

**REQUEST FOR
DESIGN TEAM QUALIFICATIONS**

FOR

Edgerton Lake and Dam Exploration

August 23, 2023

REQUEST FOR DESIGN TEAM QUALIFICATIONS FOR EDGERTON LAKE AND DAM EXPLORATION PROJECT

I. INTRODUCTION

The City of Edgerton is hereby soliciting qualifications from interested firms to provide park planning and landscape architecture services related to the planning and development of the Edgerton Lake and Dam Exploration Project.

II. SCOPE OF REQUEST

Located near E. 6th St. and E. Nelson in Edgerton, KS, Edgerton Lake is located just North of Edgerton's Martin Creek Park. The Edgerton Lake amenities include a 5.5-acre lake, three shelters with grills, a walking trail that connects to nearby Martin Creek Park, and a boat ramp. Improving the overall quality of City parks and facilities has been highly important to the residents of Edgerton. A desired design firm would incorporate a thorough exploration/inspection of all amenities at Edgerton Lake aligning with the latest citizen survey and existing Master Plans, Studies, inspection reports, etc.

The City of Edgerton plans to select a qualified Design Team to engage the public, provide design recommendations, cost estimates, suggested maintenance operations, and other items as described during scope definition.

III. PROJECT GOALS

The City of Edgerton intends to procure a design team to design the Project with an emphasis on the following goals:

- To provide high-quality park infrastructure that is suitable for all ages and individuals.
- Ensure ease of access for residents and patrons including ADA access. To improve the recreational opportunities of Edgerton Lake for the use of the community.

To use sound engineering principles to evaluate innovative approaches and cost saving measures to optimize the available resources.

IV. PUBLIC INFORMATION

The Edgerton Lake and Dam Exploration Project is a continuation to the park improvement projects to meet the resident's desires as outlined in the last several Citizen Surveys that the City of Edgerton conducted and compiled in the Parks Master Plan completed in April 2017. To date the City of Edgerton has completed a total renovation to Manor Park, major maintenance activities to Martin Creek Park including walking trail connectivity to Johnson County Parks and Recreation's regional park, Big Bull Creek.

It will be critical for the Design Team and City staff to develop a communication plan to keep residents informed about project schedule and what to expect during construction. Also, a

part of the project will be to engage the public to solicit, compile, and report preferences by neighbors, community, and park users.

V. SUBMITTAL OF DESIGN PROPOSAL AND QUALIFICATIONS

a. Qualifications/Project Experience:

- i. The Design Team shall demonstrate their capabilities and competence in providing design services for park planning, landscaping and infrastructure. The team shall demonstrate their capabilities both in their respective fields but also as a team. Include a summary of similar projects for the last five (5) years. Each summary shall describe unique contributions by the Design Team including, but not limited to: design 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 Recreational Facility Design methodology in context with park planning, landscaping and 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 Design Team shall include a Licensed Architect, Landscape Architect, or registered Professional Engineer licensed in the State of Kansas that is familiar with 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 Design Team shall include a registered Land Surveyor licensed in the State of Kansas for surveying services including but not limited to:
 1. Document preparation necessary for acquisition of easements and/or right of way;
 2. Field Surveys; and
 3. Horizontal and Vertical Control.
- iv. The Design Team shall be authorized to work in the State of Kansas and the City of Edgerton.

b. Project Approach:

The Design Team shall demonstrate an understanding of Design Principles and present a brief summary of the Design Team's approach to accomplishing the work. Include a description of the team's suggested approach for communication plan with the residents. Include the largest hurdles that you believe the Design team will have to overcome on the project and how you intend to proactively address these challenges.

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., dam inspector, structural, etc.). Describe projects that the Design Team and subcontractors have performed in concert. Provide references for similar work in which these subcontractors have worked for your company.

e. Banking Reference:

Provide the name, address and phone number of the Design Team's banking reference.

f. Insurance Reference:

Provide the name, address and phone number of the Design Team's insurance agent(s). Provide a certificate of insurance outlining coverage and policy limits. The City and Engineer must be listed as an additional insured. Can this coverage be extended for work on this Project? Can coverage be increased? Are there any current claims that will affect coverage limits available to the City for this Project?

g. Special Conditions:

All responses to this Request for Qualifications submitted by Design Team shall be deemed public documents at the time opened by the City of Edgerton with the exception of any Financial Statement (if provided). The Request for Qualifications 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.

VI. 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.

VII. SUBMISSION REQUIREMENTS

- a. Submit a digital submission of the response to the City of Edgerton prior to **4:00 pm on September 19, 2023**. Completed Statements of Qualifications shall be sealed, clearly marked "Statement of Qualifications for Edgerton Lake and Dam Exploration," and emailed to HRobertson@edgertonks.org. Emails received prior to submission deadline will be acknowledged by emailed receipt. Emails received after 4pm will not be acknowledged. USB drives can also be delivered to City Hall (Attention: Holly Robertson) prior to the submission deadline.
- b. Responses should be limited to 12 double-sided 8 1/2 x 11 pages excluding the cover letter, financial statement, bonding, banking and insurance references.
- c. The past record of performance of the individual or firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules;
- d. The individual or firm's proximity to and familiarity with the City of Edgerton;
- e. The individual or firm's ability to meet any time schedules proposed for the completion of a project;
- f. The individual or firm's quality control procedures;
- g. The individual or firm's ability to work with the City of Edgerton policies and procedures;
- h. Proposed cost of services;

- i. References from previous clients or related work with the individual or firm within the last five (5) years and;
- j. Any other pertinent or relevant information.
- k. Responses received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the Design Team.
- l. Any and all costs associated with the preparation of the Statement of Qualifications shall be borne by the Design Team.
- m. A **pre-submittal meeting** will be held in at Edgerton City Hall, 404 East Nelson Street on **August 30, 2023 at 2:30 PM**. Edgerton staff and partners will provide a brief presentation of the project and answer questions.
- n. City staff will be available to meet on August 30, 2023 with potential design team applicants. Appointments should be made in advance with the contact below.

VIII. DESIRED SCHEDULE

The desired schedule to determine a Design Team for the Edgerton Lake and Dam Exploration Project is listed below. Teams submitting are requested to allocate schedule now for interviews of short-listed teams on dates listed below.

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| • August 16, 2023 | Early issuance to ElevateEdgerton! |
| • August 23, 2023 | Issue Request for Qualifications (RFQ) |
| • August 30, 2023 | RFQ Meeting |
| • September 19, 2023 at 4pm | Deadline to Submit Statement of Qualifications |
| • September 26, 2023 | Interview Short-List Design Teams (if needed) |
| • October 2-6, 2023 | Negotiate Design Agreement |
| • October 12, 2023 | City Council approve Design Agreement and Issue Notice to Proceed for Design |

IX. 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. The City will also check references and may visit facilities constructed by short-list Design Teams prior to making a selection.

- ii. Evaluation of Design teams will be based on a combination of Qualification Statements, references, site visits, and potential interviews to select the most qualified Design 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. The City shall not be liable for any costs associated with design- or construction-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- or construction-related activities commence prior the issuance of the Project Notice to Proceed by the City.
- f. Questions during the RFQ period should be directed to:

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