



## City of Lawrence

### REQUEST FOR PROPOSALS (RFP)

**RFP Description:** Farmland Industries Business Park  
City Project No. PW1015  
City Bid No: RFP R1108

**Department:** City Manager

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Phone: (785) 832-3403

**Copy Requirements:** Submit five (5) copies of qualifications plus one electronic copy of PDF format

**Pre-Submittal Meeting:** September 23, 2011 at 10 am  
City Hall, 6 E. 6<sup>th</sup> Street, City Commission Room  
Lawrence, KS 66044

**Due Date & Time:** October 7, 2011 at 5 pm

**Submit to Address:** David L. Corliss  
City of Lawrence  
6 East 6<sup>th</sup> Street  
P.O. Box 708  
Lawrence, KS 66044

# **REQUEST FOR PROPOSALS**

## **FARMLAND INDUSTRIES BUSINESS PARK**

### **CITY OF LAWRENCE, KANSAS**

#### **I. INTRODUCTION AND PROJECT DESCRIPTION**

The City of Lawrence, Kansas is soliciting proposals from qualified professional firms to master plan, preliminary plat, and potentially zone and complete design and construction documents for Phase 1 streets and utilities for a new Business Park which will be developed by the City.

In September, 2010 the City of Lawrence acquired the former Farmland Industries nitrogen facility, an approximately 450-acre tract of ground on the east side of Lawrence. More specifically, the site is located north of K-10 Highway and west of East Hills Business Park (2700 E 23<sup>rd</sup> St. – formerly 1608 N. 1400 Road). The City of Lawrence annexed the property in 2009. The City intends to develop the property as a first class business park with municipal level services in place to allow for the timely sale/lease to businesses bringing jobs and tax base enhancement to the community. The City intends to explore viable options for incorporating state-of-the art sustainability values in the business park, including renewable and alternative energy, complete streets, green infrastructure, and amenities distinguishing the business park from other communities.

The Farmland Industries Redevelopment Plan was adopted by the Lawrence City Commission in 2008 and includes recommendations for future land use. Potential development of the subject property is being included in the current development of Wastewater and Water Master Plans. While the subject area is included in these plans, more detail is needed to analyze future land use and serviceability questions as well as prepare a master plan for future development of the Park. In addition, the City may require professional assistance to final plat, rezone, and design and bid Phase 1 improvements per the master plan created by the qualified firm.

#### **II. PROJECT AREA**

The Planning Area is shown in Exhibit I.

#### **III. SCOPE OF SERVICES**

The project will be developed in interrelated parts as follows:

- a. Business Park Master Plan. The firm will be required to prepare a Master Plan for development of the site including, but not limited to;
  - Land Use;
  - Utilities, including layout of sanitary sewer, water, and storm water services within the Park; should include layout of corridors for routing of gas, electric, cable, fiber, phone, etc. from and within the Park;

- Impact of environmental remediation, as directed by the Kansas Department of Health and Environment (KDHE), on proposed development, especially street and storm water infrastructure and utility improvements;
- “Green” development/initiative/alternatives;
- Multi-modal access and circulation within the Park;
- Street and utility phasing plan, including emphasis on complete street principles; and
- Potential feasible alternatives.

b. Preliminary Platting. The firm will be required to prepare a preliminary plat for the entire property, including but not limited to:

- Land Use designations;
- Required reports, including a Downstream Sanitary Sewer Analysis, Drainage Study, and Traffic Impact Study;
- Utilities, including laying out appropriate easements for all utility and service corridors;
- Access and circulation for the Park;
- KDHE requirements; and
- Phasing.

c. Sustainability Values. The firm will also aggressively evaluate viable options for incorporating state-of-the art sustainability values in the business park, including renewable and alternative energy, complete streets, green infrastructure, and amenities distinguishing the business park from other communities.

A possible layout of streets on the property is attached to this request. This layout represents possible alignments for street improvements which should be examined for feasibility during the master plan process.

In order to accomplish these tasks, the firm will be required to review existing planning, utility, KDHE documents related to remediation, and other appropriate documents. Firm collaboration with different disciplines (land use planning, architecture, landscape architecture, civil engineering, sustainability/energy/green infrastructure planning, etc.) is expected and encouraged.

The firm will be required to work closely and communicate with the Lawrence City Commission, City Administration, Lawrence-Douglas County Planning Commission, economic development stakeholders, neighboring property owners and the general public. Public input is an important component of the project and the consultant will attend public meetings throughout the project time frame to receive input from the community, including adjacent residents who may be impacted by the Park.

