



## City of Lawrence

### REQUEST FOR QUALIFICATIONS (RFQ)

<b>RFP Description:</b>	<b>Solid Waste Facility on Kresge Road</b>  City Project No. PW1406 City RFQ Q1602
<b>Department:</b>	Public Works
<b>Contacts:</b>	<p>Tammy Bennett, Assistant Public Works Director Email: <a href="mailto:tbennett@lawrenceks.org">tbennett@lawrenceks.org</a> Phone: (785) 832-3133</p> <p>Charles F. Soules, P.E., Director of Public Works Email: <a href="mailto:csoules@lawrenceks.org">csoules@lawrenceks.org</a> Phone: (785) 832-3124</p> <p>Kathy Richardson, Solid Waste Manager Email: <a href="mailto:krichardson@lawrenceks.org">krichardson@lawrenceks.org</a> Phone: (785) 832-3032</p>
<b>Copy Requirements:</b>	Submit five (5) copies of qualifications/proposal plus one electronic copy of PDF format
<b>Pre-Submittal Meeting:</b>	No meeting is scheduled; please call with questions.
<b>Due Date &amp; Time:</b>	<b>Friday, May 6, 2016 at 3:00 p.m.</b>
<b>Submit to Address:</b>	Tammy Bennett, Assistant Public Works Director City of Lawrence 6 East 6 <sup>th</sup> 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 complete design and construction documents for Phase 2 of Solid Waste Facility located at 2215 Kresge Rd. (the original building and office addition).

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 has been platted and site planned. Phased development of the property was planned. Phase 1 included improvement to the northern portion of the property, construction of a 5100 s.f. Household Hazardous Waste facility, realignment of drainage ditch on the west, and construction of new stormwater detention basin to serve the entire site.

Phase 2 will allow the relocation of Solid Waste collection and maintenance operations to the site. The project will address the pre-existing maintenance shop and office areas, and include construction of a building expansion to house operational staff. Preliminary planning work for this phase was completed, and is attached for review.

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

- 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.

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

The project area and conceptual layout are shown in Attachments 1-3.

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

The project will be developed in interrelated parts as follows:

- a. Design and construction documents. The firm will design the required improvements for the internal roadway and parking improvements, provide cost estimates, generate biddable construction plans and specifications, and obtain all required construction permits (NPDES).
- b. Facility construction documents. The firm will design functional, practical buildings for the maintenance operations, administrative offices, and operational staff spaces (locker rooms,

training area). The firm will provide cost estimates, generate biddable construction plans and specifications, and obtain all required construction permits.

- c. Bidding phase: Infrastructure, internal roadway, and parking improvements will be bid as detailed line items, similar to standard roadway construction contracts. Facility improvements and additions may be bid as lump sum. Other services include:
  - Answer contractor questions
  - Issue addenda
  - Pre-bid conference
  - Engineer's estimate
  - Review bid and recommend award.
- d. Construction inspection (optional service): The firm will develop proposal for periodic on-site construction inspection services.

The firm will be required to work closely and communicate with the Public Works Department, as well as all departments within the City to achieve necessary building permits and approvals.

IV. **PROPOSED TIME TABLE**

Phase 2 construction plans	2016
Construction	2017

V. **QUALIFICATIONS**

The successful firm will have qualified and experienced engineering professionals to manage and lead 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

