

**The City of Moore  
Moore, Oklahoma**



**Professional Services**

**Request for Quote**

**City of Moore 2013 Tornado Area Gateway Designs**



City of Moore

CDBG-Disaster Recovery  
301 N. Broadway Avenue  
Moore, Oklahoma 73160

**PURPOSE:**

The City of Moore (City) is requesting Quotes from qualified professionals for design services for neighborhood “gateways”.

**BACKGROUND:**

The City of Moore completed the “Infrastructure Recovery and Implementation Plan” (IRIP) to guide the recovery efforts from the May 20, 2013 tornado. The IRIP included potential neighborhood gateway improvements that would help brand and revitalize the affected neighborhoods. Four concept gateway plans were developed as part of the IRIP. The City of Moore now desires to fully develop the gateway concepts into site-specific gateway plans with landscape and hardscape features.

Six (6) neighborhood gateways will be located in public right-of-way at selected locations (see map), listed here in the order of priority:

1. Foxglove Addition
2. JD Estates Addition
3. Eastmoor Addition
4. Kings Manor Addition
5. Baer’s Westmore Addition
6. Southmoor Addition

The gateway design should be informed by the results of a visual preference survey (completed in March 2015), the history of the area, and/or existing architectural styles found in the neighborhood.

Gateway designs may include, but are not limited to:

- Monuments
- Signs
- Sculptures
- Banners/Flags
- Markers/Identifiers
- Landscaping
- Decorative Lighting
- Decorative street pavers

The consultant will be responsible for developing simplified construction documents to allow for bidding and use by in-house construction crews.

The City will allow a maximum of 90-days for the completion of the Gateway Plans and Specifications, however the work shall be done in phases. As gateway plans are completed they shall be immediately made available to the City for bidding and construction purposes.

## PROCEDURES FOR SUBMITTAL

If you wish to be considered for this project, submit the enclosed Quote Form to Kahley Gilbert, CDBG Administrative Assistant, via mail: 301 N. Broadway, Moore, OK 73160; or e-mail: cdbg-dr@cityofmoore.com by 4:00 p.m. on May 12, 2015.

Submittals received and/or postmarked after that time will not be accepted.

The City of Moore may, at its sole discretion, reject any and all submittals. The City of Moore retains the right to negotiate the final contract terms and conditions with one or more contractors as solely determined by the City. The City reserves the right to request clarification, to conduct discussions with Consultants and to negotiate price changes.

## INQUIRIES

Direct all inquiries regarding this Request for Quotes to Elizabeth Jones, Community Development Director, (405) 793-5053, or ejones@cityofmoore.com.

## SCOPE OF WORK

Gateway enhancements and accompanying design elements are intended to create a sense of place and indicate entrance into a unique neighborhood within the 2013 Tornado Area. The gateway designs should be informed by the results of a visual preference survey (completed in March 2015), the history of the area, and/or existing architectural styles found in the neighborhood.

Potential elements may include but are not limited to:

- Monuments
- Signs
- Sculpture
- Banners/Flags
- Markers/Identifiers
- Landscaping
- Decorative Lighting
- Decorative street pavers

**Task 1: Project Initiation.** The Consultant will participate in 1 kick-off meeting with the Moore project team to accept input on project; review existing conceptual plans; detail design approaches; establish common objectives and milestones; determine the priorities and timelines for the project and respective roles and responsibilities. At the conclusion of the meeting the Consultant will summarize the data received reflecting the understanding and perspectives of the participants.

**Task 2: Initial Data Collection & Assessment.** The Consultant will complete a comprehensive evaluation of the selected gateway locations. The consultant will review all available information resulting from public input strategies to date. NOTE: Project Scope shall not include survey work. The City will provide the consultant with project boundary, parcel, and ownership information. If survey is deemed necessary, the City will provide survey services.

**Task 3: Progress Meetings.** The Consultant will conduct a minimum of 4 progress meetings with the project team to report overall progress and next steps and to review preliminary designs, when applicable.

**Task 5: Evaluation.** The Consultant will determine gateway improvements that will have maximum appropriate impact for each neighborhood and establish construction cost estimates. The Consultant will evaluate each identified neighborhood for placemaking or branding to establish and encourage neighborhood identity.

**Task 6: Detailed Design Concepts.** The Consultant will prepare a minimum of one detailed design concept for each identified neighborhood/location as outlined below. These concepts should be considered preliminary and are subject to modifications.

- a. Freehand or drafted front elevation, side elevation, and site plan.
- b. Incorporate color to depict gateway appearance and materials.
- c. Drawn to scale, include scale.
- d. List of all elements and materials on right side of illustration.
- e. Label overall dimensions.

