



Paola *Kansas*
Proven Past... Promising Future

I. INTRODUCTION

The City of Paola, Kansas is announcing a request for proposal (“RFP”) from professional engineering consultants for construction engineering and inspection services on its Baptiste Drive Extension Project.

II. PROJECT BACKGROUND

The road through the old J&J Property was historically a private drive. When the property sold, the new owners dedicated the right-of-way for a road to be constructed through the property. In 2016, City staff asked Wilson and Company Engineering to do a concept plan for extending Baptiste Drive from Silver Street to Iron Street. Staff worked with the KDOT and explored funding assistance for the project. At that time, there were no funding options available.

In October 2019, the City engaged BG Consultants for assistance to complete a KDOT Cost Share Application and was awarded \$742,798.00 to extend Baptiste Drive west to Iron Street then south to 4th Street. The City utilized BG Consultants to provide design engineering for the project.

With the Baptiste Extension Project, the road will serve as a more direct truck route and provide better access to U.S. Highway 169 for Taylor Forge and Reliance Label. The project design includes stormwater sewer, new curb and gutter, 12” asphalt, and a truck turning apron at the intersection of Baptiste Drive and Iron Street to accommodate the large trucks hauling the big vessels from Taylor Forge Engineered Systems.

This written Request for Proposals states the scope of the City of Paola requirements of the selected consultant for the Construction Engineering Services and specifies the general rules for preparing the proposal.

The proposal should clearly demonstrate how the firm(s) can best satisfy the requirements of the City of Paola in this effort. The City of Paola shall reserve the right to enter an agreement with the firm(s) presenting the proposal that is most advantageous to the City of Paola or to reject all submitted proposals.

III. CONSTRUCTION & INSPECTION SERVICES

a. Construction Observations

The City of Paola's Baptiste Drive Extension Project is slated for 60 days of construction. The Construction Engineer and Inspection services should provide on-site inspection during storm sewer installation, grading of cuts and fills, proof-rolling of subgrade, and laying base rock, asphalt, and curb and gutter.

b. Soil Testing

Run soil proctors and nuclear test fill and subgrade

c. Concrete Testing

Run on-site slump, air, and concrete cylinders for strength tests

d. Asphalt Testing

Run nuclear compaction tests on each lift of asphalt.

e. Pay Estimate Assistance

The Construction Engineer and Inspection services should include the review of pay estimates submitted by the contractor. The firm(s) should compare the "billed" and actual amounts and quantities of materials and percent completion and ultimately make a pay recommendation to the City.

IV. DEVELOPMENT OF SCOPE OF SERVICES

Following the selection of the successful firm, a detailed Scope of Services will be developed by the City and consultant to outline the specific purposes, objectives, and tasks for the Baptiste Extension Construction Engineering and Inspection.

V. PROPOSAL PROCEDURES

a. Anticipated Proposal Schedule

The following is the anticipated timetable for the selection process.

Date	Activity
November 10	Advertise Request for Proposals
December 1	Consultant proposals due
December 8	Approval by Paola City Council

b. Inquiries Regarding the RFP

Questions concerning the RFP may be directed via email or phone call to:

Kirk Rees, Public Works Director
krees@cityofpaola.com
913-259-3620

c. Submission of Proposals

Proposers shall submit two copies of their proposal. An electronic PDF version of the proposal may be requested after the submittal deadline.

Proposals for the City's Baptiste Extension Construction Engineering and Inspection will be received at:

Paola City Hall
19 E Peoria St.
Paola, KS 66071

until 10:00 AM (Local Time) on December 01, 2020. Proposals received after the submission deadline will not be considered. Proposals should be clearly marked by the proposer and should be addressed to:

Baptiste Extension Construction Engineering & Inspection
Attn: Sid Fleming, City Manager

d. Evaluation and Award Criteria

The City is looking for the lowest, best-qualified proposal that best serves the interests of the City of Paola. Depending on the number and depth of responses, a Staff Screening and Selection Committee may be utilized to review the Proposals. This may include the initial screening process, the committee interviews with selected firms, and follow up conversations for further clarification of the selected proposals. After the review process, the City Manager will present a recommendation to the City Council for consideration.

i. General Criteria

1. Proposed Services
2. Fees for Services
3. Technical Qualifications
4. Firm's Experience with projects of similar size, scope, and complexity
5. Firm's proposed project timeline
6. Firm's references based on the materials submitted.

e. Terms and Conditions

- i. This RFP does not commit the City of Paola to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.
- ii. The City of Paola reserves the right to extend the date by which the submittals are due.
- iii. The City of Paola reserves the right to cancel, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If the City of Paola cancels or revises the RFP, such action shall be published as an addendum to the RFP.
- iv. All submittals become the property of the City of Paola. Except for the name of firms on the final list, no information contained in a proposal submittals shall be made public until after award and execution of a contract.
- v. The City of Paola reserves the right to consider the requested options as a whole, in part, or not at all when determining the best product that best serves the City of Paola's interest.

- vi. The City of Paola reserves the right to request additional information and/or clarifications from any or all Respondents to this RFP.
- vii. All proposals must remain in effect for 90 days after the proposal due date.
- viii. The City of Paola is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on the Project.

VI. PROPOSAL REQUIREMENTS

- a. Cover Letter
- b. Project Approach
- c. Written Proposal
- d. Project Team Qualifications
- e. Proposed Fees
- f. Work Examples & References (2-3 max)