Upon successful completion and adoption of the tasks (a) and (b) above, the City will have the option to negotiate for the following services:

- c. Final Platting. The firm will be required to prepare and process a final plat for Phase 1.
- d. Design and bidding of Phase 1 Improvements. The firm will design the required improvements for the Phase 1 street, traffic signalization, utility, and storm water improvements, generate biddable construction plans and specifications, and obtain all required construction permits based on the adopted Business Park Master Plan.

### **Services Requested**

The selected firm will apply for the right of way permit for the signalized improvements at K-10 and provide KDOT with an approved plan.

The selected firm will provide Engineering Design Services for both the preliminary and final design phases, and the bidding phases as outlined below.

#### **Preliminary and Final Design Phases:**

- Surveying
- Plan and profile
- Storm drainage design, erosion control plan
- Intersection geometrics/design, turn lane configuration, as necessary.
- Preparation of legal descriptions for right-of-way and/or easements as necessary
- Utility location plans and utility coordination meeting
- Preparation of cost estimates at both preliminary and final phases
- Context sensitivity / pedestrian / bicycle facilities
- Right-of-way / Easement descriptions and tract maps, as needed.
- All applicable permit application and submittals
- Pavement design
- Construction sequencing and traffic control
- Attend public meetings and make presentations, as necessary

#### **Bidding Phase:**

- Answer Contractor Questions
- Issue Addenda
- Pre-bid Conference
- Engineer's Estimate
- Review Bid and Recommend Award

A copy of the City's Standard Engineering Agreement will be provided to the selected firm.

- e. Rezoning. The firm will be required to prepare the necessary legal descriptions for the different parts of the property to be rezoned per the approved master plan and assist City Staff as necessary during the rezoning process.

#### **IV. PROPOSED TIME TABLE**

The city desires the master plan and preliminary platting (tasks a and b above) to be completed in a timely manner which should be projected in the responses.

#### **V. QUALIFICATIONS**

The successful firm will have qualified and experienced land use personnel to manage and lead the project. It will also have on staff or be required to obtain the services of qualified engineers to provide expertise for the platting, utility, drainage, and traffic components of the project. Firms that can demonstrate successful completion of similar business park master plans are preferred.

#### **VI. SCREENING PROCESS**

A committee from various departments within City Administration will begin the screening process. Selected firms will be interviewed by a committee composed of City Staff. The Committee's recommendation for selection of the consultant will be reviewed and approved by the City Commission for award of a contract.

#### **VII. PROPOSAL**

All proposals must contain the following information;

1. Title Page:
  - a. Firm name, address, phone number.
  - b. Name of Project Director.
  - c. Names of professional staff assigned to the project.
2. Proposal:
  - a. Problem Statement, description of project proposal and objectives and description of planning approach to be used.
  - b. Description of the project understanding/approach.
  - c. Description of methods employed in developing the plan:
    1. Techniques
    2. Data needs and methods of collection
    3. Analysis techniques
    4. City Administration involvement
    5. Citizen participation
3. Qualifications:
  - a. Resumes of professional staff assigned to the project and previous/relevant work history.
  - b. Description of similar planning projects completed by the principal staff assigned to the project and any innovative planning techniques incorporated in the plans.
  - c. Description of other relevant experiences of the firm.
  - d. References from the similar projects completed by the principal staff.
  - e. Current workload and schedule.

- f. Proposed sub-consultants.

## VIII. DIRECTIONS FOR SUBMISSION

A pre-submittal meeting will be held on September 23, 2011 at 10 am in the City Commission Room at City Hall, 6 E. 6<sup>th</sup> Street. Potential respondents are highly encouraged to attend the meeting, which will include an overview of the Farmland property. Appropriate staff representatives will be present to answer questions. Additionally, at the conclusion of the meeting, an optional site visit to the Farmland property will be conducted.

Five (5) hard copies, and one electronic copy of the project proposal must be submitted to arrive no later than October 7, 2011, 5:00 p.m. Please mail proposals to the following address:

David Corliss, City Manager  
City Hall  
6 East 6<sup>th</sup> Street  
PO Box 708  
Lawrence, KS 66044

Questions concerning this project should be addressed to David Corliss at the above address, phone (785) 832-3400, or email at [dcorliss@lawrenceks.org](mailto:dcorliss@lawrenceks.org). Specific technical questions can be directed to the staff members indicated on the cover sheet of the RFP.

**IX. Equal Opportunity Agreement:** The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

## Exhibit 1

### Master Planning Area

Date: 1/10/2011



