



Osawatomie
KANSAS

REQUEST FOR QUALIFICATIONS

FOR

DESIGN SERVICES

5TH STREET TERRACE

November 14, 2022

I. INTRODUCTION AND BACKGROUND

The City of Osawatomie, Kansas, is requesting qualified design firms to submit qualifications for the design for the following project:

5th Street Terrace:

This project will consist of approximately 20 new single-family homes. The final plat design and survey will determine the exact number of homes, the approximate sizes of the homes will be 1800-2400 square feet. The street improvements will include new pavement construction, curb and gutter, lighting, sidewalks, storm sewers, and trail system expansion.

The project will include a survey of existing conditions, utility coordination, site analysis, site design, cost estimates, developing construction plans in accordance with Osawatomie specifications, assistance with bidding of projects for construction and assistance as needed throughout construction.

City will provide an ALTA survey for existing 9.75-acre development parcel. This does not include existing residential lots to north, or potential street connections to north or west. Consultant to perform topographic survey of subject project area.

Concept plans, design and platting shall provide for at least 20 single family residential homes, with a 75-ft minimum lot width and 120-ft lot depth. Minimum lot square footage is 9,000 square feet. Three existing lots along Chestnut Ave will be replatted to conform to current lot standards, and provide public street access to new subdivision from Chestnut Ave. All new lots shall be designed and graded to serve slab on grade homes.

A 10-foot-wide greenspace alley is to be provided on west and east sides of the development.

Stormwater management will be required to limit post development discharge rates to the predevelopment condition for the 2, 10, and 100-year storm events. Stormwater management facilities shall be located at the south end of the project near Kelly Ave. The stormwater facility will discharge to a roadside open swale.

A rear yard sanitary sewer extension is required to serve the northeast corner of the development. New service connections will be needed on existing sewer mains, which are located on the west and east boundaries of the subject parcel.

A 4-foot-wide sidewalk is required on one side of the street, with accessible ramps at street intersections.

Subconsultant shall subcontract a locating service to locate existing 8" PVC water main running north/south through the site. This will require potholing. Portions of existing main may need to be relocated, in addition to adding fire hydrant assemblies at appropriate spacing.

Subconsultant shall include a geotechnical investigation in scope of services with subgrade and paving recommendations.

II. SCOPE OF SERVICES

Design services shall address all items necessary for construction of the completed project. Design services are anticipated to include, but are not limited to: surveying, property pinning, property platting, site and roadway design, street lights, signs,

pavement markings, drainage design, design of stormwater management facilities, water and sewer utility design, geotechnical investigation including boring and analysis, materials analysis, hydraulic and hydrologic analysis, and utility coordination including potholing and surveying.

The designer will be responsible for the final design of the project. Any additional information that the designer may need for their solution shall be included in the designer's scope of work. Any survey, design and subsurface information provided by the City of Osawatomie is subject to the limitation as stated therein and must be validated and augmented as necessary to provide final design.

A project specific scope of services will be developed with the first ranked firm during contract negotiations. In general, the services to be provided by the consultant shall include the following categories:

- S1. Participate in the following meeting(s):
 - Project meetings with City staff to discuss the project objectives.
 - Public information meetings.
 - Project meetings with utility companies to coordinate project needs.
- S2. Provide design professionals (Landscape Architects and Engineers) familiar with Osawatomie specifications. The final plans will need to be sealed by a Registered Professional Engineer licensed by the State of Kansas.
- S3. Provide a Registered Land Surveyor licensed by the State of Kansas to be responsible for all surveying services, including but not limited to:
 - Document preparation necessary for defining easements and right of ways.
 - Topographic information.
 - Horizontal and vertical control.
- S4. Provide final construction plans and documents for the listed project. Final plans and documents shall be provided to the city in hardcopy and electronic format. (AutoCAD, PDF, GIS, TIF, and Word Documents).
- S5. The design firm selected for the work must be able to provide the City's standard insurance provisions (Refer to Exhibit B). In addition, the following indemnification clause shall be part of the contract:

