework Master Plan.

On March 2, 2010, the City Council of The City approved the Core to Shore Urban Renewal Plan for redevelopment of the Core to Shore Urban Renewal Area in accordance with the Oklahoma Urban Redevelopment Law, 11 O.S. Section 38-101(8). The Urban Renewal Plan identifies approximately 128 acres of property for acquisition (“Acquisition Area”), of which 70 will be devoted to the new park. Also on March 2, 2010, the City Council approved the Policies and Procedures for Residential and Commercial Acquisition and Relocation Services of The City of Oklahoma City and the Oklahoma City Urban Renewal Authority for the Core to Shore Urban Renewal Area (“Policies and Procedures”).
The Project

The Oklahoma City Urban Renewal Authority (“OCURA”) seeks to identify and retain a qualified independent surveying company (“Company”) in connection with the proposed acquisition and redevelopment pursuant to the Core to Shore Urban Renewal Plan. The Company will provide surveying services for OCURA and The City, collectively, the “Public Entity.” The Company will be required to provide the following generally described services, as directed by the Public Entity, and meet the following requirements:

1. The Company shall produce ALTA/ACSM Land Title Surveys and/or Minimum Standard Boundary Surveys.
2. The Company shall perform title research and above and below ground utility research and coordination. Elevations may be required on some tracts. All applicable FEMA data shall be shown on the surveys with reference to applicable FEMA-FIS panels. On ALTA/ACSM Land Title Surveys, OCURA will use the services of a title company and certified bonded abstractor to provide title insurance and title commitments.
3. Survey work shall be performed under the direct supervision of a Registered Land Surveyor, registered in the State of Oklahoma.
4. All surveys shall be prepared using The City of Oklahoma City NAD83/CORS96 horizontal and NAVD88 vertical datum. The Company shall familiarize itself with adjoining, older projects that may be in other datums than listed above and take precautions in datum conflicts.
5. Finished survey documents shall include but not be limited to the following:
   a. 6 copies (24X36 sheet(s)) wet sealed and signed.
   b. PDF copy of signed document(s).
   c. Digital Data shall be provided in AutoCAD format 2006 or newer version.
   d. Copies of any record filings that were a requirement of the subject work.
6. The Company shall meet the minimum standards of the Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors.

General Information

Eligibility – Only qualified respondents licensed to perform in the State of Oklahoma will be considered. Respondents will submit copies of appropriate licenses and certifications.

Conflict of Interest – Any potential conflicts of interest should be disclosed, including relationships or engagements with public or private entities involved in properties located in the Acquisition Area. The respondent shall not have any interest, direct or indirect, in the real property being valued for the Public Entity.

No Submittal Compensation – No respondent will be compensated for submission of a response to this Request for Qualifications or for any time or services provided as a part of the response, evaluation, or contract negotiation process.
Contract Responsibility – The selected respondent will be required to assume total responsibility for all contracted services offered in the respondent’s proposal. The selected respondent will be considered the sole point of contact with regard to all contractual matters.

References and Proprietary Information – Submission of a response permits further inquiries concerning the respondent and its officers to any persons or firms deemed appropriate by the Public Entity. Any proprietary information that the respondent does not want disclosed to the public shall be so identified on each page in which it is found. Data or information so identified will be used by the Public Entity solely for the purpose of evaluation and contract negotiations.

Scope of Services – The final scope of services will be identified and defined in a contract agreement by and between OCURA and/or The City and the Company.

Response Format and Preparation Instructions

In order for a submittal to be considered responsive to this Request for Qualifications, the proposal must be submitted according to the following guidelines and contain the following information. Responses should provide straightforward, concise information that satisfies the requirements noted below. Emphasis should be on addressing the scope of services and other requirements of this Request for Qualifications, and on completeness and clarity of content.

Proposal Format – Respondents must submit one unbound original, ten (10) bound copies of the proposal, and one disk (CD or other electronic format) of the proposal at the address listed below. Facsimiles or emails of proposals will not be accepted.

