



# CITY OF LAWTON

## COMMUNITY SERVICES DEPARTMENT

Address: 212 SW 9<sup>th</sup> Street, Lawton, Oklahoma 73501  
Phone (580) 581-3375 • Fax (580) 581-3573 • [www.cityof.lawton.ok.us](http://www.cityof.lawton.ok.us)

March 23, 2023

RE: Professional Engineering/ Architecture of Multimodal Transfer Center with an Operations and Maintenance Facility

Dear Sir:

The Lawton City Transit Trust seeks the services of a Professional Engineering/Architecture Firm to prepare a facility study and site selection. Remitting reports, plans, and specifications while overseeing construction management as well as construction inspection services for the City of Lawton Multimodal Transfer Center with Operations and Maintenance facility. We have requested your firm, as with others, to submit qualifications/proposals to the City of Lawton for these professional services.

The scope of this project is located below in Appendix "A". The design shall be based upon normal and acceptable standard professional engineering/ architectural practices.

The selected consultant shall provide typical engineering/architectural services for the duration of the project from the concept phase to final completion of construction. The preliminary design report phase shall include an evaluation of the proposed Transfer Center with Operations and Maintenance facilities/structures as defined, among other items, in terms of anticipated public areas and required workspaces for employees, off-site infrastructure improvements such as water, sewer, streets, drainage, utilities etc. and a proposed cost estimate for the project.

Proposals submitted in response to this invitation should be limited to twenty-five (25) pages and include, but are not necessarily limited to, the following sections:

- I. **Project Understanding/Approach** – provide a restatement of your firm’s understanding of the project as well as the firm’s approach to designing a project of this nature.
- II. **Scope of Work** - provide a brief summary analyzing the various tasks and summarizing the course of action your firm deems necessary for completion of the project.
- III. **Project Team** – provide an organization chart and resumes of the key personnel who will be involved in the project.
- IV. **Schedule** – provide a design schedule and clearly communicate the start and stop dates of tasks and their interrelation.

- V. **Related Experience** – provide a record of all transit-related projects similar in size and scope to this project in the past five (5) years. Each project should include the names and phone numbers of responsible individuals who may be contacted as references.
- VI. **Insurance** – provide a Certificate of Insurance indicating your firm’s professional liability and other insurance coverage or a statement indicating current coverage.

Proposals shall be limited to a maximum of twenty-five (25) pages. All qualification and proposal statements submitted shall be reviewed by the professional staff to determine the qualifications of each firm. The Trust reserves the right to require the top three firms to provide an oral presentation if necessary for clarification of qualifications. From this review, the Trust shall select a firm based upon the professional qualifications and technical experience of the firm. The Community Services Director shall negotiate a contract with the highest qualified firm utilizing the City of Lawton’s Standard Engineering Services Agreement that is fair and reasonable to both parties. The contract shall include Federal Transit Administration clauses required for such contract. In the event an agreement or reasonable fee cannot be negotiated with the selected firm, the Community Services Director may negotiate with other firms in order of their qualifications with approval from the City Manager.

Upon approval by the Transit Trust, a contract will be prepared for execution.

Minimum requirements for Professional Liability Insurance and other insurance coverage shall be as follows:

Workmen’s Compensation:

Employer Liability \$ 500,000

Comprehensive General Liability and Bodily Injury:

Bodily Injury \$ 125,000 each occurrence  
Property Damage \$ 100,000 each occurrence  
Combined Single Limit \$1,000,000 aggregate

Comprehensive Automobile Liability:

Bodily Injury \$ 125,000 each occurrence  
Property Damage \$ 100,000 each occurrence  
Combined Limit \$1,000,000 aggregate

Professional Liability (Error and Omissions): \$ 500,000

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.

The Transit Trust reserves the sole right to review the qualifications submitted, waive any irregularities therein, and select or reject any or all firms that submitted proposals, should it be determined to be in the best interest of the Trust.

If submitting digitally send to [Charlotte.Brown@lawtonok.gov](mailto:Charlotte.Brown@lawtonok.gov) or  
Five (5) copies of your qualifications/proposals should be directed to:

City of Lawton  
Planning Division  
212 SW 9<sup>th</sup> Street  
Lawton, Oklahoma  
73501-4059

These five (5) copies of your qualifications/proposals must be received at the above address no  
later than **2:00 p.m. local time on April 24, 2023**

Please direct comments, questions, and any requests for information regarding this request for  
proposal to [Charlotte.Brown@lawtonok.gov](mailto:Charlotte.Brown@lawtonok.gov) or my office at (580) 581-3375.

