

REQUEST FOR QUALIFICATIONS FOR DESIGN/BUILD SERVICES

THE CITY OF LOUISBURG, KANSAS

Downtown Broadway Street Reconstruction

RFQ No. 2017-02



215 South Broadway, Louisburg, Kansas

Submittal Deadline: December 16, 2016

**REQUEST FOR QUALIFICATIONS FOR
DESIGN/BUILD SERVICES
CITY OF LOUISBURG, KANSAS
DOWNTOWN BROADWAY STREET RECONSTRUCTION**

SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS

1.1 General Information. The City of Louisburg (“Owner”) is soliciting Statements of Qualifications for selection of a Design/Build contractor for the Downtown Broadway Street Reconstruction in accordance with the terms and conditions herein.

1.1.1 This Request for Qualifications (RFQ) is the first step in a three-step process for selecting a Design/Build contractor for the project. The RFQ provides the information necessary to prepare and submit qualifications for consideration and initial ranking by the Owner. The Owner may select up to three (3) of the top-ranked Respondents for further response to follow-up questions during the second phase of the process.

1.1.2 In the second step of the RFQ process, the top-selected Respondents will be required to submit additional information to the Owner including fee proposals and pricing. The Owner will rank the proposals in the order that they provide the best value based on published selection criteria and on the ranking evaluations.

1.1.3 In the third step of the process, the most qualified Respondents will be called to interview with the Owner to confirm their proposal and answer additional questions. The Owner will then rank and further narrow the selection process in order to identify the best value.

1.2 Public Information. All information, documentation and other materials submitted in response to the RFQ are subject to public disclosure.

1.3 Type of Contract. Any contract resulting from this solicitation will be in the form of the Owner’s standard Design/Build Contract (AIA copy attached).

1.4 Clarifications and Interpretations. Any clarifications or interpretations of the RFQ that materially affect or change its requirements will be communicated by the Owner to the RFQ holder. Any addendums shall be acknowledged by the Respondents and shall be incorporated as part of the qualification submittal.

1.5 Submission of Qualifications. Respondents shall submit qualifications to the following address and as further instructed below:

1.5.1 Deadline and Location. The Owner will receive qualifications until 3:00 pm, December 16, 2017. Qualifications shall be submitted to:

City of Louisburg/ City Hall RFQ
Attn: Craig Hufferd
215 S Broadway
Louisburg, KS 66053

1.5.2 Submit six (6) identical copies of qualifications. An original signature must be included on the Respondent's Statement of Qualifications.

1.5.3 Qualifications received after the deadline will be returned to the Respondent unopened.

1.5.4 The Owner will not receive any submittals that are provided via fax or electronically.

1.5.5 Complete submittals will not be returned.

1.5.6 RFQ submittals must be enclosed in a sealed envelope/container when received by the City.

1.5.7 Proper submittals will be opened publicly and the names of the Respondents will be read aloud at a time and date, as determined by the Owner. Upon request, Respondents will be provided a list of firms that have submitted qualifications to the Owner.

1.6 Point of Contact. The Owner designates the following person as its representative and point of contact.

Craig Hufferd, Public Works Supervisor Phone: 913-238-6324
City of Louisburg Email: chufferd@louisburgkansas.gov
215 S Broadway
Louisburg, KS 66053

1.7 Evaluation of Qualifications. The evaluation of the qualifications shall be based on the requirements described herein. All properly submitted qualifications will be reviewed, evaluated and ranked by the Owner. The top three (3) Respondents will be selected to further participate in subsequent steps of the selection process.

1.7.1 Qualifications shall not include any information regarding Respondent's fees, pricing or other compensation. Such information will be solicited from firms certified by the Owner during step two of the process.

1.8 Owner's Reservation of Rights. The Owner may evaluate the qualifications based on anticipated completion of all or any portion of the project. The Owner reserves the right to divide the project into multiple parts, to reject any and all qualifications and re-solicit for new qualifications, or to reject any and all proposals and temporarily or permanently abandon the project. The Owner makes no representation or guarantee that it will enter into any agreement with any Respondent.

1.9 Acceptance of Evaluation Methodology. By submitting qualifications in response to this RFQ, Respondent accepts the evaluation process and acknowledges and accepts that determination of the most qualified firm will require subjective judgments by the Owner.

1.10 No Reimbursement for Costs. Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in the RFQ process shall be at the sole risk and responsibility of the Respondent. Respondents shall submit qualifications and proposals at their own risk and expense.

