

**REQUEST FOR PROPOSAL
(RFP)
ROADWAY CORE SAMPLES FOR CITY
OF BLANCHARD**

The City of Blanchard is hereby inviting qualified firms to submit a **Proposal for Roadway Base, Sub-base and Aggregate Base Core Samples** for approximately forty-three (43) miles of section line roads. Professional services shall include staffing as needed to perform those duties associated with materials testing of roads which include three core samples per mile, with DCP in core holes, and two soil classifications per hole from 1-6 inches and another at 7-18 inches. Up to five samples may be taken per mile if a significant soil change is noted. All core holes will be filled by firm with asphalt.

Nine (9) copies of the **Proposal for Roadway Core Samples** must be received no later than **2:00 p.m. on Friday, June 25, 2021**. The Proposals must be addressed as follows:

Emily Pehrson,
Public Works Director
CITY of Blanchard, OK
P.O. Box 480
122 North Main
Blanchard, Oklahoma 73010

**Proposal for Roadway Base, Sub-base and
Aggregate Base Core Samples
for 43 miles of
roads MOL**

The City of Blanchard expressly reserves the right to accept or reject any and all proposals submitted and is under no legal requirement to execute a resulting purchase order on the basis of this RFP and intends the material provided only as a means of identifying the various consultant alternatives. The City will base its selection(s) on a combination of competence, qualifications and other items as listed in *Section 4 Selection Criteria* of this RFP. The selected firm(s) will be contacted to confirm capacity. Upon confirmation, price negotiations will be conducted with the firm(s) selected.

This RFP does not commit the City to pay any costs incurred prior to execution of a purchase order. Issuance of this material in no way obligates the City to award a purchase order or to pay any costs incurred in the preparation of a response. The City specifically reserves the right to vary any and all provisions set forth at any time prior to execution of a purchase order where it deems it to be in the best interest of the City, allowing the consultant to adjust the proposal accordingly.

Any inquiries relating to this RFP must be submitted in writing and received no later than 12:00 noon, Friday, June 18, 2021 and may be directed to Emily Pehrson via email to publicworks@cityofblanchard.us.

Request For Proposal – Roadway Core Samples

1. **General Information:** The consultant shall furnish all services and labor necessary to conduct and complete the Roadway Core Samples described herein. The consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to carry out this work. The consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction and materials testing practices of the Oklahoma Department of Transportation (ODOT) and City.
 - 1.1. **Purpose:** This RFP provides ODOT prequalified materials testing firms with sufficient information to enable them to prepare and submit a Proposal for Roadway Core Samples for items such as HMA, asphalt, base, aggregate and subbase borings as listed in *Section 1.3 Proposed Projects* below. The City will evaluate Proposals using the Quality Based Selection (QBS) process.
 - 1.2. **Issuing Office:** This RFP is issued by the City on behalf of the Blanchard Roads Ad Hoc Committee. The contact person for this RFP is Emily Pehrson, Public Works Director.
 - 1.3. **Proposed Projects:** The proposed project will consist of roadway core samples of the various City section line roads.
 - 1.4. **Services Required:** The services required of the selected firm(s) include, but are not limited to:
 - 1.4.1. **Roadway Core Samples:** The Consultant will be required to perform three core samples per mile, with DCP in core holes, and two soil classifications per hole from 1-6 inches and another at 7-18 inches. Up to five samples may be taken per mile if a significant soil change is noted. All core holes will be filled by firm with asphalt
2. **Proposal Submittal:** City is seeking proposals in the format as outlined in *Section 3 Information Required from Service Provider* of the RFP. For the purposes of this RFP, the submitted document shall be referred to as the Proposal.
 - 2.1. **Requirements:** A firm must submit for all portions of the above described project, provided they are qualified to perform the services described. The firm shall provide nine (9) copies of the Proposal submittal. On each copy, the provider shall print or type his/her name and sign the Proposal. Required information for the Proposal is included in *Section 3 Information Required from Service Provider*.
 - 2.2. **Rejection of Proposals:** The City reserves the right to reject any and all Proposals received as a result of the RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City. The City does not intend to pay for the information solicited or obtained through any response.