Responses should include the following information and address the following items, clearly organized and in the following order:

1. Name, address, phone number, fax number, and e-mail address of the respondent.
2. Name, phone number, and e-mail address of the person whom the Public Entity can contact concerning the response.
4. Specific examples of previous projects for which the respondent has performed surveys, showing knowledge and familiarity of the downtown area.
5. Provide a list of past clients in the area in and around downtown Oklahoma City for which the respondent has provided similar services. The list shall include the name and contact information of the client, location, size, and type of the project, and dates conducted.
6. Provide a detailed description of the experience of the respondent in providing work similar to the scope of services as outlined in this Request for Qualifications.
7. Provide resumes describing the background and experience of the respondent and its staff.
8. Review the items listed under “The Project” in this Request for Qualifications and respond point by point to each of the requirements.
9. Provide estimated completion turnaround time for each type of service required, noting any circumstances, exceptions, or conditions that may affect turnaround times.

10. Provide confirmation that the respondent has all the necessary licenses, certifications, and authorizations to provide surveying services on property located in Oklahoma County, Oklahoma.

11. Provide the proposed fee schedule for all services specified in this Request for Qualifications.

12. Provide an approach policy describing how the respondent will implement services and interact with the Public Entity, its staff, and its consultants.

13. Include a statement that the respondent have reviewed and is familiar with the Core to Shore Urban Renewal Plan and the Policies and Procedures for Residential and Commercial Acquisition and Relocation Services of The City of Oklahoma City and the Oklahoma City Urban Renewal Authority for the Core to Shore Urban Renewal Area. Both documents may be downloaded at www.okc.gov/planning/coretoshore.

14. Provide any additional information you believe should be considered in the evaluation of the response.

Proposal Deadline – Respondents must submit completed proposals at or before 2:00 p.m., April 22, 2010, by first class mail, delivery service, or in person to:

Oklahoma City Urban Renewal Authority
Attn: JoeVan Bullard, Executive Director
204 North Robinson, Suite 2400
Oklahoma City, Oklahoma 73102

Questions – Any questions regarding this Request for Qualifications should be directed to Amanda Carpenter at (405) 297-3846 or via e-mail at amanda.carpenter@okc.gov. Email submission of questions is preferred. All submitted questions and corresponding responses will be available to all applicants via e-mail; therefore applicants should send their contact information, including e-mail address, to info@ocura-ok.org.

Evaluation Process

Submitted Proposal – Responses shall be submitted in the format outlined in this Request for Qualifications. Respondents shall use the prescribed format to clearly indicate their experience and qualifications, including past project history, and provide a description of the respondent’s approach to the project. Statements will be evaluated in light of the material and substantiating evidence presented in the proposal, and not on the basis of what is inferred. All submissions become property of the Public Entity and will not be returned to the respondent.

Rejection of Proposal – The Public Entity reserves the right to reject any or all submissions and to waive informalities and minor irregularities in submissions. A proposal will not be accepted from any individual or firm who is in arrears or is in default to The City or OCURA upon any debt or contract, or who is a defaulter as surety or otherwise upon any obligation to The City or
OCURA, or has failed to perform, faithfully any previous contract with The City or OCURA. A proposal will not be accepted from any individual who has had a felony conviction.

**Preliminary Review** – Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order.

**Evaluation** – The Public Entity will appoint a selection committee to formally evaluate each response. The selection committee will evaluate proposals based on experience and skill, project capability, professional qualifications, and record of past performance. The evaluation process will objectively evaluate the responses on their merit and responsiveness. The evaluation process may include verification of contracting references, verification of resumes, site visits, and the request of additional information as directed by the selection committee.

**Interview** – After formal evaluations, the Public Entity may decide to conduct interviews to address specific issues with the selected respondents. The respondent shall be prepared to have each member of the team who will be working on the project, if applicable, available for the interview. The respondent’s answers will be evaluated using the same format as the formal evaluation of the initial written responses.

**Negotiation of Final Agreement** – It is the intent of the Public Entity to select a Company that best fits the needs of the Core to Shore Project as determined by review of the proposals and to negotiate contracts providing professional services as identified herein. Once final selections have been made, the selected respondent will execute detailed contract agreements with OCURA and/or The City. This contract shall include a negotiated schedule of fees and a complete scope of services to be performed under the agreement. The contract may incorporate the scope and nature of services, non-collusion and non-compete affidavits, insurance and indemnification requirements, certificate of non-discrimination requirements, audit requirements, timelines for performance, dispute resolution clauses, termination clauses, and other standard contract provisions. If an acceptable agreement cannot be reached within 60 days from the date of selection, negotiations with another qualified entity may be initiated.