1.11 Pre-Submittal Facility Review. A pre-submittal guided tour of the project area may be scheduled by any Respondent prior to the deadline for submittal of qualifications.

1.12 Eligible Respondents. Only individual firms or legally formed business organizations may apply. The Owner will contract only with the individual firm or formal organization that submits the qualification.

1.13 Sales and Use Taxes. The State of Kansas allows the Owner to purchase personal property and materials for the project that are not subject to taxation.

1.14 Workers Compensation Insurance coverage. The Owner requires workers compensation insurance coverage for all persons providing services on the project.

1.15 Register of Historic Kansas Places – This property is not on the Kansas or local registry. However the Owner desires a project that is aesthetically compatible with local historic buildings within the downtown corridor.

SECTION 2 – EXECUTIVE SUMMARY

2.1 Background. Surrounding the City's "main" street, South Broadway, the project is bounded on the north by Kansas Highway 68, on the east by South Peoria Street, on the south by South Third Street, and on the west by South Mulberry Street.

It is estimated that today 30% of the land in downtown is vacant, and 60% of the available building square footage is also vacant. Less than 15% of all storefronts are accessible to the all-abilities community, and less than 5% of all remaining sidewalks are traversable by a wheelchair.

No buildings within the study area are currently registered with the state or national historic registries; and South Broadway is currently not participating in The National Trust Main Street Center or similar programs.

2.2 Project Description, Scope and Budget.

The Louisburg Downtown Broadway Street Reconstruction intends to implement the design elements identified in the Complete Street – Green Street plan by addressing the following tasks:

- Create a design/build plan (See Exhibits A, B, and C) including:
 - Upgraded storm sewer collection system, including additional inlets and a main drainage line running along the west side of Broadway and tying into existing storm drains under K-68
 - New sidewalks conforming to provisions of the ADA
 - Adequate space for the provision of ADA ramps, designed to current standards, for access to existing buildings
 - New pavement and new curbs
 - Streetscape, creating varying opportunities that implement current plan to establish downtown Louisburg as a distinct place
 - Physical definition of where on-street parking is provided
 - Ensure adequate sight distances at the cross-street with enhanced sight lines around parked vehicles
 - Overhead utilities will be moved underground

- Existing water utilities will be upgraded while exposed in the project area

The cost estimate for the project is \$2,800,000. Fees and bonding are not included within the estimate or the scope of the project.

For the full Downtown Broadway Complete Street – Green Street report go to <http://www.louisburgkansas.gov/DocumentCenter/View/185>.

2.3 Project Planning Schedule. The preliminary project planning schedule is anticipated as follows:

- | | |
|---|---------------------|
| • Owner provides Request for Qualification packets | Nov 22-Dec 13, 2016 |
| • Owner schedules guided tours of the project area | Nov 22-Dec 13, 2016 |
| • RFQ Response | Dec 16, 2016 |
| • Owner issues request for proposals to select firms | Dec 20, 2016 |
| • Owner receives requests for proposals | Jan 5, 2017 |
| • Owner interviews Respondents | Jan 9, 2017 |
| • Owner executes agreement | Jan 16, 2017 |
| • Owner approves design documents | Feb 2017 |
| • Contractor submits guarantee maximum price proposal | Feb 2017 |
| • Owner issues notice to proceed for construction | Feb 2017 |
| • Owner accepts substantial completion for construction | June 2017 |
| • Contractor achieves final completion of project | Aug 11, 2017 |

2.4 Owner’s Special Conditions. The Owner may require additional contract terms and conditions that are supplemental to the AIA Agreement.

SECTION 3- REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained within the following criteria and submit a complete Statement of Qualifications as provided herein. Formatting shall be consistent with specifications prescribed under Section 4. Incomplete qualifications may be rejected at the Owner’s discretion.

3.1 Criteria One. Respondent’s Statement of Qualifications and availability to undertake the project (maximum of two printed pages per question).

3.1.1 Provide a statement of interest for the Project including a narrative describing the Respondent’s unique qualifications as they pertain to this particular project.

3.1.2 Provide a statement on the availability and commitment of the Respondent, its principles and assigned professionals that are relative to the success of the project.

3.2 Criteria Two. Respondent’s ability to provide Design/Build services.

- 3.2.1 Provide the following information on your firm for the past three years:
- Annual number and monetary volume of contracts per year.
 - Annual revenue totals for all business activities per year.