#### VIII. **DIRECTIONS FOR SUBMISSION**

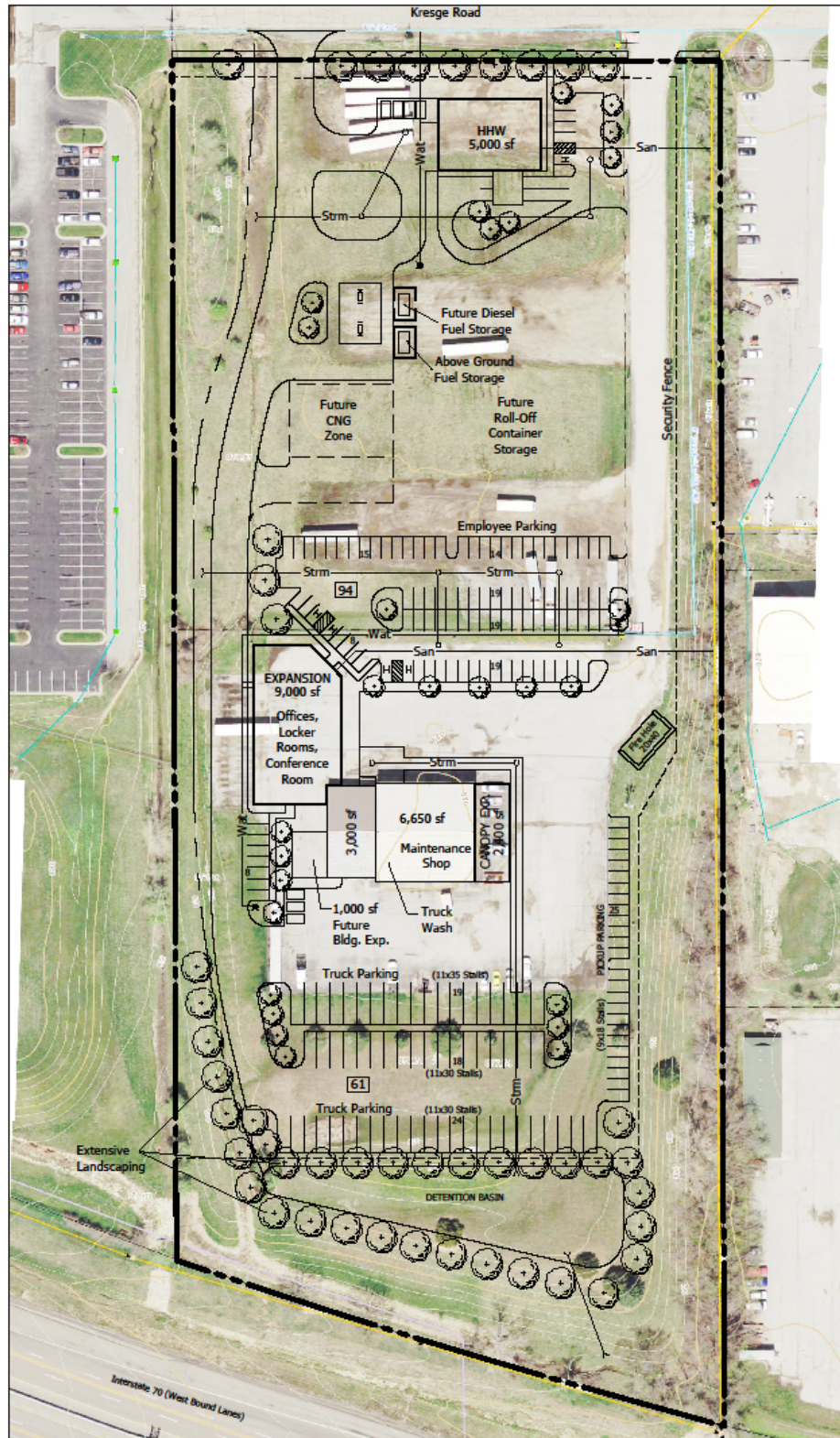
Five (5) hard copies, and one electronic copy of the project proposal must be submitted to arrive no later than May 3, 2016, 3:00 p.m. Please mail proposals to the following address:

Tammy Bennett, Assistant Public Works Director  
 City of Lawrence  
 6 East 6<sup>th</sup> 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](mailto:csoules@lawrenceks.org) or [tbennett@lawrenceks.org](mailto:tbennett@lawrenceks.org).

