



City of Lawrence

REQUEST FOR PROPOSALS (RFP)

- RFP Description:** **Solid Waste Facility on Kresge Road**
- City Project No. PW1406
City RFP R1407
- Department:** Public Works
- Contacts:** Tammy Bennett, Assistant Public Works Director
Email: tbennett@lawrenceks.org
Phone: (785) 832-3133
- Charles F. Soules, P.E., Director of Public Works
Email: csoules@lawrenceks.org
Phone: (785) 832-3124
- Kathy Richardson, Solid Waste Manager
Email: krichardson@lawrenceks.org
Phone: (785) 832-3032
- Copy Requirements:** Submit five (5) copies of qualifications/proposal plus one electronic copy of PDF format
- Pre-Submittal Meeting:** No meeting is scheduled; please call with questions.
- Due Date & Time:** **Friday, May 16, 2014 at 3:00 p.m.**
- Submit to Address:** Tammy Bennett, Assistant Public Works Director
City of Lawrence
6 East 6th Street
P.O. Box 708
Lawrence, KS 66044

REQUEST FOR PROPOSALS

SOLID WASTE FACILITY ON KRESGE RD CITY OF LAWRENCE, KANSAS

I. INTRODUCTION AND PROJECT DESCRIPTION

The City of Lawrence, Kansas is soliciting proposals from qualified professional firms to re-plot, site plan, and complete design and construction documents for a Solid Waste Facility located at 2201 Kresge Rd.

In March, 2014, the City of Lawrence acquired the property at 2201 Kresge Rd. This is a 10.7 acre site in the Santa Fe Industrial Park, north of the Kansas Turnpike and south of the Kansas River. The property is zoned IG (General Industrial District), which should be appropriate for identified future uses. The City intends to develop the property in phases as the primary location for the Solid Waste Division.

The Solid Waste Division provides collection services for residential trash and recycling, commercial and industrial trash. Both operations and support functions will be staged at the property at 2201 Kresge Rd. The current Household Hazardous Waste Facility, co-located with Douglas County Public Works on East 23rd Street, will be moved to the Kresge site in the first phase of development.

The City of Lawrence Public Works Department is looking for a team leader for this project who has demonstrated the following:

- Strong knowledge of City of Lawrence platting process
- Strong knowledge of City of Lawrence site planning process
- Strong knowledge of planning and development processes, including public improvement plans, construction documents for site work and buildings
- Ability to direct and manage other consultant team members (e.g., surveyors, geotechnical staff, architects, etc.)
- Ability to provide practical, functional solutions for operational needs of end-users.

During the due diligence phases of property acquisition, the City of Lawrence completed the following:

- Acquisition of the Phase I Environmental Assessment (completed 2007)
- Acquisition of the appraisal completed by the owner (June 2013)
- Professional site investigation and feasibility study by engineering firm (December 2013)
- Updated appraisal completed by City-selected appraiser (December 2013)
- Updated Phase I Environmental Assessment (Terracon 2013)
- Limited Site Investigation (Terracon 2014)
- Conceptual layout for property, presented to City Commission (2014).

All documents are available for reference, upon request.

II. PROJECT AREA

The project area and conceptual layout are shown in Exhibit 1.

III. SCOPE OF SERVICES

The project will be developed in interrelated parts as follows:

- a. Re-plat of property. The re-plat will be completed under the Minor Subdivision Regulations, and may be done administratively. The firm will be required to complete all tasks associated with finalizing the plat for the property, which may include 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.
- b. Site plan. The site plan process may be completed concurrently with the re-plat application. The firm will be required to complete all tasks associated with finalizing the site plan, which may include but not limited to:
 - Access and circulation for the site
 - Photometric plan
 - Turning analysis for Fire-Medical
 - Possible BZA application to leave existing pavements in place.
- c. Design and construction documents. The firm will design the required improvements for the internal roadway and parking improvements, storm water improvements, provide cost estimates, generate biddable construction plans and specifications, and obtain all required construction permits (NPDES).
- d. Facility construction documents. The firm will design functional, practical buildings for the Household Hazardous Waste Facility (phase 1) and the Solid Waste office area (Phase 2). The firm will provide cost estimates, generate biddable construction plans and specifications, and obtain all required construction permits.
- e. Bidding phase (optional services):
 - Answer contractor questions
 - Issue addenda
 - Pre-bid conference
 - Engineer's estimate
 - Review bid and recommend award.

The firm will be required to work closely and communicate with the Public Works Department, Lawrence City Commission, City Administration, Lawrence-Douglas County Planning Commission and the general public. Public input is an important component of the HHW portion of the

project and the consultant will attend public meetings as needed for the permitting process for the new HHW location. (City staff will lead the permitting process for the HHW building.)

IV. PROPOSED TIME TABLE

Plat, site plan, construction plans	2014
Construction (phase 1)	2014 / 2015
Construction (phase 2)	2015 / 2016

V. QUALIFICATIONS

The successful firm will have qualified and experienced engineering professionals to manage and lead the project, and to provide expertise for the platting, utility, drainage, and traffic components of the project. It will also have on staff or be required to obtain professional technical services for the completion of the project, which may include architects, surveyors, geotechnical experts, etc. The successful firm will be able to demonstrate not only the engineering capabilities of the firm, but also the ability to build consensus, make appropriate recommendations for the improvements, and communicate with various interests.

