



Request for Proposals for Design Services
N. Broadway Sidewalk Project
City of Louisburg, KS

Date Due: 2 p.m. Sept. 3, 2020

Submit To: Louisburg City Hall, 215 S. Broadway, Louisburg KS 66053

Purpose and Project Scope

The City of Louisburg is making it a priority to improve connectivity in the community. In the past four years, almost 18,000 linear feet of sidewalk/trail has been built with another almost 3,000 linear feet of sidewalk/trail scheduled to begin construction in 2021 as part of a Mid-America Regional Council grant. Adding a sidewalk along N. Broadway, while a mid-range project on the recently completed Master Trails Plan, has been named a priority project by the Governing Body. This sidewalk would join the recently rebuilt downtown area to the north part of town. Therefore, the City is requesting proposals for engineering and design services for the development of the N. Broadway sidewalk. This sidewalk will begin at Amity Street/K-68 and continue north along N. Broadway to N. Ninth Street. The sidewalk is targeted for 2021 construction.

This project will design for construction an estimated 2,800 linear feet of sidewalk along one side of N. Broadway to N. Ninth Street. The firm should make a recommendation on which side of N. Broadway the sidewalk should be placed to minimize the City's costs while maintaining pedestrian safety. This sidewalk will be type "CG-1" and will include #4 continuous reinforcing bar. The sidewalk will be constructed with granite mix concrete and will allow for ADA accessibility as is reasonable. Sidewalk elevation that pairs with existing terrain is preferred to minimize cut and fill requirements or that would necessitate the construction of retaining walls. It is also desired to improve a small section, about 235 linear foot, of current sidewalk along the north side of Amity between N. Broadway to connect to new sidewalk located at the Dollar General property.

No design work has been completed for this project to date. There are some very old sidewalks in some sections, some "newer" (approximately 20 years old) sidewalk in other areas and no sidewalk in many areas. Stormwater and elevation will be a large component of this project. The selected firm will engineer the sidewalk working with the City and property owners as needed. Right-of-way and/or easements will need to be secured. Contractor is responsible for inspecting the project area prior to submittal to ensure familiarity with existing conditions and project challenges.

The final submission should include:

- 1) **Topographic Survey** - Topographic survey of the location to determine the best location to construct the sidewalk. Right-of-way and property lines should be shown on the plans based upon available platting and ownership information supplied by the City.
- 2) **Utilities** - The location of all utilities shall be identified on the plans. The sidewalk should be designed to minimize the need to relocate utilities if at all possible. If it is determined that utility adjustment is necessary, the consultant shall provide information to utility companies and request appropriate input for adjustment/protection of existing utilities.
- 3) **Project Plans & Technical Specifications** - The consultant shall prepare Project Plans, which will indicate the existing topography and other base information and illustrate the proposed work. Identified rights-of-way, utilities, natural resources and other features affecting the design should be indicated on the plans.

The Project Plans are anticipated to consist of:

- Title page
- Layout sheets showing existing and proposed features
- Preliminary profiles
- Approximate right-of-way lines and construction limits
- Typical sections for proposed improvements

- Cross sections
- Roadway, sidewalk design (cross slope, material type and thickness)
- New or modified subsurface drainage
- Pavement markings and signs

The consultant will submit for review eight full-size copies of the Project Plans, specifications and bid documents to the City, along with one set of complete contract documents in PDF format.

- 4) **Construction Bid Package** – Once the Project Plans are complete and accepted by the City, the Consultant will be responsible for assembling the Construction Bid Package. The complete Construction Bid Package will include all of the following items:
 - Complete Project (100%) Plans
 - Construction cost estimate (for City use)
 - Any utility relocation, clearances and special provisions (if any)
 - Right-of-way clearances and easements
 - Construction special provisions
 - Necessary permits acquired
 - Construction contract specifications
 - Bid documents including instructions to bidders and bid form
- 5) **Bid Process** – The Consultant will be available during the bidding process to answer any technical questions about the project design. Once bids are opened, the consultant will confirm that all required components of the bid have been submitted. The consultant will conduct an analysis of the bids and will provide a recommendation to the City on award of the contract after bid review.