- Total bonding capacity or total capacity for a commercial “Letter of Credit”.
- Capacity and backlog.

3.2.2 Attach a letter of intent from a surety company or financial institution indicating your firm’s ability to bond or secure a “Letter of Credit” for the amount of the entire construction estimate.

3.2.3 Identify if your firm is currently for sale or involved in any transaction to expand, dissolve or to become acquired. If so, explain the potential impact to the organization and its capacity to perform work. Explain the corporate formation of your company and primary shareholders.

3.2.4 Provide details of any past or pending litigation, or claims filed against your firm or bonding agency that may affect your performance under a contract with the Owner.

3.2.5 Identify if your firm is currently in default on any loan, revolving credit or security agreement with any bank, material provider, lending institution or other entity or person. Specify dates, details, circumstances and prospects of resolution.

3.2.6 Does any marital, familial or business relationship exist between your firm and any member of the City of Louisburg including staff, elected officials or board members? If so, please explain.

3.3 Criteria Three. Qualifications of Design/Build Contractor

3.3.1 Describe your management philosophy for the Design/Build construction delivery method.

3.3.2 Identify Design/Build Contractor personnel that will be directly involved in the Project, including their experience with similar projects, and the number of years with the firm. Please indicate the credentials of the job superintendent and the percentage of time that person will be on the job and whether or not that person will be assigned to other unrelated jobs during the project.

3.3.3 Identify any consultants that are included as part of the proposed team, their role and related experience for this specific project.

3.4 Criteria Four. Respondent’s Past Performance on similar Design /Build Projects

3.4.1 Identify and describe the proposed teams’ past experience for providing Design/Build contractor services that are most related to this project within the last three years. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

- Project name, location and description
- Color images
- Final project size in gross square feet

- Type of construction (new, renovation, remodel)
- Names of associated subcontractors

3.5 Criteria Five. Respondent's Past Performance on Public Projects.

3.5.1 Identify and describe the proposed teams' past experience for providing construction services on public projects within the last three years. Provide the following information for each project listed:

- Project name, location and description
- Final construction cost
- Type of construction (new, renovation, remodel)
- Contact person from the project owner with direct knowledge of project

3.6 Criteria Six. Respondent's Ability to Establish Budgets and Control Costs

3.6.1 Describe your cost estimating methods.

3.6.2 Describe your cost control methods during construction and how you procure subcontractors.

3.6.3 Describe your methodology for working with the project architect/ engineer to deliver a guaranteed maximum price.

3.7 Criteria Seven. Respondent's Ability to Meet Schedules on the Project

3.7.1 Describe how you will develop, maintain, and update the project schedule during design and construction.

3.7.2 Describe your approach to ensure timely completion of this project.

3.8 Criteria Eight. Respondent's Knowledge of Current Construction Methodologies and Best Management Practices.

3.8.1 Describe your quality assurance program.

3.8.2 Describe your relationship with the local subcontracting community.

3.8.3 Describe how you maintain worksite security during construction.

3.9 Criteria Nine. Respondent's Ability to Identify and Resolve Problems

3.9.1 Describe your plan for communicating constructability, phasing, value engineering, and other budget options in a form that will quickly facilitate the Owner's decision making.

3.9.2 Describe any conflicts with the owner, consultants, architects/engineer, or subcontractors you encountered on a recent project and the methods you used to resolve the conflict.

3.9.3 Describe your plan for communicating with area/affected businesses leading up to and including the construction phasing of this project, and how you plan to ensure continued access to businesses during the same.

3.10 Criteria Ten. Execution of Offer

The execution of offer must be completed, signed and returned with the Respondent's qualifications. Failure to complete, sign and return this execution of offer with the qualifications may result in rejection of the qualifications.

3.10.1 Respondent acknowledges and agrees that (1) this RFQ is a solicitation for qualifications and is not a contract or offer to contract; (2) The submission of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) The Owner has made no representation that any contract will be awarded; and (4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondent's preparation and response to this RFQ.

3.10.2 Respondent offers and agrees to comply with all terms, conditions and requirements set forth in the RFQ documents contained herein.

3.10.3 Respondent affirms he/she has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or elected official in connection with the submitted qualifications.

3.10.4 By signature, Respondent represents and warrants that it is a reputable company, regularly engaged in providing construction services necessary to meet the terms, conditions and requirements of the RFQ.