Indemnification: For purposes of indemnification requirements, the term "Loss" means any and all loss, damage, liability or expense, of any nature whatsoever, whether incurred as a judgment, settlement, penalty, fine or otherwise (including attorney's fees and the cost of defense), in connection with any action, proceeding, demand or claim for injury, including death, to any person or persons or damages to or loss of, or loss of the use of, property of any person, firm or corporation, including the parties hereto, which arise out of or are connected with the performance of this Agreement. For purposes of this Agreement, Consultant hereby

agrees to indemnify, defend and hold harmless City and its agents from any and all Loss where Loss is caused as a result of the intentional misconduct, recklessness, negligence, or other actionable fault of consultant or its subcontractors.

- S6. The Design firm will be responsible for compliance with all applicable standards and codes, including the ability to prepare and submit any necessary state or federal permits or submittals.
- S7. Prepare cost estimates.
- S8. Provide assistance as needed throughout construction of the projects.

III. SUBMITTAL OF PROPOSAL

Interested and qualified design firms are invited to submit a proposal to the City of Osawatomie, selection of the design firm will be made from the information provided. The information should be submitted and organized in the following manner:

- P1. Cover letter, please include project name.
- P2. Title Page.
- P3. Table of Contents.
- P4. Project understanding and approach. (tab for this item) (four (4) pages maximum)
Provide a description of your firm's approach to the project.
Include a project schedule and milestones to be achieved. Project schedule may be included as an exhibit to avoid it counting against the 4-page limit.
- P5. Relevant Experience. (tab for this item) (one (1) page for each project listed)
Provide a list of specific experience on projects related to this type of work. A minimum of three (3) (with a maximum of five (5)) similar projects which you are currently working on or have completed within the last five (5) years shall be included. Each project should provide the following information:
 - Name, address, and telephone numbers of contact persons for whom work was performed.
 - Your firm's personnel and their responsibilities on the project.
 - Initial cost of design contract and final cost of the design contract. Explain any increase in cost.
 - Original construction cost estimate, construction contract amount and final cost of construction.
 - Brief description of work completed and how it relates to the proposal. Include any innovative solutions used.

P6. Staff. (tab for this item) (one (1) page for each resume, one (1) page for an organizational chart)

- Resumes of staff that would be assigned to work on the project and their responsibilities.
- Identify all sub-consultants to be used on the project. Provide detailed information about their previous relevant experience and their qualifications to perform work on this project.
- Hourly rates for each position in respondents' firm.

P7. Availability. (tab for this item) (one (1) page maximum)

Design firms shall indicate level of current and projected workload to sufficiently inform City of availability for this project. List current and projected projects for each staff member listed in the organizational chart.

The following items do not apply to the page count:

- Exhibits (verbiage on exhibit must be kept to a minimum)
- Tabs

IV. SPECIAL CONDITIONS

SP1. Design firms may visit the site and inform themselves of all conditions presently existing. Their failure to visit the site shall in no way relieve the successful design firm from the necessity of furnishing all materials and performing all work necessary to complete the project in accordance with the Request for Qualifications.

V. SELECTION PROCEDURE

The City will use the following selection procedure:

From the firms expressing interest, City Staff will review the submittals and rank the firms. The criteria used for selection will include:

- A. Adherence to proposal submittal outline.
- B. Project understanding and approach including firm's familiarity with the project area.
- C. Relevant Experience including past performance of design firm and any sub-consultants or other municipalities, and firm's knowledge of City, State and Federal procedures.
- D. Staffing and Availability
- E. Project Schedule including ability to perform the desired services within the time prescribed or consultants' justification for modifying the time schedule.

The top ranked firms will be selected for an interview (if needed) to further the selection process.

City Staff will request a detailed proposal including cost from the first ranked firm. If an agreement cannot be negotiated, the city will move to the second ranked firm. Once an agreement is reached, it will be submitted to the City Council for approval.

