

**REQUEST FOR  
CONSTRUCTION ADMINISTRATION AND OBSERVATION  
QUALIFICATIONS**

**FOR**

**DWYER SANITARY SEWER IMPROVEMENTS**

April 10, 2024

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DWYER FARMS SANITARY SEWER IMPROVEMENTS**

**I. INTRODUCTION**

The City of Edgerton is seeking qualifications from Consultants for Construction Administration and Construction Observation Services for the Dwyer Farms Sanitary Sewer Improvements project. The project will construct 1,795 linear feet of 18-inch Sanitary Sewer, 8 each of 4-foot diameter manholes and 223 linear feet of 26-inch cased bore with other related improvements.

**II. SCOPE OF REQUEST**

The scope of this request for qualifications includes construction administration and construction observation services for the construction of the Dwyer Sanitary Sewer Improvements described in the Introduction. Additional details for these requested services are listed below.

- a. Construction Administration:
  - 1. Meet with Edgerton staff, design team, and contractor to determine specific project needs and general project desires. Receive and review available information, reports, and plans.
  - 2. Review Davis-Bacon Wage Rate requirements, perform onsite wage rate interviews of contractor and subcontractors, review contractor payrolls in accordance with Davis-Bacon Wage Rate requirements.
  - 3. Ensure contractor compliance with the Build America Buy America Act (BABAA) and American Iron and Steel (AIS) provisions in accordance with the contract documents.
  - 4. Provide updates on compliance to City Staff and assist in quarterly submittals to funding programs.
- b. Construction Observation:
  - 1. Perform construction observation of the project as required.
  - 2. Keep City Staff informed of significant issues, problems, or changes to the plans during construction.
  - 3. Provide detailed daily reports of construction activity, review testing reports, calculate quantities and review pay requests, provide technical support in the field to City Staff, serve as the conduit for communication between the contractor and City, make recommendation on disposition of questionable product and attend progress meetings with the project team.
  - 4. Complete and submit paperwork and documentation required during the project and final paperwork and documentation to complete the project.
  - 5. At completion of the project, assist the Design Engineer in providing as-built drawings to City Staff for their permanent records.

The City plans to select a qualified Consultant to define scope, estimate costs, evaluate means and methods to perform the services required. Following the completion of scope definition,

the City expects to negotiate a guaranteed maximum price (GMP) contract with the Consultant for construction administration and observation services. If negotiations cannot be successfully completed, the City will negotiate with the next most qualified Consultant.

### **III. PROJECT GOALS**

The City of Edgerton intends to procure a Consultant to provide Construction Administration and Observation for the Dwyer Farms Sanitary Sewer Improvements 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 uninterrupted access to emergency services.
- Inform the City in a timely manner of cost and schedule implications.
- To use expertise of the Consultant to provide guidance to City Staff for the successful administration of State funding
- To ensure compliance of all contract documents including provisions detailing State and Federal requirements.

### **IV. PUBLIC INFORMATION**

The Dwyer Farms Residential Development the first residential development in over 20 years for the City of Edgerton. Additionally, the construction schedule for the project is aggressive and awards the contractor an early completion bonus if successful. Due to the project's construction scope and its aggressive schedule, it will be critical for the Contractor, Construction Observer, Designer, and City staff to develop a communication plan to keep construction on schedule.

### **V. SUBMITTAL OF CONSULTANT PROPOSAL AND QUALIFICATIONS**

a. Qualifications/Project Experience:

- i. The Consultant shall demonstrate their capabilities and competence in providing Construction Administration and Observation services for sanitary sewer infrastructure. The Consultant 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 Consultant including, but not limited to: design and construction expertise, construction observation and administration, KDHE SRF, BABAA, AIS, and Davis-Bacon compliance. 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 and Role;
4. Schedule and Completion History;
5. State or Federal Funding Programs, if applicable

6. Administration of Davis-Bacon Wage Rate Provisions
7. Final Cost of Services Performed;
8. Change Order History; and
9. Litigation Experience in Project.

- ii. The Consultant shall provide a list of all relevant licenses and certifications for the services requested. Proposals shall include any experience your firm has with necessary permitting, schedule negotiation, and compliance with industry requirements and state funding provisions.
- iii. The Consultant shall be authorized to work in the State of Kansas and the City of Edgerton.

b. Project Approach:

The Consultant shall demonstrate an understanding of construction practices, observation of construction practices, and administration of State and Federal grant procedures.

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., structural, etc.). Describe projects that the Consultant and subcontractors have performed in concert. Provide references for similar work in which these subcontractors have worked for your company.

e. Insurance Reference:

Provide the name, address and phone number of the Consultant'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. Special Conditions:

All responses to this Request for Qualifications submitted by Consultant shall be deemed public documents at the time opened by the City of Edgerton with

the exception of the Financial Statement (if provided). 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 one (1) electronic copy (via email to hrobertson@edgertonks.org) of the response to the City of Edgerton prior to **4:00 pm on May 2, 2024**. Completed Statements of Qualifications shall be sealed and clearly marked "Statement of Qualifications for Construction Administration and Observation of Dwyer Sanitary Sewer Improvements."
- b. Responses should be limited to 12 double-sided 8 1/2 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 Consultant.
- d. Any and all costs associated with the preparation of the Statement of Qualifications shall be borne by the Consultant.
- e. A optional **pre-submittal meeting** will be held in at Edgerton City Hall, 404 East Nelson Street on **April 22, 2024 at 3:00 PM**. Edgerton staff and partners will provide a brief presentation of the project and answer questions.
- f. City staff will be available April 25<sup>th</sup> or 29<sup>th</sup> to meet with potential applicants. Appointments can be made in advance with the contact below.
- g. Questions during the RFQ period should be directed to:  
City of Edgerton, Kansas  
Holly Robertson, CIP Project Manager

PO Box 255  
404 East Nelson Street  
Edgerton, KS 66021  
Phone: (913) 893-6231  
dmerkh@edgertonks.org

**VIII. DESIRED SCHEDULE**

The desired schedule to determine a Consultant for the Construction Administration and Observation of the Dwyer Sanitary Sewer Improvements Project is listed below. Please note the schedule below is aggressive to complete the project prior to contractual obligations. Teams submitting are requested to allocate schedule now for contract negotiations and construction start on dates listed below.

- April 10th                      Early issuance to ElevateEdgerton!
- April 12th                      Issue Request for Qualifications (RFQ)
- April 22nd at 3:00 pm      Optional RFQ Meeting
- May 2nd at 4:00 pm        Deadline to Submit Statement of Qualifications
- May 9th                        Anticipated Award Professional Services Agreement
- May 13th                      Anticipated Notice to Proceed for Construction

**IX. SELECTION PROCESS**

- a. Evaluation Process:
  - i. A Selection Committee comprised of City staff and other appropriate personnel will evaluate the responses. The Selection Committee will review the Statements of Qualifications. The City will also check references prior to making a selection.
  - ii. Evaluation of Consultants will be based on a combination of Qualification Statements and references to select the most qualified Consultant.
- 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 Consultant shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.

- e. 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 Consultant 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.
  
- f. No Limitation of Liability: The Governing Body of the City of Edgerton will not consider acceptance of contracts from Consultants which include a limitation of liability to the amount paid by the City under the contract, or similar language. Coverage, policy limits and the limits of any liability of the Consultant will be determined by the certificate provided in Section V(e) above.