3.10.5 Respondent represents he/she has the necessary experience, knowledge, abilities, skills and resources, creditworthiness to satisfactorily perform the terms, conditions and requirements of the RFQ.

3.10.6 By signature hereon, Respondent is aware of and in compliance with all applicable Federal, State and local laws, rules and regulations and ordinances.

3.10.7 All statements, information, and representatives prepared and submitted in response to this RFQ are current, complete and true. Respondent acknowledges that the Owner will rely on such statements in selecting the successful Respondent.

3.10.8 Respondent certifies that the individual signing this document and the documents made part of the RFQ maintains the proper corporate capacity to contractually bind the company, which may result from the submission of Respondent's qualifications.

3.10.9 Execution of Offer: RFQ No. 2017-02

The Respondent must complete, sign and return this Execution of Offer as part of his/her submittal. The Respondent's company official(s) who are authorized to commit to such submittal must sign the submittals. Failure to sign and return this form may result in submittal disqualification.

Respondent's Name: _____

Respondent's State of Kansas Tax Account No: _____

Respondent's State of Incorporation: _____

Respondent's Charter No: _____

Identify each person who owns at least 25% of the Respondent's business entity by name:

(name)

(name)

(name)

(name)

Submitted and Certified by:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip)

Email / Fax

(Authorized Signature)

(Date)

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 General Instructions:

4.1.1 Qualifications shall be prepared simply and economically, providing a concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements and understanding the needs of the Owner.

4.1.2 Qualifications shall be a maximum of twenty (20) printed pages. The cover, table of contents, divider sheets and Execution of Offer do not count as printed pages.

4.1.3 Respondent shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.

4.1.4 Qualifications and any other information submitted by Respondents shall become property of the Owner.

4.1.5 Submittals that are qualified with conditional clauses, exclusions, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner.

4.1.6 The Owner makes no representation that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all qualifications, waive any formalities or minor technical inconsistencies, or delete any requirements from this RFQ when deemed to be the Owner's best interest.

4.1.7 Qualifications shall consist of responses to questions identified in Section 3 of the RFQ. It is not necessary to repeat the response to a specific question within the Qualifications, however, it is essential to reference the question number with the corresponding answer if the Respondent has provided the response elsewhere.

4.1.8 Failure to comply with all the requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.

4.2 Page Size, Binding, Dividers and Tabs

4.2.1 Qualifications shall be printed on letter-sized paper. Do not use three ring binders.

4.2.2 Additional attachments shall not be included with the Qualifications. Only the responses provided by the Respondent to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.3 Table of Contents:

