CITY OF

WASHINGTON

301 C Street, P.O. Box 296, Washington, KS 66968

REQUEST FOR QUALIFICATIONS

The City of Washington is soliciting your interest in submitting a Request for Qualifications for engineering services related to Street improvements. The City anticipates funding this project through the CDBG Community Facilities and KDOT Cost Share programs.

Qualification Statement

No more than three pages (Additional attachments of no more than 3 pages are allowed) in length.

1. *Specialized experience and technical competence.*
2. *History and capabilities of the firm.*
3. *Scope of work to be performed and time frame.*
4. *Firm's proximity to and familiarity to the area.*
5. *Familiarity and experience with funding agencies.*
6. *References.*

These are the basic services required of the Engineer/Architect. Engineers/Architect must attend all meetings and bid openings pertaining to the project.

Preliminary Phase

This phase involves those activities required for defining the scope of the project and establishing preliminary requirements. Of preliminary importance in this phase is the development of a preliminary engineering report (PER) that meets the requirements of the above-mentioned funding agencies. Other examples of activities within this phase of a project include:

1. Meet with City to obtain street system information and future capital improvement planning which might influence the options identified in the Preliminary Engineering Report (PER).
2. Recommend improvements to address known inadequacies with the City's street system.
3. Develop an opinion of probable project cost for recommended improvements for each alternative identified in the PER.
4. Meet with the City and City's grant administrator to discuss options in the PER and project funding.
5. Prepare the final draft of the PER for submission to CDBG and/or KDOT in support of grant application(s).
6. Environmental reports, engineering design, and construction observation services for options identified in the PER are not included in this AGREEMENT.

Design Phase

This phase includes all activities required to undertake and accomplish a full and completed project design. Examples include:

1. Collecting engineering data, undertaking field investigations, and surveys.
2. Preparing necessary working drawings and specifications.
3. Preparing detail cost estimates.
4. Printing and providing necessary copies of drawings and specifications.
5. Submitting final plans and specifications to the owner and all regulatory agencies for final approval.

Bidding Phase

These activities are sometimes considered as part of the construction phase. They involve advertising and securing bids, analyzing bid results, furnishing recommendations on the award of contracts, and helping prepare contract documents.

Construction Phase

The phase includes all basic services rendered after the award of a construction contract, including (but not limited to) the following activities:

1. Providing consultation and advice to the City during all phases of construction.
2. Scheduling and overseeing pre-construction conference.
3. Inspecting work in progress periodically and providing appropriate reports to the City.
4. Reviewing and approving drawings submitted by contractors for compliance with design concept.
5. Observing or reviewing performance tests required by specifications.
6. Making final inspection and submitting a report of the completed project to the City.

The envelope should be clearly marked "Engineering Qualifications" on the outside, or sent electronically to City Clerk Denise M. Powell, washclerk@washingtonks.net, with "Engineering Qualifications" in the subject line. Qualifications are due no later than 12:00 p.m. Monday, June 27, 2022.

Firms not responding with a proposal on or before 12:00 p.m. Monday, June 27, 2022 will not be considered for the project.

The City is requesting that if submitted via mail, six (6) copies be mailed to the City Clerk's Office, City of Washington, PO Box 296, Washington, KS 66968. A personal interview may be requested as part of the selection processes. The council will complete its rating and it is anticipated they will select an engineer at the City Council meeting on July 5, 2022.

The City reserves the right to reject any or all proposals.

Questions may be addressed to City Administrator Carl D. Chalfant at 785-325-2284.

Sincerely,

Carl D. Chalfant, City Administrator