



**E. JAMES ST AND N BROOK FOREST GABION REPAIRS  
REQUEST FOR STATEMENT OF QUALIFICATIONS (“RFSQ”) No. 2022-014  
Engineering Services for the  
CITY OF DERBY, KANSAS**

April 29, 2022

The City of Derby, Kansas (“City”) is soliciting statements of qualifications for engineering services to design gabion repairs to an existing gabion channel on the south side of E. James east of Timberleaf and at the outlet of an RCBC on N. Brook Forest. Each “Respondent” must submit three print copies and email to the address below an electronic copy of the *Response Form* along with associated documents to Derby City Hall, 611 North Mulberry, Suite 300, Derby, Kansas 67037, no later than 5:00 p.m. June 1, 2022. **Late responses will not be accepted and will not receive further consideration.**

Questions about this RFSQ must be submitted in writing to **Alex M. Lane, P.E.** at [alexlane@derbyweb.com](mailto:alexlane@derbyweb.com) by May 13, 2022. Questions of a substantive nature will be answered in written form as an addendum and posted on the City’s website (<http://derbyweb.com/Bids.aspx>) by 5:00 p.m., May 18, 2022. **Respondents are responsible for checking the website, signing up for project alerts and acknowledging any addendums in their response and for notification of award.**

Information provided in your response will be considered proprietary and will not be divulged to third parties during the review process unless otherwise required by law. Because the services sought will require the expenditure of public funds, part or all of the successful proposal, as well as the resulting contract, will likely be public records within the meaning of the Kansas Open Records Act. Prior to acceptance of a proposal, the information contained in each proposal will be used for evaluating the ability of your team to complete this project and **will not** be shared with persons not involved with the selection process unless otherwise required by law.

**1. ABOUT THIS DOCUMENT**

This document is a request for statement of qualifications, not an invitation to bid. The City seeks to identify the Respondent best able to satisfactorily complete the project. Qualifications will be evaluated based upon criteria formulated around the most important features of the service. Quality, references, experience, availability, capabilities, fee range and project approach will be considered in awarding a contract. The City will thoroughly review all timely submittals received. It is anticipated a contract will be executed with the Respondent having qualifications that best meet the needs of the City; however, the City reserves the right to reject all proposals or responses or to cancel the RFSQ process or project.

## **2. BACKGROUND and OBJECTIVES/SCOPE OF SERVICE**

Respondents will be evaluated on experience, quality, work load, schedule and fee range. The City seeks an engineering firm that will provide all required services, including labor, equipment, material and consumables, necessary to complete the project described below and in the “Scope of Service.” If the City desires to proceed after evaluating the proposals, staff will recommend award of a contract to the Derby City Council.

The project is to design the reconstruction of an existing gabion channel approximately 300’ long. Also included is the repair of a gabion wall at the outlet of an RCBC. The project will be funded by Stormwater Utility funds. This Project is to be designed and bid in 2022.

City of Derby standards and regulations will apply to any recommended improvements.

The purpose of this request is to seek consulting engineers that meet all criteria for preparation of all necessary documents for the study. The City will provide the following:

- GIS data/map of existing water, storm sewer and sanitary sewer lines
- Meet with consultants as necessary to complete the design
- Prompt reviews and feedback
- Construction inspection of the Project

The Scope of Service shall include, but may not be limited to:

- Attend initial meeting with City staff to discuss and determine design parameters and objectives.
- Attend other meetings as required to successfully complete the project
- Review aerial photography, topographic maps, ownerships, floodplains, utilities, proposed development areas, etc. to determine alternatives
- Perform cost analysis to determine most cost-efficient design
- Provide all topographic surveying necessary for design
- Send plans to utility companies to identify potential conflicts and coordinate relocation work as required.
- Identify all easements and rights-of-way to be acquired, if any, to accommodate the proposed alignment and prepare tact maps and legal descriptions for City’s use in acquiring said rights-of-way.
- Final plans, signed and sealed by licensed professional engineer in the State of Kansas, shall include, but not limited to: title sheet, vicinity map, general notes, details, typical sections, plan/profile, construction sequencing, traffic control, etc.
- Provide design interpretations during construction

## **3. CONFIDENTIAL MATTERS; DATA OWNERSHIP**

The Respondent selected (“Consultant”) will be required to agree that:

- a. All data, records and information, which Consultant, its agents and employees create, and is the subject of this solicitation, remains at all times exclusively the property of the City;
- b. All such data, records and information constitute at all times proprietary information of the City;
- c. Consultant will not disclose, provide, or make available any such proprietary information in any form to any person or entity;
- d. Consultant will not use any names or addresses contained in such data, records and information

for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data;

- e. Consultant will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data;
- f. Consultant will take all reasonable steps and the same protective precautions to protect the City's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information; and
- g. All data, regardless of form, generated as a result of this RFSQ is the property of the City of Derby.

