

REQUEST FOR QUALIFICATIONS AND PROPOSAL  
FOR  
CONSULTING ENGINEERING SERVICES  
FINNEY COUNTY PUBLIC WORKS

101 W. Maple  
Garden City, Kansas 67846  
620-272-3564

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## INTRODUCTION

Finney County, hereinafter known as the County, is seeking the services of a qualified Consulting Civil Engineering Firm to provide engineering services for the Planning, Development, Preliminary Engineering, and Construction Engineering for various county road and bridge projects, wastewater facilities, drainage projects, county facilities, MUTCD signing and general engineering consultation including development review and subdivision criteria/regulations as the need arises. The contract is anticipated to start on or before September 4, 2023, and will cover a period of three years with an option for renewal. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Finney County reserves the right to select a different Consulting Engineer for any of these County projects that cannot be completed in a timely manner by the selected Consulting Civil Engineering Firm, and it is in the best interest of the public to do so as determined by the Finney County Public Works Director.

### **Section 1: RFQ Submittal and Closing Date**

Nine copies of the RFQ must be received by 4:00 pm local time on June 22nd, 2023, at which time the RFQs will be publicly opened and viewed in the conference room of the Public Works Director located at 101 W. Maple Garden City, Kansas 67846. RFQs may not exceed 20 pages. Neither late nor faxed submittals will be acceptable. Firms submitting RFQs not in compliance with Section 4 will be considered non-responsive. RFQs must be addressed to the following:

PLEASE MAIL YOUR REQUEST FOR QUALIFICATIONS TO:

FINNEY COUNTY

Attn: PUBLIC WORKS DIRECTOR

101 W. MAPLE

GARDEN CITY, KANSAS 67846

FEDEX, UPS/HAND DELIVERED PACKETS SHOULD BE ADDRESSED TO:

PUBLIC WORKS DIRECTOR

101 W. MAPLE

GARDEN CITY, KANSAS 67846

To assure your packet is fairly considered, it must be submitted in a properly sealed envelope, clearly marked on the left-hand corner with "Consulting Engineer Services RFQ" Envelopes containing qualifications that are unmarked or marked otherwise may be opened prematurely.

Should your firm plan on submitting a proposal you must notify the Public Works Director of your email address so that all consultant's questions and the county's answers to those questions can be sent to all interested Consulting Engineering Firms.

## **Section 2: Inquiries**

2.1 Questions that arise prior to the RFQ deadline shall be addressed to the following:

Finney County Public Works

Attn: Public Works Director

101 W. Maple

Garden City, Kansas 67846

620-272-3564

2.2 Consultants must submit questions in writing no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

## **Section 3: General Statement of Work and Delivery Schedule**

### 3.1 General Work Statement

The objective of this work is to assist the Finney County Public Works Director with the design and construction of a variety of projects as the need arises. Projects may include, but are not limited to, the following:

1. Provide engineering advice and consultation on floodplain issues, county land development, subdivision criteria/regulations, and rights of way use regulations and permitting.
2. Road and Bridge improvement projects.
3. General public works projects such as drainage improvement projects, county facilities, etc.
4. Materials testing for County projects.

### 3.2 Consultant's Responsibilities

Consultant may provide one engineer (preferred) or multiple engineers to provide engineering services to the county. The scope of work to be provided may include some of, but is not limited to, the following:

1. Assist the County with development and planning projects.
2. Assist the County with preliminary County project costs.
3. Assist the County in the financial planning for projects.
4. Meet with the County and representatives of local, state, and federal agencies as necessary.
5. Attend public meetings and/or conferences with the County and representatives of other agencies and interested parties.

6. Advise and assist County officials with periodic review, editing, and modification of subdivision criteria/regulations. Attending public meetings and provide input to meeting participants as needed.
7. Attending bid openings, tabulate bid proposals, analyze the bids, check bid forms and bonds, check quantities in the bids, and assist the County in negotiating and awarding the contracts.
8. Meet with the County and contractors in preconstruction conferences.
9. Keep the County informed concerning the progress of the work and attend meetings held by the Agency, regulating agencies, and contractors as they relate to the project.
10. Review shop and working drawings furnished by the contractor.
11. Provide general review and inspection of the contractor's work as construction progresses.
12. Provide material testing services as required.
13. Review the contractor's requests for progress payments and advise County as to the extent of the work accomplished as of the date of the request.
14. Prepare change orders.
15. Make a final inspection of projects and report same to County and any other applicable agency.
16. Assist with the preparation of environmental review records or impact statements.
17. Provide warranty inspection prior to the County accepting the project or sub-division and prior to the expiration of the contractor's/developer's warranty period.
18. Ensure compliance with applicable state and federal requirements and regulations specific to each project in accordance with funding sources.
19. Review of engineering plans submitted for new subdivisions including drainage, storm run-off, road infrastructure, sewer, and septic systems.
20. Engineering review of roads and bridge projects including review of county road plans for non-paved roads and seal coating.
21. Review platting and surveys for stormwater run-off as needed.
22. Advise and assist County regarding the review of county road plans for non-paved roads, paved roads and seal coating, pavement marking, and state and federal grant programs.