4.3.1 Submittals shall include a "Table of Contents" with page numbers for each element of Qualifications.

4.4 Pages:

4.4.1 Numbers of all pages of the submittal shall be sequentially arranged using Arabic numerals (1,2,3, etc).

EXHIBIT A

Recommended Parking Design

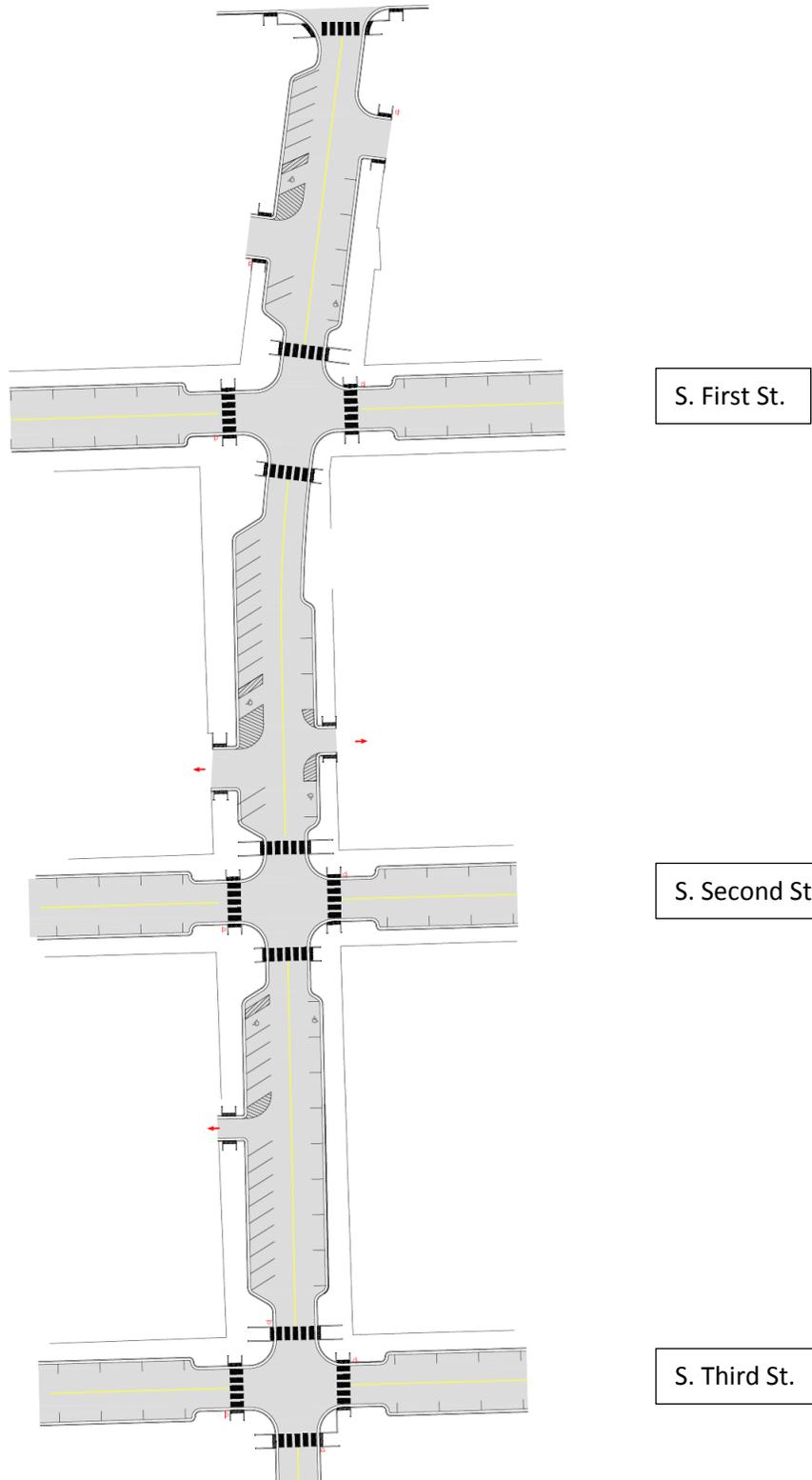
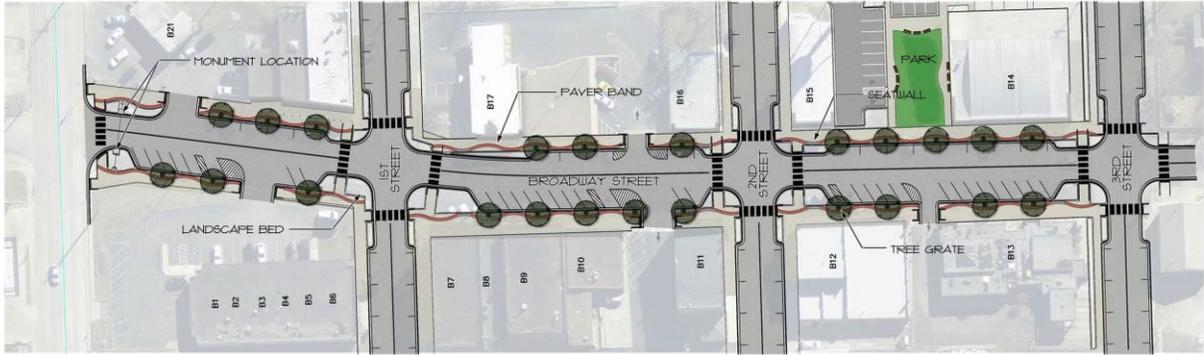


