EDGERTON
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REQUEST FOR QUALIFICATIONS

FOR

2020 STORMWATER MASTER PLAN

February 19, 2020

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I. INTRODUCTION

The City of Edgerton is seeking proposals for the Stormwater Master Plan. The City of Edgerton, Kansas is in the southwest corner of Johnson County. The City has a population of nearly 1700 and approximately 61 lane miles of roadway. The City is also home of the BNSF Intermodal Facility, serving as an inland port for a major thoroughfare of goods. The City is home to the Logistics Park of Kansas City, consisting of 13 million square feet of industrial, manufacturing, and warehousing space. The residential portion of town is primarily asphalt roads with ditch sections for drainage purposes, and the industrial park has curb & gutter with curb inlets, detention basins, etc.

II. SCOPE OF REQUEST

This project will identify and prioritize areas of concern, capital projects, operational costs in a comprehensive city-wide stormwater master plan. This master plan will serve as a guide for the City to properly plan, budget, and maintain a sustainable stormwater management system.

The City plans to partner with a qualified team to provide a high level of service to our existing community and potential future developments by identifying actionable plans for immediate concerns as well as mitigating future problems. Proposals will address up to but not limited to the following items:

i) Project Management/Facilitation
ii) System Assessment (inspections, rating, inventory)
iii) Existing System Analysis (hydrologic, hydraulic, watershed, soil, FEMA, rain data)
iv) Stormwater Planning (maintenance, CIP projects, prioritization)
v) Future Development/Growth
vi) Permitting & Codes (standards, regulatory requirements, NPDES)
vii) Funding (permitting, outside sources, rates)
viii) Presentation, Adoption, and Implementation

III. PROJECT GOALS

The City of Edgerton intends to procure a firm/team to provide the Master Plan with an emphasis on the following goals:

- To provide a high-quality and high-value tool to aid the City in planning, maintaining, and retrofitting existing infrastructure.
- To use sound engineering principles to evaluate innovative approaches and cost saving measures to optimize the available resources
- To use expertise of the firm/team to achieve schedule efficiencies to complete design of the Master Plan in July 2021.

IV. SUBMITTAL OF MASTER PLAN PROPOSAL AND QUALIFICATIONS

a. Qualifications/Project Experience:

i. The Team shall demonstrate their capabilities and competence in providing planning & design services for stormwater infrastructure. The team shall demonstrate their capabilities both in their respective fields but also as a team. Include a summary of five (5) similar projects. Each summary shall describe unique contributions by the Team including, but not limited to: planning, analysis, design and construction expertise, evaluation of different construction methods or approaches, schedule efficiency and cost savings. Highlight participation by key staff that will be assigned to this Project. Submittals shall also include experience in the planning methodology in context with stormwater infrastructure. Each project description shall contain at a minimum the following information:

1. Project and Owner's name;
2. Contact Information (including phone number);
3. Description of Project;
4. Schedule and Completion History;
5. Innovative Approach(es);
6. Cost Saving Measures Implemented;
7. Preliminary and Final Project Costs;
8. Change Order History; and
9. Litigation Experience in Project.

ii. The Team shall include a registered Professional Engineer licensed in the State of Kansas that is familiar with both Johnson County and City of Edgerton specifications and regulations. Proposals shall include any experience your firm has with necessary permitting, schedule negotiation, and compliance with industry requirements.

iii. The Team shall be authorized to work in the State of Kansas and the City of Edgerton.

b. Project Approach:

The Team shall provide a useful document that serves as direction in the operation of the utility. The Team shall demonstrate a comprehensive understanding of master planning and present a summary of the Team's approach to accomplishing the work under a Planning contract. Include a description of the largest hurdles that you believe the Team will have to overcome on the project and how you intend to proactively address these challenges. The Team shall also identify key areas/suggestions to best maximize the budget for the project.

c. Key Project Staff:

Provide a detailed resume for all key project staff members. Include a description of their roles based on your current understanding of the project scope. Explain the role of the firm's ownership in the project organization.

d. Possible Subcontractors:

Based on your understanding of the work, provide a list of possible subcontractors (i.e. surveying, landscaping, etc.). Describe projects that the Team and subcontractors have performed in concert. Provide references for similar work in which these subcontractors have worked for your company.

