

**REQUEST FOR  
DESIGN TEAM QUALIFICATIONS**

**FOR**

**2021 CDBG 7<sup>th</sup> and Nelson Sanitary Sewer**

December 8, 2020



**REQUEST FOR DESIGN TEAM QUALIFICATIONS FOR  
SANITARY SEWER IMPROVEMENTS FOR THE  
2021 CDBG 7<sup>TH</sup> & NELSON  
SANITARY SEWER PROJECT**

**I. INTRODUCTION**

The City of Edgerton is seeking qualifications from Design Teams for the design of sanitary sewer project in the area of 7<sup>th</sup> and Nelson. This area of town is in the heart of the residential community serving approximately 70 properties, including single family, multi family, and commercial uses. Also included in the project area is the Edgerton Elementary School.

The City has obtained Community Development Block Grant (CDBG) funding for this project.

**II. SCOPE OF REQUEST**

The 2021 CDBG 7<sup>th</sup> & Nelson Sanitary Sewer Project would replace approximately 1200 LF of clay pipe with PVC pipe from 7th and Nelson to the east on the property of Edgerton Elementary, with additional areas to serve as alternates in the same. Included in the project will be the analysis of approximately 25-30 manholes to determine the method of rehabilitation. Service lines will be reestablished throughout the project.

The City plans to select a qualified Design Team to define scope, develop design documents, technical specifications, project manual, estimate costs, evaluate means and methods for the construction of improvements. Following the completion of project design, the City expects to open a request for bids for construction of the completed design from qualified contractors; the Design Team will serve as the lead for conducting the bid phase of the project, and will coordinate any necessary acquisition of easements and rights-of-way, as well as utility relocations.

**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 provide high-quality infrastructure for residents of Edgerton.
- To ensure that residents and businesses of Edgerton have minimal interruptions to service.
- To use sound engineering and construction principles to evaluate innovative approaches and cost saving measures to optimize the available resources
- To use expertise of the design team to achieve schedule efficiencies to complete design of the Project to allow construction to be completed in 2021.

#### **IV. PROJECT PARTNERS**

The 2021 CDBG 7<sup>th</sup> & Nelson Sanitary Sewer Project is a City of Edgerton project partnering with Johnson County for funding through the Community Development Block Grant (CDBG).

#### **V. 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 utility infrastructure. 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 five (5) 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. Submittals shall also include experience in the Design methodology in context with utility infrastructure. 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. Innovative Approach(es);
  6. Cost Saving Measures Implemented;
  7. Preliminary and Final Project Costs;
  8. Change Order History; and
  9. Litigation Experience in Project.
- ii. 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. Proposals shall include any experience your firm has with necessary permitting, schedule negotiation, and compliance with industry requirements.
- iii. 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.
- iv. 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 summary of the Design Team's approach to accomplishing the work under a Design contract. Include a description of your ability to meet a design schedule to allow for construction to be completed in 2021, and a description of 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. 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, landscaping, 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.

e. CDBG Experience:

Detail any experience that your Design Team has working with CDBG, prevailing wages, etc.

f. 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?

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 with the exception of the Financial Statement as described above. 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. Any proposal that is submitted with a blanket

statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

## **VI. METHOD OF SOLICITATION**

- a. Advance notice sent via email to Grow level Investors and above in ElevateEdgerton!
- b. A notice will be published once in the Gardner News.
- c. A notice will be posted on the City's website for the duration of the solicitation period.
- d. The Request for Qualifications will be sent via e-mail to select firms.

## **VII. SUBMISSION REQUIREMENTS**

- a. Submit three (3) paper copies and one (1) electronic copy (on USB drive) of the response to the City of Edgerton prior to **4:00 PM on Friday, January 15, 2021**. Completed Statements of Qualifications shall be sealed and clearly marked "Design of 2021 CDBG 7<sup>th</sup> & Nelson Sanitary Sewer Statements of Qualifications."
- b. Responses should be limited to 12 double-sided 8.5" x 11" pages excluding the cover letter and insurance references.
- c. Responses received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the Design Team.
- d. Any and all costs associated with the preparation of the Statement of Qualifications shall be borne by the Design Team.
- e. A **virtual pre-submittal meeting** will be held via Microsoft Teams on **Tuesday, December 29, 2020 at 2:00 PM**. Edgerton staff and partners will provide a brief presentation of the project and answer questions. **To attend, register by sending contact information of attendees by email to Kara Banks at [kbanks@edgertonks.org](mailto:kbanks@edgertonks.org) by 4:30 PM on Monday December 28, 2020.**
- f. City staff will be available to meet with potential design team applicants virtually on Tuesday, January 5, and Wednesday, January 6. No other dates will be made available for design teams to meet individually with city staff prior to applicant interviews.

- g. Questions during the RFQ period should be directed to:  
 City of Edgerton, Kansas  
 Dan Merkh, Public Works Director, or  
 Kara Banks, Marketing Communications Manager  
 PO Box 255  
 404 East Nelson Street  
 Edgerton, KS 66021  
 Phone: (913) 893-6231  
[dmerkh@edgertonks.org](mailto:dmerkh@edgertonks.org)  
[kbanks@edgertonks.org](mailto:kbanks@edgertonks.org)

**VIII. DESIRED SCHEDULE**

The desired schedule to determine a Design Team for the 2021 CDBG 7<sup>th</sup> & Nelson Sanitary Sewer Project is listed below. Please note the schedule below is created to best position the City to complete construction in 2021.

- December 11 ElevateEdgerton! Issue Request for Qualifications (RFQ)
- December 18 Public Issue Request for Qualifications (RFQ)
- December 29 RFQ Meeting
- January 15 Deadline to Submit Statement of Qualifications
- January 18-22 Selection Committee reviews Statements
- January 25, 26 Interview Short-List Design Teams (if necessary)
- January 29-February 12 Negotiate Design Agreement
- February 25 City Council approve Design Agreement and Issue Notice to Proceed for Design

**IX. SELECTION PROCESS**

- a. Evaluation Process:
- i. A Selection Committee comprised of City staff, City Engineer, and other appropriate personnel will evaluate the responses. The Selection Committee will review the Statements of Qualifications and short list those teams selected for an interview.
  - ii. Evaluation of Design teams will be based on a combination of Qualification Statements, references, and potential interviews to select the most qualified Design Team.
- b. 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.

- c. 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.
- d. 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.
- e. It is the City's intent to execute an agreement with a Design Team for all phases of necessary sanitary sewer improvement design for the 2021 CDBG 7<sup>th</sup> & Nelson Sanitary Sewer
- f. The City shall not be liable for any costs associated with design-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-related activities commence prior to the issuance of the Project Notice to Proceed by the City.