**Task 7: Final Plans.** Construction plans for each neighborhood gateway to include site plan, elevation plan and materials specifications. Limited profile plans are needed only when including street paver details. Final Plans shall be submitted in the following formats:

- a. Five (5) construction plans and specifications on 24x36 paper, bound.
- b. One (1) electronic copy of the Final Plans and Final Color Renderings in PDF format;
- c. Five (5) construction plans and specifications and Final Color Renderings on 11x17 paper, unbound.

Exhibit C

**NON-COLLUSION AFFIDAVIT OF VENDOR**

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF \_\_\_\_\_) SS.  
STATE OF \_\_\_\_\_)

**AFFIDAVIT**

I, \_\_\_\_\_, declare under oath, under penalty of perjury, That I am lawfully qualified and acting officer and/or agent of \_\_\_\_\_  
(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. \_\_\_\_\_, has not pled guilty to or been convicted of a  
(Firm's Name)  
felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to \_\_\_\_\_ has been convicted of a  
(Firm's Name)  
felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

\_\_\_\_\_  
(Officer or Agent)

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

(SEAL)

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

\_\_\_\_\_  
(Notary Public)

# Exhibit D: Byrd Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

# Exhibit E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification;
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

# Exhibit F:

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

## F.1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, \_\_\_\_\_ certify that \_\_\_\_\_ is a Minority Owned, Women Owned or Section 3 Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	



## F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, \_\_\_\_\_ certify that \_\_\_\_\_ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ \_\_\_\_\_