Request For Proposal – Roadway Core Samples

- 2.3. Incurring Cost:** The City is not liable for any cost incurred by the service provider prior to the issuance of a purchase order.
- 2.4. Inquiries:** Any inquiries relating to the RFP must be submitted in writing via email and received no later than 12:00 Noon on Friday, June 18, 2021. Any necessary request for clarification, delineation, or explanation of a firm's response will be made in writing by Emily Pehrson, or her representative.
- 2.5. Addenda to the RFP:** In the event it becomes necessary to revise any part of this document, addenda will be posted on the City website and provided to all service providers who received the document prior to the response date and a new response date, if necessary, will be announced.
- 2.6. Response Date:** To be considered, nine (9) copies of the Proposal for Roadway Core Samples must arrive at Blanchard City Hall no later than 2:00 p.m., Friday, June 25, 2021. Service providers mailing their response should allow normal mail delivery time to ensure timely receipt of their response.
- 2.7. Type of Purchase order:** The City uses its own purchase order form in procuring professional services as a contract.
- 2.8. Acceptance of the Proposal Content:** To be considered, service providers must submit a complete response to the RFP. The contents of the Proposal of the selected service provider may become an obligation if a purchase order ensues. The Proposal must be signed by an official authorized to bind the firm to its provisions. The service provider will make no other distribution of this document.
- 2.9. Proposal Preparation:** The Proposal should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content. The proposal shall be limited to a total of five (5) content-related pages, not including personnel resumes.
- 2.10. Selection:** The Ad Hoc Committee will review the Proposals submitted and conduct oral presentations if necessary. Based on this review, the Ad Hoc Committee will select the firm(s) considered most qualified to perform the desired services. The selected firm(s) will be contacted to confirm capacity. Upon confirmation, the firm(s) will be asked to prepare a price proposal. Negotiations will be conducted with the firm(s) selected.
- 2.11. Purchase Order Responsibilities:** The selected service provider(s) will be required to assume responsibility for all services offered in the Proposal whether or not the service provider produces them. Further, the City will consider the selected service provider(s) to be the sole point of contact with regard to purchase order matters, including payment of any and all charges resulting from the purchase order.

Request For Proposal – Roadway Core Samples

3. Information Required from Service Provider: Please provide the Proposal using the following format:

3.1. Cover Citation: Submitted to:

Emily Pehrson
Public Works Director
City of Blanchard
P.O. Box 480
122 North Main
Blanchard, OK 73010

Proposal for Materials Testing Services
For 2018, 2019 & 2020

Date of Submittal

3.2. Letter of Transmittal: The transmittal letter must include the following:

3.2.1. Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the time period.

3.2.2. Name of the contact person or representative for the firm, their title, address, phone number and e-mail address. State whether the contact person is authorized to bind the firm. If not, indicate who is authorized to sign on behalf of the firm.

3.3. Service Provider Information: The respondent will provide information about the firm and the personnel to be assigned to this project. Be sure to include:

3.3.1. The name and business address of the firm and principal who would be responsible for the work.

3.3.2. Current resumes of the proposed project manager and key personnel to be committed to the project.

3.3.3. A list of projects recently completed or underway by the firm of similar scope to that proposed with approximate construction costs, material testing costs and date completed.

3.3.4. A list of references complete with current names, e-mails, addresses, and phone numbers.

3.3.5. A statement of the extent to which the organization qualifies as a women and/or minority owned business.

3.3.6. A statement quantifying the percentage of the firm's work completed annually in the State of Oklahoma. Identify the location of the office where the assigned team will be operating from.

Request For Proposal – Roadway Core Samples

- 3.4. Statement of Work:** Identify and outline what the firm proposes to do. Describe your firm's approach to performing the specific services required in this project as noted in *Section 1.4 Services Required*.
- 3.5. Method:** The respondent is asked to describe his/her substantive approach to providing the services. What services are to be performed? What kind of specialized services are needed? What kinds of data are to be collected and analyzed? What equipment and methods will be utilized? How will information be checked for accuracy? Who will have professional responsibility? How much of each person's time will be committed to the testing? Who will oversee the quality control/quality assurance plan? Also in this section, identify any constraints native to the method proposed.
- 4. Selection Criteria:** It is the policy of the City to discourage any unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any Proposal being evaluated by the Ad Hoc Committee which has been submitted in response to this RFP and which contemplates award of a professional purchase order.

Negotiations may be undertaken with the service provider(s) whose Proposal best addresses the needs of the proposed project and demonstrates the ability and experience of the firm to perform the work. Award of the purchase order will be to the responsive service provider(s) whose Proposal is most advantageous to the City.

Proposals will be evaluated on evidence of understanding of the project, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project. The following criteria are those that will be applied in evaluation of the Proposal:

- 4.1. Understanding of Service:** The extent to which the firm has an understanding of the service, innovations, management plan, safety program, instrumentation and methods to be utilized. This information is to be based on the scope of services.
- 4.2. Qualifications of Team:** The structure of the project team including the roles of all key personnel. Evaluation of provided resumes for each of the key staff, with special emphasis on experience and demonstration of competence in performing similar work.
- 4.3. Availability:** The extent to which the assigned personnel have the time to do the job and the completion of the "Request for Proposal Cover Sheet".
- 4.4. Past Performance:** The extent to which the service provider has demonstrated competence in performing similar work or the extent of former client satisfaction, including previous performance with the City and other governmental clients.