Respectfully,

Charlotte Brown  
Community Services Director

## **APPENDIX “A”**

### **Project Data**

This project includes a multimodal transfer center with Operations and Maintenance facility. The attached diagram will show the proposed sites for the new facilities. The current site for the transfer center is located at the corner of 4<sup>th</sup> Street and Gore Boulevard and the site for the Operations and Maintenance facility is at the corner of Railroad and D Avenue or both facilities proposed to be located at 12<sup>th</sup> Street and Gore Boulevard. The transit buses are 30-35 feet in length, the demand-response buses are 21 feet in length, and the inter-city bus length are about 45 feet in length. A facility study and site selection recommendation of the two sites as well as the current location of the operations and maintenance facility located at 6<sup>th</sup> Street and Bishop Road will need to be completed and a presentation of such made to the Transit Trust.

### **Multimodal Transfer Center**

The building will include office space for transit dispatch, a ticket counter for the sale of bus passes for the Lawton Area Transit System as well as the sale of tickets for a regional bus service, a passenger waiting area, restrooms, and a break room for the bus drivers. The transfer center will serve as the hub for eight to ten (8-10) transit buses, spaces for on-demand and inter-city buses; therefore, sufficient parking area must be provided. Additionally, there must be a parking area for Lawton Area Transit System (LATS) employees of the multimodal transfer center as well as for vehicles dropping off and picking up passengers for the regional bus service. The design will incorporate required utilities and roadway improvements. The facility must meet all local, state and federal regulations governing multimodal transfer center design.

### **Operations Facility**

Facility will include offices for the day-to-day operation, restrooms lighting, electrical, landscaping, a kitchen area for the staff, inventory space for office supplies, training room, breakroom for employees and a conference room.

### **Maintenance Facility**

Facility will be attached to operation’s facility but will include a wash Bay, 6-8 maintenance bays, additional pavement area for parking of buses and all other LATS vehicles, landscaping, lighting, fencing, and additional parking area for employees, restrooms, courtroom and fueling station (electrical charging station, unleaded, and diesel)

### **Services**

The engineer/architect shall prepare construction documents for the transfer center and transfer hubs to include site work and City of Lawton utility relocations. All engineering/architectural

activities are to be closely coordinated with appropriate City personnel to assure that the design concept and the construction documents are prepared in accordance with the requirements of the City Transit Trust, City of Lawton, and the Federal Transit Administration. Construction services shall include Project Manager(s) and on-site Construction Inspector(s) working as independent contractors for the City Transit Trust. Site coordination activities will include those required to ensure that private utility relocations are identified and accomplished in a timely manner. Funding for the project is from Federal Transit Administration funds.

The engineering/architectural services shall include, but are not limited to the following:

- I. Field Design Survey
  - A. Research record maps and other instruments for survey documentation
  - B. Field survey to include establishment of horizontal and vertical controls and identification of topographic features within the right-of-way
  - C. Determine both horizontal and vertical locations of existing underground utilities (Public and Private) by field excavations and “potholing”
- II. Conceptual Design
  - A. Economic analysis of alternatives
  - B. Selected Project budget
  - C. A minimum of two public involvement meetings to discuss the project.
  - D. Conceptual drawings
- III. Preliminary Design
  - A. Soil testing
  - B. Serviceability impact of existing utilities
  - C. Drainage
  - D. Parking
  - E. Preliminary Plans including architectural, structural, mechanical, electrical and site with appropriate details.
  - F. Cost estimate
- IV. Construction Documents
  - A. Final project plans
  - B. Contract documents and specifications
  - C. Cost estimate
- V. Bidding and Negotiating
  - A. Furnish contractor’s plans and specifications
  - B. Attend pre-bid conference

- C. Prepare architect's estimate for bid opening
- D. Assist in evaluation of bids
- E. Attend pre-work conference

VI. Construction Phase

- A. Review and approve submittals
- B. Coordinate with City of Lawton for trade inspections
- C. Approve Monthly Pay Applications
- D. Resolve information requests with City staff assistance
- E. Prepare Change Orders, as required
- F. Attend final inspection