

Request for Qualifications  
Professional Services  
January 10, 2025

1. Introduction

The City of Lexington (Owner) seeks the services of a qualified Firm to provide Professional Consulting, Planning, Design, Grant assistance and Construction Administration Services. These provisions shall govern the selection process and the activities of the Consulting Firm.

The project is generally described as: Lexington Flood Mitigation Project

Preliminary Cost Estimate:

Potential Funding Sources: Federal Aid (BRIC), State Aid and Local Funds

2. General Terms

- 2.1. The responsibility for evaluation of Statements of Qualifications and/or Proposals and selection of a Consulting Firm with which Owner may negotiate a contract for professional services rests solely with the Owner. The Owner shall be solely responsible for determination of which Consulting Firm is the best firm.
- 2.2. The Owner intends to execute one contract for Consulting Firm Services on this project.
- 2.3. At Owner's discretion, the contract may be extended to include additional services.
- 2.4. The Consulting Firm will provide all pre-application services and application services for the project as appropriate and deemed necessary by the Owner. Notwithstanding, the Owner reserves the right to contract with other firms for related services.
- 2.5. All contracts for services shall comply with the applicable procedures, rules, regulations and requirements of the funding sources implemented on this project.
- 2.6. All services shall be provided in compliance with Oklahoma Statutes.
- 2.7. The intent of this FRQ is to obtain a drainage study, & provide recommendations to address flooding issues. Owner is specifically seeking assistance with grant applications, management and engineering services to analyze the flooding issues. Firms applying must be able to provide grant service support, design support, and engineering support for flood analysis and mitigation.

3. Notice of Intent Services:

Consulting Firm will provide all professional services necessary to develop the required Notice of Intent forms and related documents for execution by Owner. The goal of this phase is to qualify for consideration by FEMA of the formal application to be delivered later. These services shall include, but will not be limited to:

- 3.1. Provide appropriate reports and information necessary to file proper and complete Notice of Intent.
- 3.2. Assist Owner with submittal of said Notice of Intent and related documents.
- 3.3. Meet with Owner and any designated representatives of Owner during the Notice of Intent process, as deemed necessary by Owner.

4. Application Services:

Consulting Firm will provide the following services during the process of making formal application for BRIC funding at a minimum. Other related services may be included in Consulting Firm's contract at the Owner's sole discretion. The Owner reserves the right to enter into separate contract(s) for related services.

- 4.1. Provide appropriate maps, reports and information necessary to make proper and complete application for funding.
- 4.2. Assist Owner with submittal of said Application and related documents.
- 4.3. Meet with Owner and any designated representatives of Owner during all phases of the application process.

- 4.4. Review Building Code and Enforcement to determine applicability of bonus scoring points. Make recommendations for Building Code adoption and enforcement if necessary.
- 4.5. Using the Climate and Economic Justice Screening Tool (CEJST) geospatial mapping tool evaluate applicability of significant burdens in Lexington, as described in the BRIC guidance.
- 4.6. Determine the applicability of designation of Lexington as a Justice 40 community. Advise Owner regarding benefits and constraints of such a designation, if applicable.
- 4.7. Provide Benefit Cost Analyses (BCA) if applicable.

5. Written Statement of Qualifications Content

The following items shall be included in your firm's written response to this RFQ at a minimum:

- 5.1. Identification of Project Team
  - 5.1.1. Identification of Project Lead
  - 5.1.2. Resumes of individual Project Team members
- 5.2. Project Understanding
- 5.3. Project Approach
- 5.4. List of similar projects successfully completed by the Project Team within the past 10 years.
- 5.5. Capacity to Provide Services for this project – adequate Staff levels, current project schedule, etc.
- 5.6. Familiarity with flooding history in Lexington.
- 5.7. Completed Form "PROFESSIONAL CONSULTING SERVICES QUALIFICATIONS STATEMENT", Exhibit A.
- 5.8. Identify which sub-consultant services will be required.

The written Statement of Qualifications shall be limited to 25 pages, excluding required forms (e.g., affidavits), report cover, separation tabs, Exhibit A, Exhibit B, Exhibit C and resumes.

6. Selection Process

All qualification statements submitted will be reviewed by Lexington City Council to determine the qualifications of each firm. Firms will be ranked by the Council based on the responses to this RFQ. Based on this review, the Owner intends to select a firm based upon the qualifications and experience of the firm. The Owner reserves the right to compile a short list of qualified candidates for interview. Selection of the most qualified firm may be determined in part based on interviews.

Selection of the most qualified firm will be based on the written Statement of Qualifications content, interviews if conducted and reference checks. A fee proposal will be solicited from the highest rated qualified firm. The Owner will negotiate a contract with the highest rated qualified firm. In the event a mutually agreeable fee and contract terms cannot be negotiated with the selected firm, the Owner may negotiate with other qualified firms in order of their ranking.

7. Interview

After receiving written RFQ response the Selection Team may elect to meet with your project team. The purpose of this meeting will be at a minimum to:

- a. Meet the project team lead members and review in more detail the experience of the team.

