



Request for Proposal

for

Retaining Wall

RFP No. 2021001

ISSUE DATE: July 20, 2020

PROPOSAL DUE DATE / TIME: August 19, 2020, 4:00PM CST

If you are not responding: 1. Check the line below for “No Response. 2. Provide the reason for your non-response, 3. Sign, date and fax this Cover page ONLY to: 580-436-4563

1. _____ No Response 2. Company Name: _____

3. Our reason for “No Response”: _____

QUESTIONS & INQUIRIES:

All questions regarding this RFP must be submitted in writing via email or fax to the ECU Purchasing Department. Please reference **RFP No. 2021001** as the subject and send to ecupurchasing@ecok.edu or fax to 580-436-4563

Primary Contact

Chandra Miller, Director of Purchasing
ECU Purchasing Office
Administration Bldg – Rm 164
Email: chalmil@ecok.edu

Secondary Contact

Weston Blaine, Purchasing Assistant
ECU Purchasing Office
Administration Bldg – Room 164
Email: wesgbla@ecok.edu

Background

EAST CENTRAL UNIVERSITY (ECU) is located in southeastern Oklahoma in Ada, Oklahoma, a city of approximately 16,000, which is in Pontotoc County, population 37,000. It is 60 miles from Norman, Oklahoma, and 90 miles from Oklahoma City. Our students enjoy our rural setting, and yet are close enough to these urban areas to experience the learning opportunities that a vibrant metropolitan area can provide. The University 's mission is —to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area East Central University provides leadership for economic and cultural enhancement. This mission provides a guide for action for our faculty and staff, our alumni, our students, and people in our region. The University is focused on the vision of being —recognized both within the state and nation as a premier, comprehensive, student-centered, regional university, offering outstanding academic programs and experiences for its students and contributing to the betterment of the region and beyond.

East Central University was established by legislative act in 1909 as one of three normal schools founded to serve the eastern half of Oklahoma. Three similar institutions had been established earlier in the western half of the new state which had been Oklahoma Territory. The six institutions were established to train teachers. For many years these institutions have served almost identical roles in the state's system of higher education as they have evolved from normal schools to state teacher's colleges to multipurpose college and finally to regional universities. All six institutions are governed by a single board.

East Central University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools (NCA) and by the Oklahoma State Regents for Higher Education (OSRHE). In addition, 20-degree programs hold specialty accreditations.

East Central University also has unique or specialized degree programs not generally found in institutions of our size or in rural locations. These include a BS in Cartography, a BS in Environmental Health Science, a BA in Native American Studies, a BA in Human Services Counseling with a concentration in Services to the Deaf, and two adult degree completion programs, a BS in Organizational Leadership and a Bachelor of General Studies.

East Central University is in compliance with Title VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act Amendments Act of 2008, the Civil Rights Act of 1991, as amended, and other federal and state laws and does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices or procedures.

1.0 Description of Requirement.

East Central University is soliciting sealed bid responses to this Request for Proposals (RFP) for firms interested in providing Construction of a New Retaining Wall to repair the existing slope failure located at the intersection of South Stadium Drive and East 10th Street within the ECU Campus in Ada, Oklahoma.

2.0 General Information and Instructions to Proposers

2.1 Original RFP Document

East Central University Purchasing Department shall retain the Request for Proposal (RFP), and all related terms and conditions, exhibits and other attachments, in original form. Any attempt of modifications of copies, is grounds for immediate disqualification.

2.2 Business Hours for submission of Bid Documents

Office hours for receipt of proposals are Monday through Thursday, 8:00 AM through 5:00 PM, Central Daylight Time, 7/20/20 – 7/30/20, and Monday through Friday, 8 AM through 5 PM Central Daylight Time, 8/3/20 – 8/19/20, and 8:00AM – 4:00 PM Central Daylight Time, 8/19/20. Should health and safety precautions during the COVID-19 pandemic affect these hours as listed, the University's hours of operation will be posted on the website at <https://www.ecok.edu/>. Offers may be hand delivered, express mailed, or otherwise sent to arrive prior to the closing time set for receipt of offers, as determined by the clock at the office of East Central University Purchasing Director.

2.3 Communication, Questions, Inquiries

From the date the RFP issued, to the submission closing date, the proposer must not make available or discuss any part of their proposal with any employee or agent of the University, unless prior permission is requested in writing by the proposer and granted in writing from the ECU Director of Purchasing or designee. All questions regarding this RFP must be submitted in writing via email or fax to the ECU Purchasing Department.