#### **4. REQUIREMENTS**

This section is included to help Respondents develop a thorough and responsive Statement of Qualifications. Respondents should follow this general format and must include all required elements:

- a. General information about the Respondent including but not limited to location of corporate headquarters, regional offices, number of employees and number of years in business;
- b. A list of Respondent's current clients, specifically identifying those that are local governments similar in size to the City and including the name and address of each reference and the name and telephone number of a contact person;
- c. The name of the person who will be responsible for managing the project, and other significant staff anticipated to contribute including a comprehensive statement of each such person's experience and qualifications;
- d. A statement describing Respondent's present and projected workload, staffing, and ability to provide timely, quality services at competitive rates;
- e. Specifics of the approach the Respondent will take to achieve the goals of the study;
- f. A statement describing any current, pending, or potential disciplinary action, or complaint(s), or other like proceedings including any claims in arbitration, mediation, or litigation against the Respondent or any partner, principal or associate of your firm or team;
- g. All actual or potential conflicts of interest with the City, its officers, agents and employees;
- h. Respondents must agree to maintain strict confidentiality with respect to all aspects of this project; and
- i. Respondents must agree to direct all media, citizen, and public official requests for information to the City's project manager.

#### **5. TENTATIVE TIME LINE**

The following dates are provided to assist Respondents in planning participation in the project and are subject to change without notice:

Issuance of RFSQ .....	April 29, 2022
Last Date to Request Clarifications, Information and Questions.....	May 13, 2022
Last Addendum Issued (If needed).....	5:00 p.m., May 18, 2022
Proposals Due .....	5:00 pm., June 1, 2022

#### **6. SELECTION CRITERIA**

A Consultant will be selected based on all data submitted and any follow up to clarify or verify representations included in Respondents' submittal packages. The City will judge qualifications based on the following criteria:

- a. Ability and capacity to meet all RFSQ conditions and miscellaneous instructions as outlined herein;
- b. Conformity with all Requirements set out in the RFSQ Qualifications;
- c. Whether services proposed are the most advantageous and cost-effective to the City;
- d. Demonstration of a clear understanding of the project and any project challenges;
- e. References for similar services performed in the last 5 years, including for each reference its location, contact person, telephone number, length of contract;
- f. Experience and qualifications of the Respondent's firm and individual professionals assigned to the project;
- g. The Respondent's approach to completing the project;
- h. An estimated fee range to complete the Scope of Work; and
- i. Other pertinent information the Respondent believes will assist the City in evaluating its proposal.

The City of Derby, Kansas reserves the right to select the Respondent which best meets its required needs, budget constraints, quality levels, and administrative expectations, to select one or more Respondents to accomplish this task in a timely manner, or to reject all proposals.

#### **7. SUMMARY OF REQUIRED SUBMITTALS:**

1. A statement of the respondent's background, experience, and understanding of the services required.
2. A description of any characteristics or capabilities, which may make the Respondent uniquely qualified to perform the services specified in the RFSQ.
3. At least three (3) references (name of business, address, contact person, phone number, date of services, and scope of services) unless your firm has provided similar services to the City.
4. Any additional information believed necessary to assist the City in evaluating your qualifications
5. This "response form".
6. A timeline for the completion of the required services including deliverables.
7. The Respondent's approach to completing the project.
8. An estimated fee range to complete the Scope of Work.

**E. JAMES ST AND N BROOK FOREST GABION REPAIRS  
RESPONSE FORM (RFSQ 2022-0014)**

**(Must be submitted with Respondent's Statement of Qualifications  
for Engineering Services for the CITY OF DERBY)**

The undersigned, on behalf of the Respondent, certifies that Respondent's submittal package: (1) is submitted without previous understanding, agreement or connection with any person, team or corporation making another proposal for the same services; (2) is submitted without collusion or fraud; (3) is submitted by a person who is legally empowered to bind the Respondent in whose name the proposal is submitted; (4) is submitted with full understanding of all provisions of the RFSQ; (5) if accepted by the City, is guaranteed as submitted and with any subsequent Respondent amendments approved by the City and will be implemented as stated; and (6) the Respondent, if selected by the City, will enter into a contract consistent with its proposal notwithstanding any subsequently discovered errors therein.

RESPONDENT \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

TAXPAYER I.D. NUMBER \_\_\_\_\_

WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

TYPE OF ORGANIZATION (check one):

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Public Corporation

Respondent acknowledges receipt of the following addenda: #1 \_\_\_\_\_, #2 \_\_\_\_\_, #3 \_\_\_\_\_

Respondent acknowledges it has examined the RFSQ, including all of its requirements, terms, conditions, and sections. Exceptions to any part of the RFSQ or any attachments or addenda thereto should be clearly delineated and detailed.

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE \_\_\_\_\_ DATE \_\_\_\_\_