



**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
PROFESSIONAL CONSULTING ENGINEERING SERVICES  
FOR  
ELECTRICAL DISTRIBUTION DESIGN**

**August 14<sup>th</sup>, 2022**

**RFQ – 2022-4**

## 1. INVITATION

The City of Claremore seeks a qualified engineering firm(s) with proven experience in electrical distribution system analysis and design. The purpose of this Request for Qualifications (RFQ) is to secure professional services on behalf of the City of Claremore, hereinafter referred to as the “City”, as needed, to complete electrical distribution system analysis and design for various public infrastructure projects.

## 2. ANTICIPATED SCHEDULE

- Issue RFQ: August 14<sup>th</sup>, 2022
- Advertise in the Claremore Progress: August 14<sup>th</sup> & August 21<sup>st</sup>, 2022
- Deadline for Questions: August 31<sup>st</sup>, 2022
- Submissions Due: By 10:00 a.m. on September 12<sup>th</sup>, 2022
- Anticipated Selection: October 1<sup>st</sup>, 2022
- Design work will be on an as-needed basis. Individual proposals for specific projects will be requested as-needed.

## 3. SUBMISSION

- a. Submit one (1) original, four (4) copies and one (1) digital format of the packet in a sealed envelope mailed or hand delivered to:

Claremore City Hall  
Finance Office  
104 S. Muskogee  
Claremore, OK 74017

State on the outside bottom left-hand corner of the envelope the following:

RFQ - 2022-4  
Electrical Distribution  
Do not open until: 10:00 a.m. on September 12<sup>th</sup>, 2022

- b. Due Date: Submissions must be received by the Finance Office by 10:00 a.m. on September 12<sup>th</sup>, 2022. Any submissions received after this time will not be considered and will be returned unopened.

#### **4. BACKGROUND & PROJECT DESCRIPTION**

Claremore is a growing city with a population of roughly 19,000. There are many anticipated infrastructure improvement projects in planning over the next 20 years to accommodate growth and improve current facilities. The City of Claremore owns and operates the electrical distribution system in the city and in a large rural area around the city. Each year, we have a need for analysis of and design of parts of the electrical distribution system in the City of Claremore.

#### **5. SCOPE OF SERVICES**

Firms shall possess specialized experience and technical competence related to electrical distribution system analysis and design. Following is a list of services that may be required during the course of the work identified in this RFQ:

- a. Load analysis and component sizing.
- b. Conduit and conductor sizing.
- c. Line layout and design.
- d. Compliance with RUS Standards.
- e. Grounding, surge suppression and lightning arrestor design.
- f. Substation and switchgear design.
- g. Surveying and completion of as-builts.
- h. Cost estimating and permitting.
- i. Easement research and document preparation.
- j. Technical document development.
- k. Construction management and bid phase services.
- l. Quality control/quality assurance and construction inspection services.

#### **6. MINIMUM CONTENT OF QUALIFICATIONS**

1. QUALIFICATIONS narrative shall include the following information:

- a. Letter of Transmittal:

Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake these types of projects.

- b. Project Approach:

Provide a written narrative that defines the methods and means by which the proposing firm will perform the services. While at this time the specific scope

of services is not defined, the proposer shall provide a general project approach that includes the following:

- Study phase – including research, recommendations and cost of options.
- Design phase - including preparing construction plans, specifications and detailed cost estimates.
- Construction phase – including construction management, contract administration, inspection, quality control and as-built documentation.

c. Firm Qualifications:

Description of the firm’s qualifications and experience of key personnel assigned to this project (and that of each firm proposed as part of the team). The successful project team must include members with extensive experience in the items identified in the Scope of Services. Demonstrate successful performance on projects that are recent, relevant and similar in nature. Demonstrate the ability to adhere to schedules with sufficient technical resources.