- IX. ATTACHMENTS for reference
- a. Site plan (overall)
  - b. Site plan (phase 2 area highlighted)
  - c. Preliminary plans for Phase 2 area

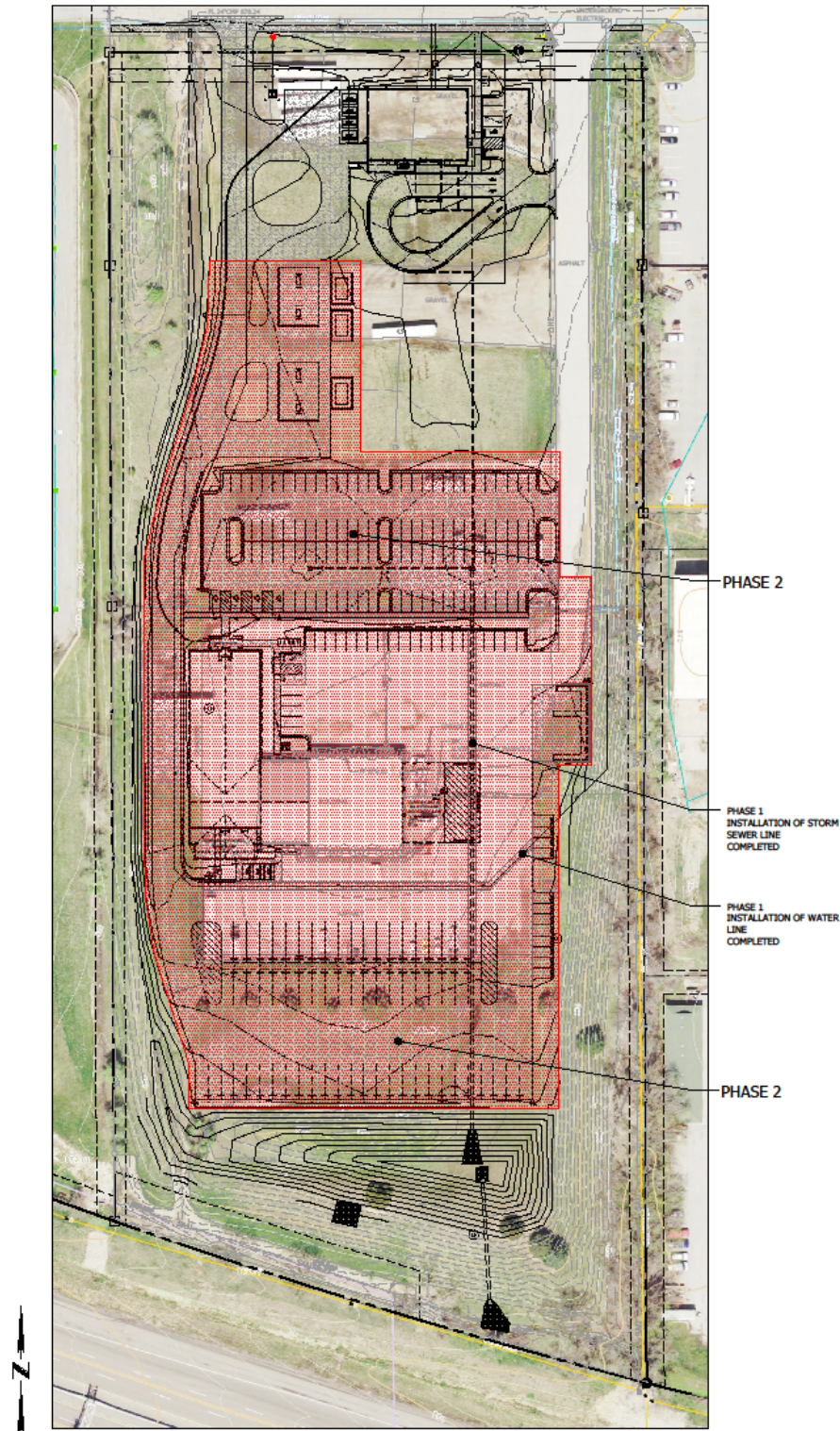
Site Plan, overall



Solid Waste Facility Preferred Concept Layout



Site plan, phase 2 area highlighted



Solid Waste Facility Concept Layout  
PHASE 2

**BARTLETT & WEST**

Preliminary plans for phase 2 area