VI. SCHEDULE

The following is a tentative project schedule:

December 2, 2022 RFQ Due at 10:00 AM
December 7, 2022 Notify Firm (s) of Project Selection
December 16, 2022 Scope, contract, and fees due from top ranked firm
December 22, 2022 Contract Award by City Council
December 27, 2022 Notice to proceed to consultant (surveying, platting, designs)
January 27, 2023 Notice of Hearing to the newspaper (published Feb 1st)
February 21, 2023 Preliminary Plat to Planning and Zoning Commission
February 28, 2023 Public Hearing
March 28, 2023 Field Check Plans (City Review Set)
April 6, 2023 Planning Commission recommendations to City Council
April 25, 2023 Final Plans and Final Plat
May – June, Final plat approval through Planning Commission, City Council (if required before construction)
May – June, Construction Permitting
June 6, 2023 Bid Advertisement / Plans Posted – Might be advanced depending on permitting and plat approval.
June 27, 2023 Bid Opening
July 6, 2023 Council Award to Contractor
July 10, 2023 Notice to Proceed
October 15, 2023 Substantial completion allowing building permits to be issued.

VII. CITY CONTACT

Please direct all questions to;

Ed Beaudry Director of Community Development

PHONE: 913-755-2146 x 102

E-MAIL: ebeaudry@osawatomieks.org Director of Community Development

Cc: bglendening@osawatomieks.org Deputy City Manager

msilsbee@osawatomieks.org, Director of Public Works

tupshaw@osawatomieks.org Director of Utilities

Submit proposals to Tammy Seamands, City Clerk

P O Box 37

Osawatomie KS.66064

EXHIBIT B
PROFESSIONAL SERVICES INSURANCE REQUIREMENTS

- A.** Consultant shall procure, and maintain as required, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the project. The cost of such insurance shall be included in the Consultant's bid.
- B.** Consultant shall maintain the following coverages and minimum limits.
1. Commercial General Liability (CGL): [ISO "occurrence" form or its equivalent] \$1,000,000 per occurrence limit including personal and advertising injury and products - completed operations. Any general aggregate limit should be at least \$2,000,000.
 2. Business Auto Coverage: (*Owned and non-owned autos*) \$500,000 per occurrence, combined single limit.
 3. Workers Compensation and Employers Liability: Workers' compensation limits as required by applicable state workers' compensation laws and employer's liability limits or equivalent of \$500,000/\$500,000/\$500,000.
 4. Professional Liability: Minimum limits to be \$1,000,000 each claim / annual aggregate.
 5. Coverage Limits. Coverage limits for General and Auto Liability exposures may be met by a combination of primary and umbrella policy limits.
 6. Exposure Limits: The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of the Consultant nor has the City assessed the risk that may be applicable to consultant. Consultant shall assess its own risks and if it deems appropriate and/or prudent maintain higher limits and/or broader coverages. The Consultant's insurance shall be primary and any insurance or self-insurance maintained by the City will not contribute to, or substitute for, the coverage maintained by consultant.
- C.** Additional Insured. CGL and auto policies must be endorsed to include the City as additional insured for the project. Any and all coverage available to the named insured is applicable to the additional insured. The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- D.** Verification of Coverage.
1. A certificate of insurance, listing the City as a certificate holder, accompanied by an additional insured endorsement or equivalent.
 2. The insurance coverages are to be provided by Kansas authorized insurance companies with a Best's rating of at least A- VII. Those not meeting this standard must be approved by City.
 3. Any self-insurance or self-insured retentions must be specified on the certificate of insurance. In addition, when self-insured the name, address, and telephone number of the claim's office must be indicated on the certificate or separate attached document. Any and all deductibles or self-insurance in the above-described coverages shall be the responsibility and at the sole risk of the Consultant.
 4. When any of the foregoing insurance coverages are required to remain in force after final payment, additional certificates with appropriate endorsements evidencing continuation of such coverage shall be submitted along with the application for final payment.
 5. Any coverage provided by a Claims-Made form policy must contain a three-year tail option, extended reporting period, or must be maintained for three years' post contract.
- E.** Cancellation. Each insurance policy required shall not be suspended, voided, or canceled, except after Consultant has provided thirty (30) days' advance written notice to the City.
- F.** Sub-Consultants. All coverages for sub-Consultants must meet all of the requirements stated herein.