EXHIBIT B
Streetscape Design



OPTION 4 PLAN



PERSPECTIVE FROM 2ND STREET LOOKING SOUTH



PERSPECTIVE FROM FIRST OPTION BANK LOOKING NORTH

BROADWAY STREET
LOUISBURG, KANSAS

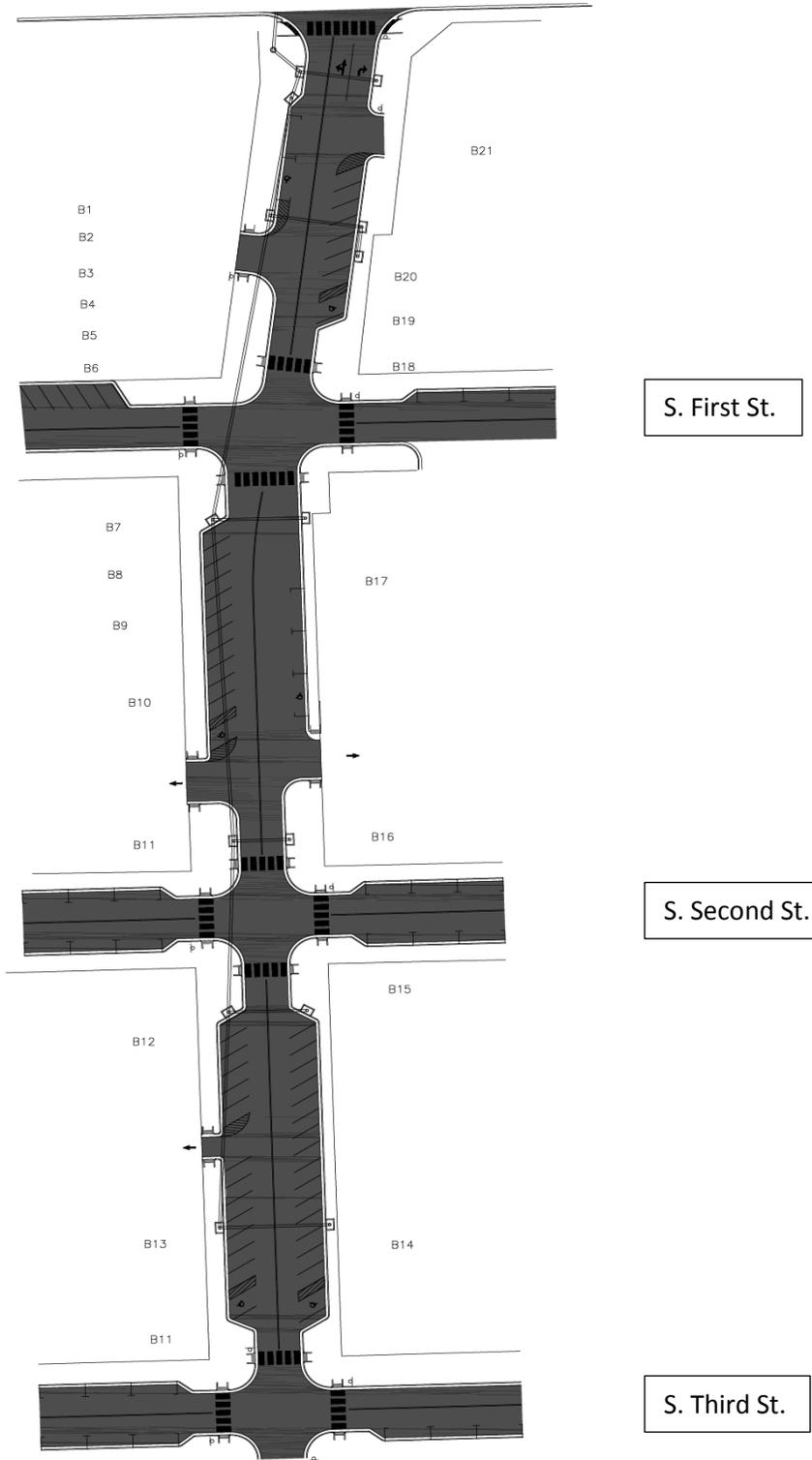
**OCHSNER
HARE & HARE**
a design studio of **OLSSON**

OLSSON
ASSOCIATES

June 20th, 2014 Project Number: 015-264P

Exhibit C

Stormwater Detail



S. First St.

S. Second St.

S. Third St.

OVERVIEW

General Scope

The Louisburg Downtown Broadway Street Reconstruction should address the following tasks:

- Create a design/build plan (See exhibit A, B, and C) including:
 - Upgrading storm sewer collection system, including additional inlets and a main drainage line running along the west side of Broadway and tying into existing storm drains under K-68
 - New sidewalks
 - Provide adequate space for the provision of ADA ramps designed to current standards
 - New pavement and new curbs
 - Enhance the streetscape, creating varying opportunities that enhance downtown Louisburg as a distinct place
 - Physical definition of where on-street parking is provided
 - Ensure adequate sight distance at the cross-street with enhanced sight lines around parked vehicles
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