Note: The City of Louisburg reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. The City further reserves the right to reduce the scope of work of a consultant and re-assign projects to other selected consultants and to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. The City reserves the right to remove any or all work described above in this RFP and issue a new RFP for any portion of the work. The City reserves the right to use any of the firms selected for any of the above work. Assignment of projects to selected consultant shall be contingent on availability of funds.

RFP Schedule and Package Submission

The estimated project schedule is:

Sept 3, 2020	Submission due, 2 p.m.
Sept. 9, 2020	Authorize contract
Dec. 30, 2020	Engineering plans completed

Proposals shall be enclosed in a sealed envelope or package, addressed to the City of Louisburg. The name/address of the firm and the RFP title shall be placed on the outside of the package. All items required for a responsive proposal shall be included. It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered.

Submit/deliver to: Louisburg City Clerk
 City of Louisburg
 215 S. Broadway
 Louisburg, KS 66053
 tstorey@louisburgkansas.gov

The City of Louisburg reserves the right to reject any and all proposals or portions of proposals, to waive minor deficiencies or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the City.

Changes to the Solicitation by Addenda

The City reserves the right to make changes to the RFP by written addendum. Addenda will also be posted to the City's website at: www.louisburgkansas.gov. No addenda will be posted after Aug 18, 2020.

A prospective Respondent may request a change in the RFP by submitting a written request to the address set forth above. The request must specify the provision of the RFP in question, and contain an explanation of the requested change. All requests for changes to the RFP must be submitted to or received by the City no later than noon, Aug. 14, 2020.

The City will evaluate any request submittal, but reserves the right to determine whether to accept the requested change. Changes accepted by the City shall be issued in the form of an addendum to the RFP.

Evaluation and Selection Criteria

The City is seeking proposals from entities knowledgeable and experienced in sidewalk design and engineering. The successful firm must demonstrate the qualifications, experience and expertise relative to the type of work specified, including number of years the firm has been in business. The firm must demonstrate an interest in and convey an understanding of the project requirements.

The final selection will be made by the Governing Body on the basis of the lowest qualified bidder, experience, quality and/or references that fit the good or services.

Firms submitting proposals will be notified of the selection results.

Budget and Contract

The City of Louisburg anticipates entering into a contract with the selected engineering firm with compensation to be negotiated upon selection and determined based upon a finalized scope of services. If agreement of the scope of services and compensation cannot be reached, negotiations with the firm shall cease and the City will open negotiations with the next ranked firm.

All persons awarded and/or entering into contracts with the City of Louisburg shall be required to comply with all applicable City, State and Federal provisions pertaining to Non-Discrimination, Equal Opportunity Employment, Affirmative Action and the Americans with Disabilities Act.

Upon execution of an agreement, the engineering firm must show the ability to provide the City with any required insurance and/or bonding.

Submission Requirements

All submissions must include the following information:

1. Briefly state the firm's understanding of the service to be performed and describe the firm's unique advantage it brings to the City.
2. Identification of the key team members:
 - a. List all principal participants, including any sub-consultants, if any.
 - b. Contact information including phone and email address.
 - c. State any possible conflicts your firm or any key team members may have with performing work for the City of Louisburg.
3. Proposed schedule that indicates project milestones and ability to finish the project on time.
4. Demonstration of success on similar projects, including a brief project description and a contact name and information for reference.
5. Maximum page limit: Maximum 5 numbered pages, 8.5x11 pages, excluding cover, table of contents, cover letter, resumes, work samples and dividers (if used.)

Representations and Conditions

Public Records – Upon receipt by the City, each response becomes the property of the City and is considered a public record. Responses will be reviewed by the City's selection committee.

Ownership of Work Products – The City shall have exclusive ownership of all Intellectual Property rights in designs, plans and specifications, documents and other work prepared by, for, or under the direction of the selected firm pursuant to any agreement under this RFP including without limitation the right to copy, use, distribute and make derivations of the Intellectual Property for any purpose or assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the work in the agreement.