2.4 Schedule of Events

Tentative Schedule

7/20/20	Issue RFP to a list of qualified firms
8/10/20	Last Day for Proposer to submit written questions
8/19/20	RFP Closing Date and Time

8/20/20	Evaluation Period
TBD	Tentative Notice of Award
TBD	Post Award Meeting
TBD	Implementation/Project Begin

3.0 Bid Submission

- 3.1 SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND THE TIME MUST APPEAR ON THE FACE OF THE SEALED, SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

Return Sealed Bid To:

East Central University
 Attn: Chandra Miller - Purchasing
 1100 E 14th Street, PMB W-8
 Ada, OK 74820

- 3.2 Submitted bids shall be in strict conformity with the instructions to bidders, and shall be submitted with any other forms complete as required by the solicitation.
- 3.3 The Proposal and all attachments, to also include any applicable and acknowledged Addenda, are to be included within the required submission which includes one (1) original and three (3) copies.
- 3.4 The required certification statement, ATTACHMENT A: “Certification for Competitive Bid and Contract (Non-Collusion Certification)”, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provision
- 3.5 All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provision, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein all of which are made part of this solicitation.

4.0 Terms and Conditions Governing the Resulting Contract

- 4.1 ECU General Provisions, and Standard Terms & Conditions
 Standard Solicitation Terms & Conditions are available at the following link: <https://myecu.ecok.edu/ICS/> By submitting a quotation, proposal or bid, the supplier or proposer is agreeing to adopt East Central University

Standard Terms and Conditions as the Terms and Conditions applicable to this transaction.

4.2 The Resulting Contract

The resulting contract shall consist of (1) ECU solicitation (whether RFQ, RFP or ITB) and any changes, (2) Negotiations rendered to writing and signed by both parties (3) Proposer's qualifying Response/Quote/Proposal/Bid, and (4) ECU Terms & Conditions. This will also be the priority order by which if any, conflict in the contract shall be resolved.

5.0 SECTION 2 – Required Information and Content of Proposals

5.1 General Information and Information Required - Firms are encouraged to keep proposals short and succinct.

5.2 Specific Qualification Information Required in Proposals

5.2.a List the size of your staff engaged in this type of design service. Also include information for sub consultants, if applicable.

5.2.b State the professional registration, education, and general experience of staff personnel that would be assigned to this work. Indicate what role the various staff will have in the project. A flow chart can be helpful. Also include information for sub-consultants if applicable.

5.2.c List any similar projects the Lead Staff for this project has completed recently, and similar projects managed that have been completed in the last 10 years. List the design year, Lead Staff, client contact person, and telephone number and email for each.

5.2.d What methods would you use in approaching this project? What unique issues are involved in the project and how will the firm deal with these special issues? Please limit the response to this question to two pages.

6.0 SECTION 3 Cost of Proposal – Pricing

6.1 Specific Cost Information Required in Proposals - Provide proposed costs for the scope of work outlined in the specifications document. Costs shall be stated as Not-To-Exceed figures.

6.2 Cost Proposal – Provide fee schedule. Any reimbursable fees or other cost should be identified and included in the fee proposal. In addition, provide a list of any additional costs that will be charged by your firm in

providing the requested services within the defined scopes of work. This section should also include the total cost to perform the work in its entirety, and a breakdown of costs for individual tasks.

6.3 Additional Information – Provide any other information you feel is important for consideration in our evaluation of proposals.

7.0 Evaluation Criteria

The University reserves the right to establish the criteria by which it will evaluate each Bidder's Response to this RFP and by which it will determine the most responsive, capable, and qualified supplier(s).

7.1 Proposal Evaluation

Proposals will be evaluated by a committee designated by ECU. Evaluation criteria for this RFP will be as follows

A. Project Approach & Schedule	30%
B. Experience & Similar Project	20%
C. Company Capability	25%
D. Cost	25%

8.0 SPECIFICATIONS

You can find the FULL REQUEST FOR PROPOSAL (RFP) including specifications and drawings LOCATED AT: <https://myecu.ecok.edu/ICS/>

Which includes:

- Geotechnical Engineering Services Report
- Civil Construction Specifications
- Drawings

CERTIFICATION FOR COMPETITIVE BID and/or CONTRACT
(Non-Collusion Certification)

ATTACHMENT A

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #:

Supplier Legal Name:

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any efforts or offers with state agency or political subdivision officials or others to create a sole brand acquisition or a sole source acquisition in contradiction to 74 O.S. 85.45j.1.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

- the competitive bid attached herewith and contract, if awarded to said supplier;
- OR**
- the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

ATTACHMENT B

Please list five (5) references of current customers who can verify the quality of service your company provides. The University prefers customers of similar size and scope of work to this proposal. THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL.

REFERENCE ONE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

Contract Period: _____

Scope of Work: _____

REFERENCE TWO

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

Contract Period: _____

Scope of Work: _____

REFERENCE THREE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

Contract Period: _____

REFERENCE FOUR

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

Contract Period: _____

REFERENCE FIVE

Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Email Address: _____

Contract Period: _____