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

Signature	
Printed Name	
Position	
Date	





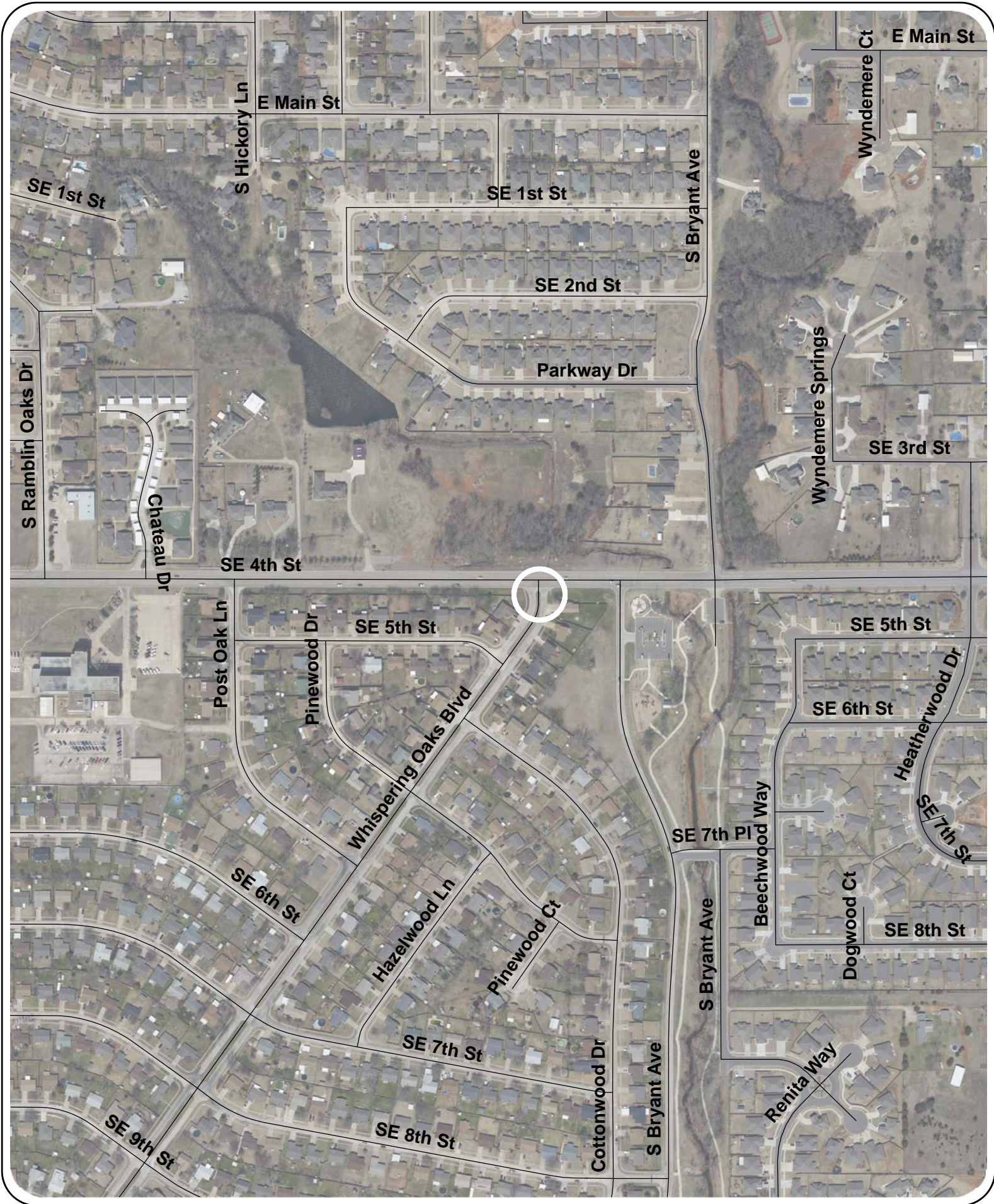


# Location Map: Foxglove Addition 19th St and Eagle Dr



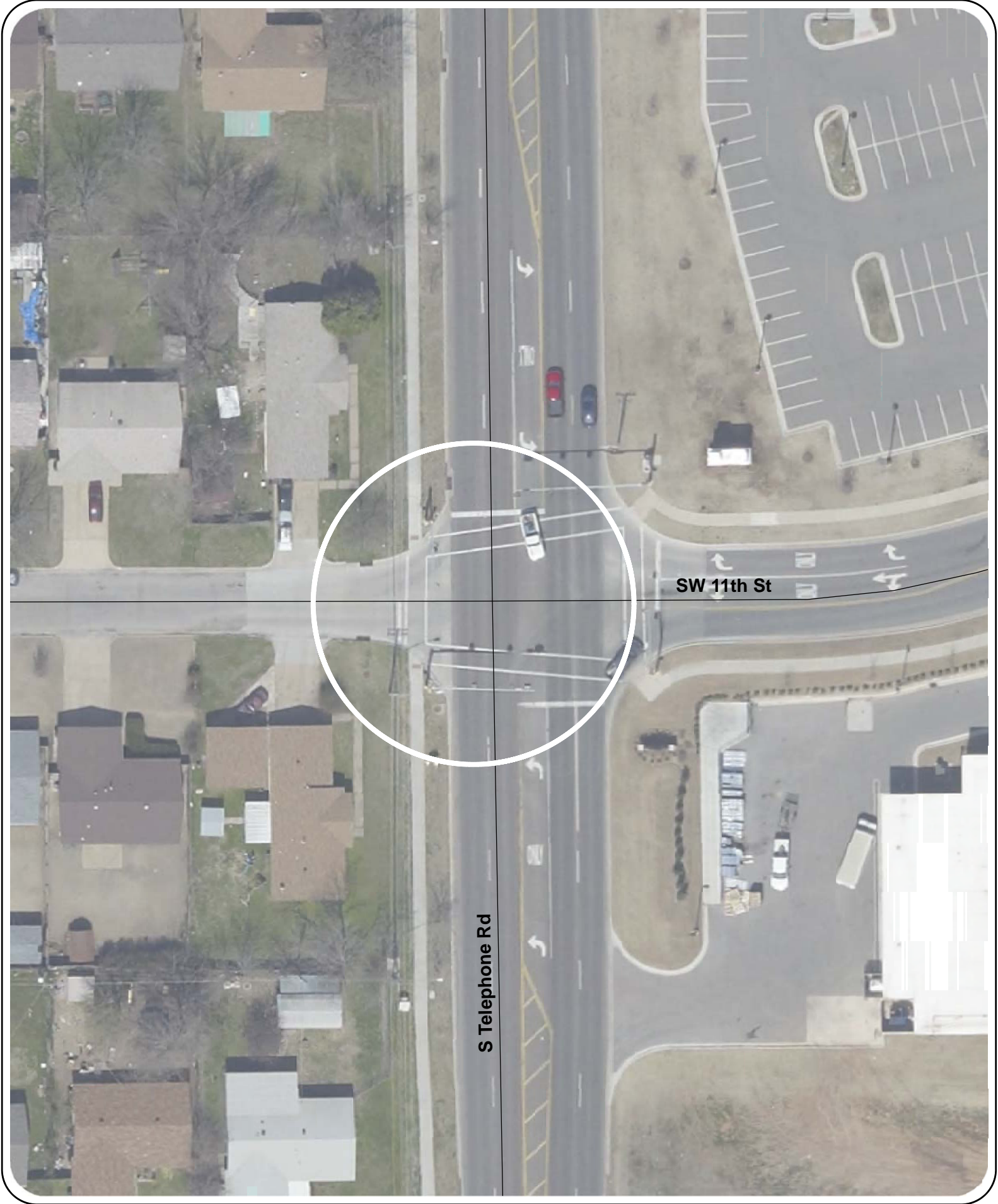