Describe how the project team will be organized. Provide an organizational chart and one-page resumes of key personnel.

d. Project Experience:

Provide a description of previous projects that your firm (and those of each firm proposed as part of the team) has completed that are of similar size and complexity. Provide contact names and telephone numbers of references from these organizations. List no less than four (4) and no more than seven (7) specific projects previously and recently undertaken similar in scope.

e. Capacity:

Firms shall have the resources and capacity to accomplish the work. Due to the nature of the circumstances, firms shall demonstrate their ability to dedicate the necessary professionals to this project on a full-time basis to keep the project moving at a rapid pace if necessary.

2. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. All QUALIFICATIONS material must be submitted in an 8½” x 11” format.
3. The Non-Collusion Affidavit and Interest Affidavit must accompany your QUALIFICATIONS. See attached forms.

**1. Prohibited Interest**

- a. No member, officer, employee of the City, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any

interest, direct or indirect, in any resultant contract or the proceeds thereof.

## **2. Insurance Requirements**

- a. General Liability Workmen's Compensation and Auto Liability insurance in accordance with the Political Subdivision Tort Claims Act of the State of Oklahoma.
- b. Adequate worker's compensation insurance coverage to comply with state laws and employer's liability coverage in the minimum amount of \$100,000.
- c. Comprehensive general liability insurance coverage with a minimum of \$100,000 per person and \$300,000 per accident for bodily injury or death and \$100,000 for property damage.
- d. Comprehensive automobile liability insurance coverage with a minimum of \$50,000 per person and \$300,000 per accident for bodily injury or death and \$100,000 for property damage.
- e. Professional Liability (errors and omissions) Insurance Certificate providing a minimum of \$100,000 policy value.

## **SELECTION PROCESS**

### **6.1. Right to Reject**

- a. **At the discretion of the City, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of the QUALIFICATIONS.**
- b. **The City retains the right to reject any or all QUALIFICATIONS and to re-solicit if deemed to be in the best interest of the City.**

### **6.2. Review Process**

- a. **A panel consisting of City employees will evaluate QUALIFICATIONS. Selection shall be determined to be in the best interest of the City as evaluated by the City. The approval of the selected firm(s) will be subject to the final determination of the City and will be contingent on the successful completion of a contract between the City and the successful firm(s).**
- b. **The most important evaluation emphasis will be placed upon the expertise of the firm and individuals assigned to perform the specific task. Illustrative and narrative material describing previous work of the proposer is recommended. At the proposer's request, any extra material, if available, will be returned at the completion of the review process, at their expense.**
- c. **Key personnel (by names and position), relative experience and capabilities, as well as sub-contractors, will be evaluated closely. Proposers shall provide a listing of previous experience with reference contact persons and phone numbers.**
- d. **City review will take approximately two weeks to determine short list (if required) and conduct any necessary interviews.**
- e. **Upon successful completion of preliminary negotiations with the selected firm(s), a notice of award will be issued and contract preparation will commence.**

### **6.3. Miscellaneous**

- a. **All materials submitted by any proposer in response to the RFQ will become the property of the City and will be returned only at the option of the City.**
- b. **This RFQ is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFQ, to require clarification or further information with respect to any QUALIFICATIONS received, and to determine the final scope and terms of any contract for services, and whether to enter any contract or not. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.**



**INTEREST AFFIDAVIT**

STATE OF OKLAHOMA            )  
  ) **SS**  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, of lawful age, being first duly sworn, on oath, state that I am the agent authorized by the seller to submit the attached Proposal. Affidavit further states that no officer or employee of the City of Claremore either directly or indirectly owns a five percent (5%) interest or more in the Candidate's business or such a percentage that constitutes a controlling interest. Affidavit further states that the following officers and /or employees of the City of Claremore own an interest in the Candidate's business which is less than a controlling interest, either direct or indirect.

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

(SEAL)



## Qualifications Packet Form for RFQ – Electrical Distribution Engineering

The Undersigned Acknowledges:

1. That he/she is an authorized agent of the vendor submitting this qualifications packet.
2. The receipt of the following addenda (if you are not aware of any addenda, please mark N/A)\_\_\_\_\_
3. The firm submitting this qualifications packet has never defaulted on any municipal, state, federal or private contract.

Company: \_\_\_\_\_

Signed By: \_\_\_\_\_

Printed or Typed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Primary Point of Contact: \_\_\_\_\_