



City of Leoti Request for Qualifications (RFQ)

The City of Leoti is seeking qualified consulting firms for pre-construction engineering and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered.

Description

CCLIP – Pavement Restoration project 102 KA-6444-01, which is a pavement and base replacement project of the center 24 feet driving lanes from 160 feet North of Kansas Highway 96 to I Street.

Schedule and Deadlines

Technical proposals are due on or before **December 20, 2021** to be delivered by mail to the City of Leoti, P.O. Box 7E, Leoti, KS 67861. Interested consulting firms must be pre-qualified by KDOT in the work categories noted above.

Anticipated Schedule for Subsequent Events:

Evaluation and ranking of technical proposals shall take place on or about **December 28, 2021** after which all firms that submitted letters of interest will be notified of the ranking. Negotiations with the highest ranked firm to commence on or about **January 3, 2022**. Notice to Proceed to be issued **January 10, 2022**, KDOT Three-Party agreement in place and in effect **January 31, 2022**.

Request for Proposal (Technical)

The City of Leoti is seeking a consultant to provide design services for the Leoti CCLIP-PR: K-25 from 160' North of K-96 to I Street Project. The work includes pavement reconstruction, base reconstruction, and pavement marking improvements. Inspection during construction is anticipated to be part of the services provided.

Evaluation Factors

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by the City of Leoti, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

Factors for evaluation and weight: 1. Ability to perform the desired services within the time prescribed – 15 pts; 2. Past performance of firm – 15 pts; 3. Training of staff – 15 pts; 4. Previous experience with similar work and knowledge of project procedures – 15 pts; 5. Commitment of resources that could limit performance (ex.: staff, equipment) – 15 pts; 6. Firm's familiarity with project area – 15 pts; 7. Accessibility of firm's office – 10 pts. The highest ranked firm will be asked to enter into negotiations with the City of Leoti for an agreement. In the event the City of Leoti cannot reach agreement with the ranked firm, it will terminate negotiations with the said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or the City of Leoti decides to pursue other alternatives.

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas "Tax Clearance Certificate", the "Certification of Final Indirect Costs", and the "Policy Regarding Sexual Harassment".



CITY OF LEOTI

MAYOR CHARLIE HUGHES

Council Meeting
1st & 3rd Monday – 6:30 p.m.

Instructions for Technical Proposal

Note: No costs shall be contained in the technical proposal. Technical proposals will consist of the technical proposal and a completed and signed Special Attachment No. 9 (“Certificate of Final Indirect Costs”), a completed and signed Special Attachment No. 10 (“Tax Clearance Certificate”). All these forms can be obtained via mail to the City of Leoti, P.O. Box 7E, Leoti, KS 67861.

The main text of consultant’s technical proposal must not exceed six (6) pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, included best practices, that will be used to perform the tasks and produce the deliverables described above under “Request for Proposal (Technical)”. Include in the technical proposal items such as:

- Project manager/engineer in charge
- History of project with similar tasks
- Availability of staff to meet schedule without overtime
- Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any

Any sub-consultant and their role (if any) that will be performing services on the project must complete Special Attachment No. 9 (“Certificate of Final Indirect Costs”), and the Special Attachment No. 10 (“Tax Clearance Certificate”).

Questions about this request for qualifications shall be sent to the City of Leoti, P.O. Box 7E, Leoti, KS 67861, Phone (620) 375-2341.