# Location Map: JD Estates Addition SE 4th St. and Whispering Oaks



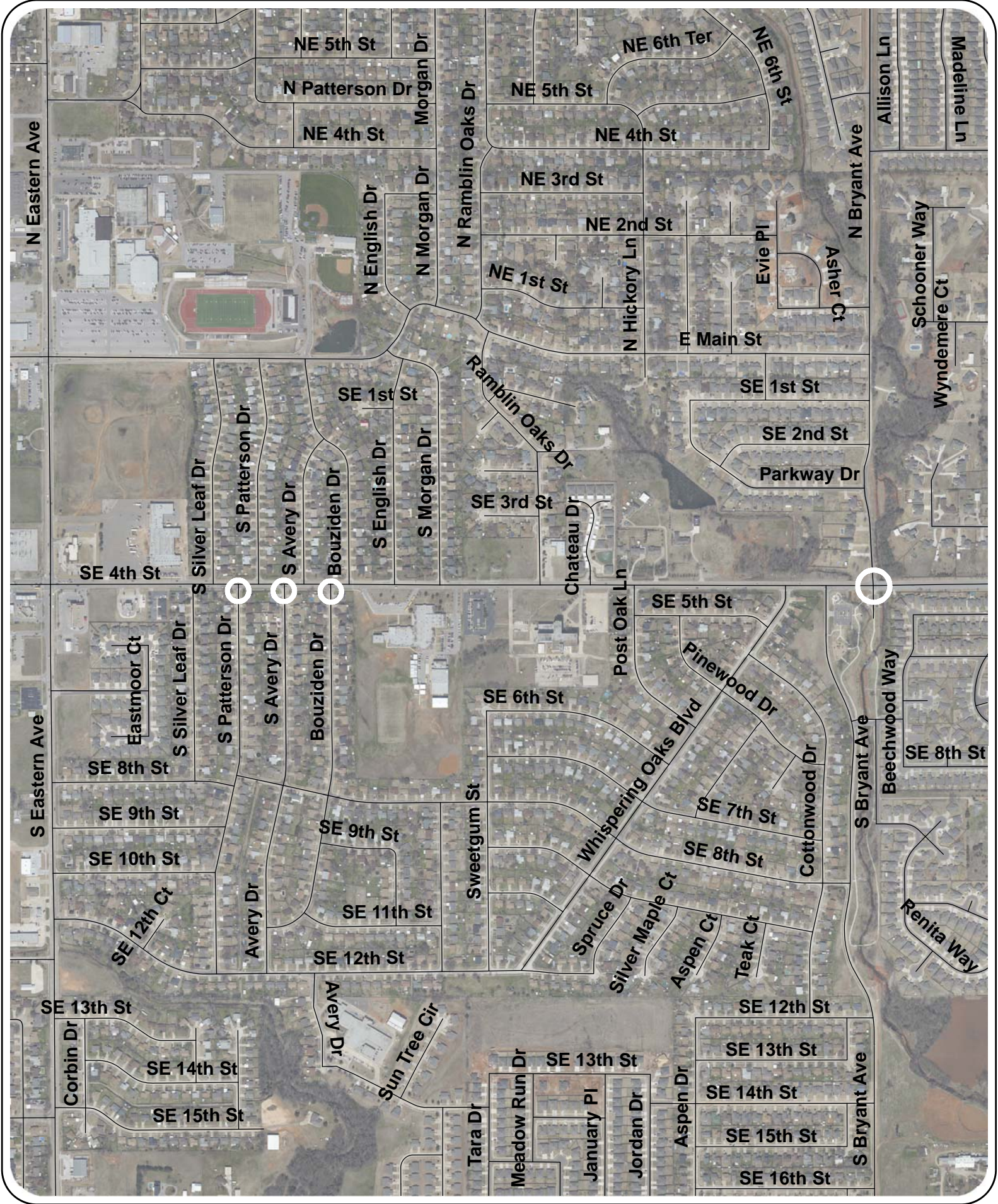


# Location Map: Kings Manor Addition SW 11th St. and Telephone Rd





# Location Map: Sidewalk/Multi-Use Trail SE 4th, from Eastern Ave to Bryant





# Location Map: SW 19th St from City Limits to Santa Fe Ave

