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REQUEST FOR
DESIGN TEAM QUALIFICATIONS

FOR

K-33 Waterline Relocation

October 28th, 2026

REQUEST FOR DESIGN TEAM QUALIFICATIONS FOR
K-33 WATERLINE RELOCATION
KDOT PROJECT NO. 56-46 KA-7246-01

I. INTRODUCTION

The City of Edgerton is seeking qualifications from Design Teams for design of City water main relocations required by the Kansas Department of Transportation's (KDOT) improvements to K-33 between Wellsville and US-56 Highway (KDOT Project No. 56-46 KA-7246-01). KDOT's proposed roadway construction conflicts with City water facilities along the corridor, and the City must relocate those facilities ahead of KDOT's construction.

This project is funded with federal-aid highway funds administered by KDOT. As a city with a population of 2,500 or fewer, the City is eligible for reimbursement of the cost of like-kind relocation, including design engineering and easements, under a Utility Agreement with KDOT. Because federal funds are involved, this solicitation is conducted using qualifications-based selection in accordance with 23 CFR Part 172 and the Brooks Act (40 U.S.C. 1101–1104). Federal-aid and KDOT requirements are summarized in Section IX.

KDOT's preliminary utility plans for the project are available from the City contact listed in Section VI.

II. SCOPE OF REQUEST

The City plans to select a qualified Design Team to evaluate the conflicts between KDOT's proposed improvements and the City's water facilities, prepare the relocation plan and estimate required for KDOT's Utility Agreement, and complete final design, bidding, and construction administration for the relocation. The City will engage a single Design Team for the full project.

The City's water facilities in the project area include approximately 9,000 linear feet of 8-inch water main, with associated valves, fire hydrants, and service connections, along K-33 between US-56 Highway and approximately 3,000 feet south of N 100 Road. The full extent of the facilities to be relocated will be confirmed through the Design Team's conflict analysis.

KDOT requires the City's relocation plan and estimate by January 4, 2027 to begin the Utility Agreement process. Final design will follow on a schedule coordinated with KDOT's letting.

Anticipated services include, but are not limited to:

- Project management and coordination with the City, KDOT's Utility Section, KDOT's roadway designer, and other utility owners in the corridor.
- Review of KDOT's preliminary utility plans and City records, and field verification of existing water facilities.
- Topographic survey, and subsurface utility locating or potholing where needed to confirm conflicts.
- Conflict analysis, including a water model to evaluate the size of the relocated mains, and relocation alternatives that separate like-kind relocation from any betterment.

- Evaluation and design of trenchless installation methods (such as horizontal directional drilling or boring) where they reduce disruption or conflicts.
- A relocation plan and cost estimate that meets KDOT's Utility Accommodation Policy, 23 CFR Part 645 Subpart A, and Buy America and Build America, Buy America (BABA) requirements.
- Easement exhibits, legal descriptions, and related fieldwork for any permanent or temporary easements.
- Final plans, technical specifications, project manual, and engineer's opinion of probable construction cost.
- Permitting, including KDHE public water supply construction permits and KDOT permits for work on KDOT right-of-way.
- Community engagement, including planning and leading public meetings with affected residents and property owners.
- Bid-phase services if the relocation is let by the City.
- Construction administration, including submittal and RFI review, review of Buy America and BABA material certifications, and record drawings.

Easement acquisition services (appraisal, negotiation, and closing) are not part of the base scope. If the City adds them by supplemental agreement, they must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR Part 24) and KDOT's right-of-way procedures.

Construction inspection services are not part of this scope.

III. PROJECT GOALS

The City of Edgerton intends to procure a design team to design the Project with an emphasis on the following goals:

- To relocate the City's water facilities in a way that keeps KDOT's K-33 project on schedule.
- To ensure that residents and businesses of Edgerton have minimal interruptions to water service during relocation.
- To deliver a relocation plan and estimate that KDOT can review and approve quickly.
- To comply with all federal-aid and KDOT requirements so that design, easement, and construction costs remain eligible for reimbursement.
- To use sound engineering and construction principles to evaluate innovative approaches and cost saving measures to optimize the available resources.

IV. SUBMITTAL OF DESIGN PROPOSAL AND QUALIFICATIONS

a. Qualifications/Project Experience:

i. The Design Team shall demonstrate their capabilities and competence in providing design services for water distribution infrastructure, with emphasis on utility relocations required by highway projects. The team shall demonstrate their capabilities both in their respective fields but also as a

team. Include a summary of similar projects for the last three (3) years. Each summary shall describe unique contributions by the Design Team including, but not limited to: design and construction expertise, evaluation of different construction methods or approaches, schedule efficiency and cost savings. Highlight participation by key staff that will be assigned to this Project. Each project description shall contain at a minimum the following information:

1. Project and Owner's name;
2. Contact Information (including phone number);
3. Description of Project;
4. Schedule and Completion History;
5. Coordination with KDOT or another state DOT, if applicable;
6. Innovative Approach(es) and Cost Saving Measures Implemented;
7. Preliminary and Final Project Costs;
8. Change Order History; and
9. Litigation Experience in Project.