### 3.3 Consultant's Office Location

The County will provide an office at the Public Works Administrative Building at 101 W. Maple, Garden City, Kansas 67846 for the Consultant's Engineer. The Consultant will provide an Engineer who will report directly to Finney County Public Works.

### 3.4 Consultant's Hours

The Consultant's Engineer will report to work from 8:00 am – 5:00 pm on Monday each week unless a County Observed Holiday is on Monday at which the Consultant's Engineer will report to work on Tuesday.

## **Section 4: RFQ Content Requirements**

### **4.1 Consultant's Capabilities/Experience/References**

Outline the firm's capabilities and experience regarding the requested services. The response should address the following:

- Experience with similar projects. Provide references.
- Internal procedures and/or policies related to work quality and cost control.
- Management and organizational structure of Consultants Firm.
- Capability to perform the work for the duration of the contract.

### **4.2 Project Team/Qualifications/Experience/Conflicts of Interest**

Outline the firm's personnel who would work with the County. The response should address the following:

- Names of key members who will be performing the work on these projects and their responsibilities.
- Qualifications and relevant individual experience, including sub-consultants.
- Extent of principal involvement.
- Project manager's experience with similar projects and interdisciplinary teams.
- Other customers that the firm's personnel do consulting engineering services for within Finney County. Will working for Finney County cause a conflict of interest with the other customers the firm's personnel is performing consulting work for?

### **4.3 Method of Approach**

Outline the firm's approach to working with the County and being able to provide the county with engineering services.

### **4.4 Understanding of Requested Services and Knowledge of Local Area**

Outline the firm's understanding of the requested services and local area. The response should address items such as expertise and familiarity with local conditions that could affect project construction success such as local materials sources, weather conditions, local geology, local contracting resources, etc.

### **4.5 Engineer Fee Schedule**

Please provide a specific hourly cost estimate of what you will charge the County to provide an engineer per Sections 3.3 and 3.4. Please provide an optional day of the week or the number of hours during the week the Consultant Firm may provide if the requested time per section 3.4. can't be met.

Please provide a specific hourly cost estimate of what you will charge for Engineering services that may be required by the County during any given week which cannot be completed within the specified timeframe as shown in Section 3.4.

- Cost estimates
- Preparation of Plans and Specs and Final Design
- Surveying, for application purposes and for the final project, if funded
- Bid Documents
- Assistance in Bid Opening
- Perform Bid Analysis
- Management of Contractor Performance, Inspections, Preparation of Change Orders, and Approval of Contractor's Request for Payments
- Prepare and submit required Reports and Documentation to Public Works Director

## **Section 5: Proposal Evaluation and Consultant Selection**

### 5.1 Evaluation Process

Statements of Qualifications (SOQs) submitted on time will be reviewed against the Pass/Fail criteria. SOQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (a) a note to a Proposer(s) of selection for tentative contract negotiation and possible award; or (b) further steps to gather more information for further evaluation. This often means notice of placement on an interview list with the time and date of the interview. The selection process may be canceled if the County determines it is in the public interest to do so.

### 5.2 Evaluation Criteria

Each written proposal will be judged as a demonstration of the consultant's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

<u>Criteria</u>	<u>Maximum Score</u>
A. Consultant's Capabilities / Experience/ References	20
B. Project Team	20
C. Method of Approach	20
D. Understanding of Requested Services and Local Area Knowledge.	20
E. Fee Schedule	20
Total Maximum Score	100

In the event the County elects to hold discussions (interviews), the final selection will be based upon the same evaluation criteria and scoring used to evaluate the written proposals.

## **Section 6: General Information**

6.1 The County may require any clarification or change it needs to understand the selected consultant's project approach.

6.2 The successful consultant must have Worker's Compensation Insurance covering work in the State of Kansas. The successful consultant must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.

6.3 The County reserves the right to reject any or all proposals and is not liable for any costs the consultant incurs while preparing or presenting the proposal.

6.4 The County reserves the right to cancel this RFQ upon a good cause finding.

6.5 The County will award a contract to the consultant(s) whose proposal, in the opinion of the County Commissioners, would be most advantageous to the County.

6.6 The selected consultant will be required to assume responsibility for all services outlined in the RFQ, whether the consultant or a sub-consultant produces them.

6.7 Finney County does not discriminate in the selection of service providers on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, sexual orientation, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government.

The Finney County Board of Commissioners, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded a full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, veteran status, color, sex, age, disability, low income or national origin in consideration for an award.