

City of Pittsburg KS
Department of Public Works & Utilities
Request for Qualifications (RFQ)

The City of Pittsburg is seeking qualified consulting firms for pre-construction engineering and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered.

Description

KDOT Program: ELPT, project 019 KA-7275-01, which is to add left turn lanes on North Joplin Street, increase turning radii, pavement replacement, and traffic signal installation on 4th street at Joplin Street Intersection.

Schedule and Deadlines

Technical proposals are due on or before April 12th 2024 by 5:00 pm to be delivered, mailed or emailed to:

Jacob Bennett
The City of Pittsburg
Public Works and Utilities Department
1506 North Walnut
PO Box 688
Pittsburg, KS 66762
jacob.bennett@pittks.org

Interested consulting firms must be pre-qualified by KDOT in the work categories noted above.

Anticipated Schedule for Subsequent Events:

Evaluation and ranking of technical proposals shall take place on or about the second week of April (April 15th -19th 2024) after which all firms that submitted letters of interest will be notified of the ranking. Negotiations with the highest ranked firm to commence on or about the 3rd week of April. Notice to Proceed to be issued 2nd Week of May, KDOT Three-Party agreement in place and in effect July 2024.

Request for Proposal (Technical)

The City of Pittsburg is seeking a consultant to provide design services for the Pittsburg: Geometric Improvement on K-126 project. The work includes add left turn lanes on N Joplin Street, increase turning radii, pavement replacement, and traffic signal installation on 4th street at Joplin Street Intersection.

Evaluation Factors

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by the City of Pittsburg, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

Factors for evaluation and weight: 1. Ability to perform the desired services within the time prescribed – 15 pts; 2. Past performance of firm – 15 pts; 3. Training of staff – 15 pts; 4. Previous experience with similar work and knowledge of project procedures – 15 pts; 5. Commitment of resources that could limit performance (ex.: staff, equipment) – 15 pts; 6. Firm's familiarity with project area – 15 pts; 7. Accessibility of firm's office – 10 pts. The highest ranked firm will be asked to enter into negotiations with The City for an agreement. In the event the City cannot reach agreement with the ranked firm, it will terminate negotiations with the said firm and commence negotiations with the next highest ranked firm, and so on, until an

agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or the City decides to pursue other alternatives.

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas “Tax Clearance Certificate”, the “Certification of Final Indirect Costs”, and the “Policy Regarding Sexual Harassment”.

Instructions for Technical Proposal

Note: No costs shall be contained in the technical proposal.

The main text of consultant’s technical proposal must not exceed 12 pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, included best practices, that will be used to perform the tasks and produce the deliverables described above under “Request for Proposal (Technical)”. Include in the technical proposal items such as:

- Project manager/engineer in charge
- History of project with similar tasks
- Availability of staff to meet schedule without overtime
- Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any;

Any sub-consultant and their role (if any) that will be performing services on the project. All sub-consultants must complete Special Attachment No. 9 (“Certificate of Final Indirect Costs”), and the Special Attachment No. 10 (“Tax Clearance Certificate”).

Questions about this request for qualifications shall be sent to:

Matt Bacon
Director of Public Works and Utilities
620-240-5126
Matt.bacon@pittks.org