ii. The City is specifically seeking a Design Team that can demonstrate:

1. A proven track record in sizing new system infrastructure using computer hydraulic models;
2. Experience working directly with KDOT on the relocation of water and/or sewer utilities to accommodate highway construction;
3. The ability to develop new easement documents and complete any necessary fieldwork;
4. Expertise in the design of trenchless waterline installation methods; and
5. The ability to provide community engagement services, including planning and running public meetings.

iii. The Design Team shall include a registered Professional Engineer licensed in the State of Kansas that is familiar with both Johnson County and City of Edgerton specifications and regulations, KDHE public water supply requirements, and KDOT's Utility Accommodation Policy. Proposals shall include any experience your firm has with KDOT utility relocation and reimbursement processes, Utility Agreements, permitting, and Buy America and BABA compliance.

iv. The Design Team shall include a registered Land Surveyor licensed in the State of Kansas for surveying services including but not limited to:

1. Document preparation necessary for acquisition of easements and/ or right of way;
2. Field Surveys; and
3. Horizontal and Vertical Control.

v. The Design Team shall be authorized to work in the State of Kansas and the City of Edgerton.

b. Project Approach:

The Design Team shall demonstrate a comprehensive understanding of design, contracting and present a project-specific summary of the Design Team's approach to accomplishing the work under a Design contract. Include your understanding of the conflicts between KDOT's K-33 improvements and the City's water facilities; how you will deliver the relocation plan and estimate by KDOT's January 4, 2027 deadline and support the City through KDOT's Utility Agreement process; how you will coordinate with KDOT and other utility owners; how you will minimize water service interruptions; your approach to separating like-kind relocation from betterment and to Buy America and BABA compliance; your experience working directly with KDOT on utility relocations for highway construction; your use of computer hydraulic modeling to size the relocated mains; how your team will prepare easement documents and complete any necessary fieldwork; your use of trenchless installation methods where appropriate; your plan for community engagement and public meetings; and the largest hurdles that you believe the Design Team will have to overcome on the project and how you intend to proactively address these challenges.

c. Key Project Staff:

Provide a detailed resume for all key project staff members. Include a description of their roles based on your current understanding of the project scope and their current workload. Explain the role of the firm's ownership in the project organization.

d. Possible Subcontractors:

Based on your understanding of the work, provide a list of possible subcontractors (i.e. surveying, subsurface utility engineering, geotechnical, etc.). Describe projects that the Design Team and subcontractors have performed in concert. Provide references for similar work in which these subcontractors have worked for your company. Identify any subcontractors that are certified Disadvantaged Business Enterprises (DBEs).

e. Insurance Reference:

Provide the name, address and phone number of the Design Team's insurance agent(s). Provide a certificate of insurance outlining coverage and policy limits. The City and Engineer must be listed as an additional insured. Can this coverage be extended for work on this Project? Can coverage be increased? Are there any current claims that will affect coverage limits available to the City for this Project?

f. No Cost Information:

Responses shall not include fees, hourly rates, or cost information of any kind. Price is not an evaluation factor. Fee information will be requested only from the top-ranked Design Team, as described in Section VIII(c).

g. Special Conditions:

All responses to this Request for Qualifications submitted by Design Team shall be deemed public documents at the time opened by the City of Edgerton. The Request for Qualifications is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the response, such information shall be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Edgerton to the respondent.

h. No Limit of Liability:

The City of Edgerton will not agree to or accept any agreement or contract wherein the Design Team requires a limitation of Design Team's liability to the amount paid by the City of Edgerton, or any amount less than the limits of the Design Team's insurance policy. By providing a breakdown of the Design Team's insurance policy limits, it is providing the limitation of liability through such policy limit and not establishing some artificially lower limit based on amount paid, or any other factor.

V. METHOD OF SOLICITATION

a. A notice will be published once in the Johnson County Post on November 2, 2026.

b. A notice will be posted on the City's website for the duration of the solicitation period.

c. The Request for Qualifications will be sent via e-mail to select firms.

VI. SUBMISSION REQUIREMENTS

a. Submit one (1) electronic copy (single PDF file) of the response to the City of Edgerton prior to **12:00 pm on November 16, 2026**. Completed Statements of Qualifications shall be clearly marked "Statement of Qualifications for K-33 Waterline Relocation" and emailed to **rmontgomery@edgertonks.org**. Emails received prior to the submission deadline will be acknowledged by emailed receipt.

b. Responses should be limited to eight (8) single-sided 8 1/2 x 11 pages excluding the cover letter, resumes, and insurance references.

c. Responses received after the above date and time will be considered late and will not be accepted.

d. Any and all costs associated with the preparation of the Statement of Qualifications shall be borne by the Design Team.

e. Any addendum to this Request for Qualifications will be issued in writing and posted on the City's website at edgertonks.org/departments/public-works/bids-and-requests-for-proposal. No addenda will be issued within five (5) days of the submission deadline. It is the responsibility of the Design Team to monitor the City's website for any addenda.

f. Questions must be submitted in writing by **4:00 pm on November 9, 2026**. Oral statements or interpretations shall not be binding on the City.

g. Questions during the RFQ period should be directed to:

City of Edgerton, Kansas
Rhoderic Montgomery Jr., CIP Project Manager
PO Box 255
404 East Nelson Street
Edgerton, KS 66021
Phone: **(913) 424-3621**
rmontgomery@edgertonks.org

Any questions will be answered directly and posted to the City's website.