- b. Discuss and review any items contained in this Request for Qualifications or the firm's Statement of Qualifications.
- c. Discuss and review any matters related to Flooding.
- d. Discuss the firm's strategies for controlling and minimizing project costs.
- e. Discuss the firm's strategies for project scheduling and delivering the project on schedule.
- f. Discuss the firm's strategies for addressing project challenges.

8. Consulting Firm Selection Schedule

- January 11, 2025 RFQ published & available on website
- January 31, 2025 Submittal's of Qualifications due by 4:00 PM
- February 3, 2025 Council will receive all submittals
- February 6, 2025 Special meeting for Council to discuss & potentially choose a firm

9. Additional Terms

- 9.1. The Owner reserves the right to reject any and all Statements of Qualifications and/or Proposals and to reject or waive any irregularities or minor defects in any Statements of Qualifications and/or Proposals.
- 9.2. The Owner reserves the right to defer execution of a contract for services for ninety (90) calendar days after the date Statements of Qualifications are received.
- 9.3. 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.
- 9.4. Each firm submitting a Statement of Qualifications and/or Fee Proposal agrees that:
  - 9.4.1. The Owner shall not be liable to the firm for any costs incurred by the firm associated with preparing and delivering said submittal(s).
  - 9.4.2. The Owner shall not be liable to the firm for any costs incurred by the firm associated with participating in interviews associated with the selection process.

10. Statement Submittal

Ten (10) hard copies of Statements of Qualifications shall be directed to:

City of Lexington

Attn: City Manager

111 E. Broadway

Lexington, Oklahoma 73051

One digital copy in pdf format shall be directed to: [city.manager@cityoflexington.com](mailto:city.manager@cityoflexington.com) Statements of

Qualifications must be received at these addresses no later than **4:00 p.m.** local time on **January 31, 2025**

## EXHIBIT A

### PROFESSIONAL DESIGN SERVICES QUALIFICATIONS STATEMENT

The City of Lexington (hereinafter referred to as Owner) is soliciting information in this statement to assist in the initial stages of selecting a firm to provide Professional Consulting Services for a Flooding Project in Lexington, Oklahoma. Receipt and acceptance of this completed statement does not commit the Owner to award an interview or a contract to any firm. Where necessary, attach additional pages to this Statement.

Firm/Company Contact Information	
Name	
Address	
Telephone	
Website	
Indicate contact person whom Owner can call upon concerning your proposal or setting dates for meetings.	

Firm/Company Qualifications	
<i>(Note: If a firm has more than one location, respond for the office or branch proposed to work on this )</i>	
General Information:	
Date Founded/Opened	
Total Number of Employees	
Attach Project Team organizational chart	
Potential workload and any potential concerns with capacity during calendar years 2024 through 2026.	
Project Experience:	
What office would be servicing Owner	
List all projects of a similar nature completed within the past 10 years and give brief descriptions of each, including location of project, Design Fee, timeline, and total construction costs. Provide Client name, contact person(s), contact telephone number, contact email address, and length of relationship.	
List a minimum of three (3) references that are knowledgeable regarding your Firm/Company's recent performance on projects, including the company name, location where services were provided, contact person(s), contact telephone number, contact email address, and a complete description of services provided, including dates of services.	
List of previous engagements with Owner.	
What sets your organization apart from other construction service firms? Give examples.	
Qualifications:	
Does the Firm/Company anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months that may affect the organization's ability to carry out its proposal?	
Is your Firm/Company, its affiliates and/or subsidiaries subject to any contract that creates a conflict of interest with and/or prohibits you, your firm/company, its affiliates and/or subsidiaries from providing Consulting Services to Owner?	
Provide information regarding the Firm/Company's financial responsibility and resources to undertake a contract of this magnitude.	
Provide professional/business licenses numbers	

EXHIBIT A

PROFESSIONAL DESIGN SERVICES QUALIFICATIONS STATEMENT

<p>Has the Firm/Company ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.</p>	
<p>Has the Firm/Company ever failed to complete any contract awarded? If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.</p>	
<p>Has any officer, principal or partner proposed for this assignment ever been an officer, principal or partner of some other organization that failed to complete a contract? If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.</p>	
<p>Litigation Disclosure: <i>Failure to fully and truthfully provide the information requested may result in the disqualification of your Statement from consideration or termination of the contract, if awarded.</i></p>	
<p>Have you or any member of your Firm/Company or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?</p>	
<p>Have you or any member of your Firm/Company or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for any Federal, State, or Local Government?</p>	
<p>Have you or any member of your Firm/Company or Team to be assigned to this engagement been involved in any claim or litigation with any Federal, State, or Local Government, during the last ten (10) years?</p>	

EXHIBIT B

CONSULTING SERVICES QUALIFICATIONS STATEMENT

Any and all costs associated with the preparation of any statement and/or submittal shall be borne by the Firm/Company. Firm/Company acknowledges that all information submitted will be retained by Owner and is subject to the Oklahoma Open Records Act. This Statement does not commit Owner to award an Interview opportunity, does not commit Owner to enter into a contract, or provide reimbursement of any costs associated with this overall selection process. Final award of any contract is subject to Owner approval.

TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND CORRECT.

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Name of Firm/Company

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Printed or Typed Name of Principal

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Title of Principal

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Date

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Signature of Principal