VI. SCREENING PROCESS

A committee from the Public Works Department 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. SUBMITTAL COMPONENTS

Should your firm be interested in being considered for this project, please submit your firm's qualifications addressing the following items:

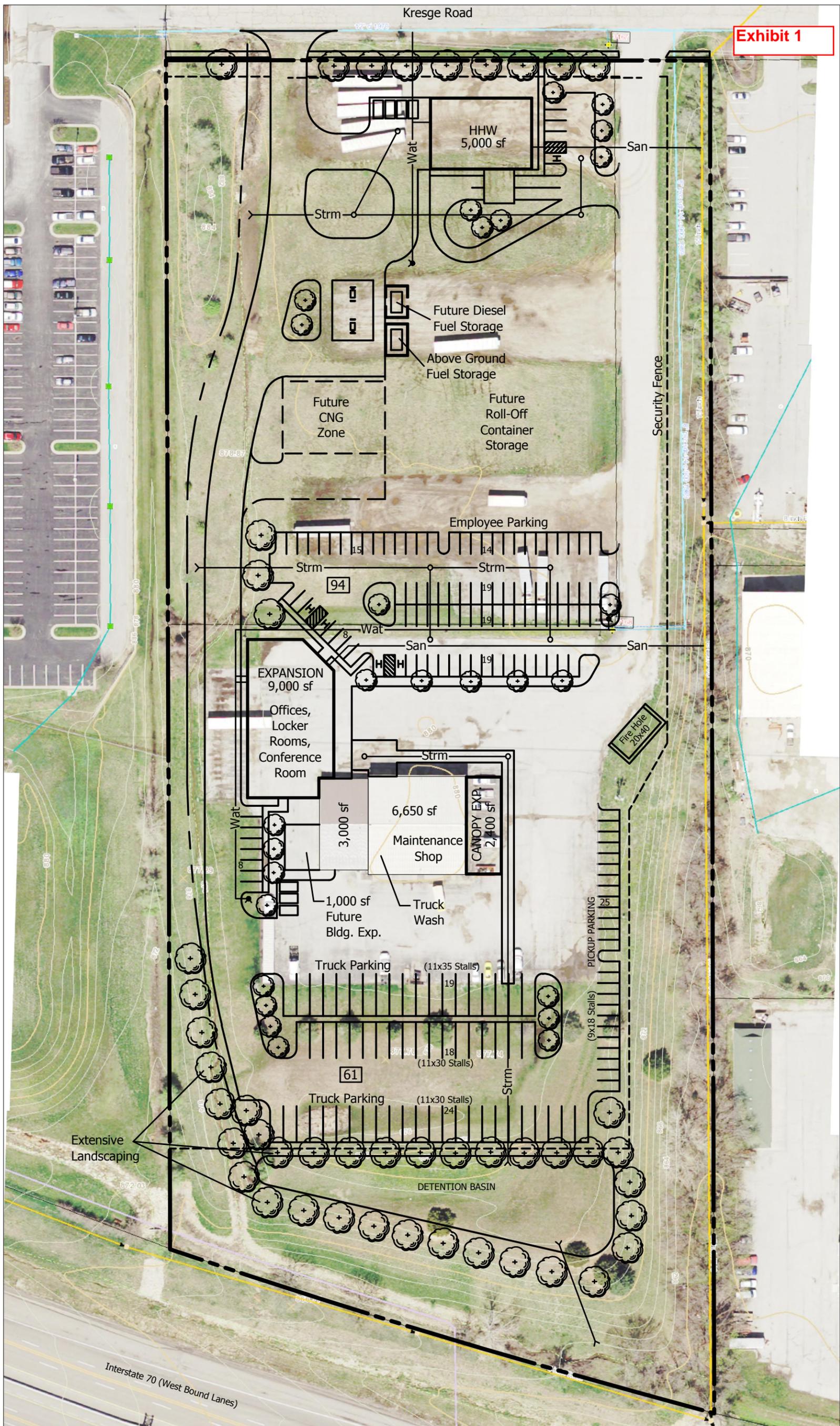
- Title page with name of firm, name of project director, and contact information
- Unique qualifications / Capabilities
- Project Understanding / Approach
- Project team/personnel including:
 - Identification of persons who will be responsible and in charge of the work
 - Previous experience and work history
 - Current and projected workload and availability of project team members
- Demonstrated track record of producing projects on time and within budget
- Office locations (accessibility)
- Experience in:
 - developing and working within an interactive project process
 - developing consensus
 - working with the general public and commissions
- Proposed sub-consultants
- References from similar projects completed by staff
- Other pertinent information
- Proposed scope of work and fees (items a – c)

VIII. **DIRECTIONS FOR SUBMISSION**

Five (5) hard copies, and one electronic copy of the project proposal must be submitted to arrive no later than May 16, 2014, 3:00 p.m. Please mail proposals to the following address:

Tammy Bennett, Assistant Public Works Director
City of Lawrence
6 East 6th Street, PO Box 708
Lawrence, KS 66044

Questions concerning this project should be addressed to Chuck Soules or Tammy Bennett at the above address, phone (785) 832-3123, or email at csoules@lawrenceks.org or tbennett@lawrenceks.org.



Solid Waste Facility Preferred Concept Layout