VII. DESIRED SCHEDULE

The desired schedule to determine a Design Team for the K-33 Waterline Relocation is listed below.

• October 28	Issue RFQ to Select Firms
• November 2	Public Notice in the Johnson County Post
• November 9 at 4:00 pm	Deadline for Written Questions
• **November 16 at 12:00 pm**	Deadline to Submit Statement of Qualifications
• November 17 – 20	Review Statements and Rank Design Teams
• November 20 – 30	Negotiate Design Agreement
• December 1	Approve Design Agreement and Issue Notice to Proceed
• January 4, 2027	Relocation Plan and Estimate due to KDOT

VIII. SELECTION PROCESS

a. Evaluation Process:

i. A Selection Committee comprised of City staff, City Engineer, and other appropriate personnel will evaluate the responses. Each member will score each response independently using the criteria and weights in Section VIII(b). Selection Committee members shall have no conflict of interest with any responding firm.

ii. If more than five (5) firms respond, the City may short-list no fewer than three (3) and no more than five (5) firms for further evaluation. Firms not short-listed will be notified.

iii. The Selection Committee will rank at least three (3) Design Teams in order of preference, if three or more qualified firms respond. All responding firms will be notified of the final ranking of the three most highly qualified firms. Scoring results will be provided to responding firms upon request.

b. Evaluation Criteria:

Responses will be evaluated on the following criteria, for a maximum of 100 points. Price, fees, and hourly rates are not evaluation criteria.

Evaluation Criteria	**Points**
1. Qualifications/Project Experience	30
2. Project Approach	20
3. Key Project Staff and Workload	15
4. Ability to Meet Schedule	30
5. Quality of Statement of Qualifications	5
Total	**100**

c. Negotiation:

i. Within one (1) week of notification, the top-ranked Design Team will be asked to submit a detailed scope of services and work-hour estimate by task and staff classification.

ii. The City will prepare an independent estimate of work hours, which will serve as the basis for negotiation.

iii. Once work hours are agreed, the Design Team will submit its fee proposal. Indirect cost rates and all other costs must be allowable under the Federal cost principles (48 CFR Part 31).

iv. If the City cannot reach agreement on a fair and reasonable scope and fee, negotiations will be formally ended in writing and the City will begin negotiations with the next-ranked Design Team.

d. The City of Edgerton reserves the right to reject any and all Statements of Qualifications, to waive minor defects or technicalities, or to solicit new Statements of Qualifications for the same project or a modified project that may include portions of the originally proposed project as the City of Edgerton may deem necessary.

e. It is of utmost importance that the requested information be submitted with your Statement of Qualifications. Failure to submit any of the required information may result in your firm being disqualified from the Selection Process.

f. The contract between the City and the selected Design Team shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.

g. It is the City's intent to execute an agreement with a Design Team for all phases of design, bidding, and construction administration for the K-33 Waterline Relocation. The base scope will not include construction inspection.

h. The City shall not be liable for any costs associated with design or construction related activities on this Project that have occurred prior to the issuance by the City of a Notice to Proceed. The Design Team shall proceed at their own risk and expense should any design- or construction-related activities commence prior the issuance of the Project Notice to Proceed by the City. Costs incurred before the City's Notice to Proceed are not eligible for reimbursement.

IX. FEDERAL-AID AND KDOT REQUIREMENTS

This is a federal-aid project administered through KDOT. The following requirements apply to this solicitation and to the resulting agreement. The selected Design Team must comply with each of them as a condition of the agreement.

a. Applicable Regulations: The design and agreement shall comply with 23 CFR Part 172; 23 CFR Part 645, Subpart A (Utility Relocations, Adjustments, and Reimbursement); 2 CFR Part 200; the Federal cost principles at 48 CFR Part 31; KDOT's Utility Accommodation Policy; and Buy America (23 U.S.C. 313 and 23 CFR 635.410) and the Build America, Buy America Act. Design documents shall specify iron, steel, construction materials, and manufactured products that comply with these requirements.

b. Disadvantaged Business Enterprises: The City encourages participation by certified DBE firms in accordance with 49 CFR Part 26. The agreement will include the DBE assurance and prompt payment requirements of 49 CFR 26.13(b) and 26.29.

c. Suspension and Debarment: Before award, the City will verify that the Design Team and its subcontractors are not suspended, debarred, or otherwise excluded from federal work, in accordance with 2 CFR Parts 180 and 1200.

d. Conflict of Interest: Respondents shall disclose in writing any actual or potential conflict of interest, including any financial or personal interest in the Project or relationship with City officials or employees, in accordance with 23 CFR 1.33 and 23 CFR 172.7(b)(4). The selected Design Team may not perform work for the construction contractor on this Project.