e. Insurance Reference:

Provide the name, address and phone number of the Team's insurance agent(s). Provide a certificate of insurance outlining professional liability limits of at least $1 mill and auto, general liability, and employers liability coverage and policy limits. The City and Engineer must be listed as an additional insured on a primary basis on the general liability policy. Can this coverage be extended for work on this Project? Can coverage be increased to a total of $5 mill? Are there any current claims that will affect coverage limits available to the City for this Project?

f. Special Conditions:

All responses to this Request for Qualifications submitted by Team shall be deemed public documents at the time opened by the City of Edgerton. The Request for Proposals is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the response, such information shall be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Edgerton to the respondent. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

V. METHOD OF SOLICITATION

a. Advance notice sent via email to Grow level Investors and above in ElevateEdgerton!

b. A notice will be published once in the Gardner News.

c. A notice will be posted on the City's website for the duration of the solicitation period.

d. The Request for Qualifications will be sent via e-mail to select firms.

VI. SUBMISSION REQUIREMENTS

a. Submit three (3) paper copies and one (1) electronic copy (on USB drive) of the response to the City of Edgerton prior to **4:00 PM on Wednesday, April 8, 2020.** Completed Statements of Qualifications shall be sealed and clearly marked "2020 Stormwater Master Plan"

b. Responses should be limited to 12 double-sided 8.5" x 11" pages excluding the cover letter and insurance references.

c. Responses received after the above date and time will be considered late and will not be accepted. Any late responses will be returned unopened to the Team.

d. Any and all costs associated with the preparation of the Statement of Qualifications shall be borne by the Team.

e. A **pre-submittal meeting** will be held in at Edgerton City Hall, 404 East Nelson Street on **Monday, March 9, 2020 at 2:00 PM**. Edgerton staff and partners will provide a brief presentation of the project and answer questions.

f. City staff will be available to meet with potential Team applicants on Thursday, March 12, and Friday, March 13. No other dates will be made available for Teams to meet individually with city staff prior to applicant interviews.

g. Questions during the RFP period should be directed to:
   City of Edgerton, Kansas
   Kara Banks, Marketing & Communications Manager
   PO Box 255
   404 East Nelson Street
   Edgerton, KS 66021
   Phone: (913) 893-6231
   kbanks@edgertonks.org

VII. DESIRED SCHEDULE

The desired schedule to determine a Team for the 2020 Stormwater Master Plan is listed below.

- February 19 — Advance Notice to Grow Level ElevateEdgerton! Investors
- February 26 — Issue Request for Proposals (RFP)
- March 9 — RFQ Meeting
- April 8 — Deadline to Submit Statement of Qualifications
- April 9 - 13 — Selection Committee reviews Statements
- April 20 — Interview Short-List Teams
- April 21 – May 5 — Negotiate Preliminary Design Agreement
- May 14 — City Council approve Agreement and Issue Notice to Proceed for Master Plan

VIII. SELECTION PROCESS

a. Evaluation Process:

   i. A Selection Committee comprised of City staff, City Engineer, and other appropriate personnel will evaluate the responses. The Selection Committee will review the Statements of Qualifications and short list those teams selected for an interview.

   ii. Evaluation of Teams will be based on a combination of Qualification Statements, references, and potential interviews to select the most qualified Team.

b. The City of Edgerton reserves the right to reject any and all Statements of Qualifications, to waive minor defects or technicalities, or to solicit new Statements of Qualifications for the same project or a modified project that may include portions of the originally proposed project as the City of Edgerton may deem necessary.

c. It is of utmost importance that the requested information be submitted with your Statement of Qualifications. Failure to submit any of the required information may result in your firm being disqualified from the Selection Process.

d. The contract between the City and the selected Team shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.

e. It is the City's intent to execute an agreement with a Team for all phases of master planning the stormwater system within Edgerton.

f. The City shall not be liable for any costs associated with design-related activities on this Project that have occurred prior to the issuance by the City of a Notice to Proceed. The Team shall proceed at their own risk and expense should any design-related activities commence prior to the issuance of the Project Notice to Proceed by the City.