



Where the Quality of Life Shines!

REQUEST FOR QUALIFICATIONS:

Engineering Services related to the preliminary engineering report, geo technical, final design, bidding, recommendation and construction administration of a sanitary sewer main extension and lift station.

PROPOSAL DEADLINE:

OCTOBER 26, 2017 at 12:00P.M.

BY MAIL:

City of Sterling, Taggart Wall, 114 N. Broadway, Sterling, Kansas.

To: Interested Professional Engineering Firms

This constitutes a request for written Statement of Qualifications (SOQs) from professional engineering firms to perform municipal engineering services for the City of Sterling. This Request for Qualifications (RFQ) is for services related to the preliminary engineering report, geo technical, final design, bidding, recommendation and construction administration of a sanitary sewer main extension and lift station in the northeast quadrant of the city.

The City of Sterling is requesting firms review the enclosed RFQ and included Scope of Services and submit their SOQ on or before 12:00 PM, October 26, 2017. Each submittal must include the SOQ, completed references form (attached), and complete certification form (attached).

Should you have any questions or require additional information, please contact the City of Sterling, City Hall. Any questions concerning this RFQ should be addressed to Taggart Wall, City Manager, City of Sterling, twall@sterling-kansas.com or 620-278-3423.

BACKGROUND

The City of Sterling, Kansas (pop. 2,328) is a community located approximately 55 minutes northwest of Wichita. Sterling is part of Groundwater Management District No. 5 and has a high-water table. The City is located along a major trade highway of K-14/K-96. Sterling and Rice County is home to several production companies including Jacam Chemical, KMW Loaders, United Industries, Sterling Services and Kansas Ethanol. Sterling is also home to Sterling College. The economic climate in Sterling continues to expand.

The City of Sterling owns and operates the existing wastewater collection system and treatment is applied through a series of lagoon cells. The existing system includes about 72,000 feet of gravity pipeline, 241 manholes, three lift stations and low pressure grinder pumps.

In 2017, the City accepted a Master Sewer Study of their wastewater collection system. The Master Sewer Study, among other items, evaluated potential areas for system extension and growth for the community. This study included preliminary evaluation of the area surrounding the project contemplated by this Request for Qualifications.

The City needs the above services for an infrastructure extension project including the installation of a lift station and sewer main extension in the northeast quadrant of the city that will serve both industrial/commercial and residential development. The extension would tie into an existing 15" sewer main adjacent to the project area. There are no anticipated environmental concerns at the project site. The extension project would include boring under a railroad and all associated permitting.

Funding for the project is planned to be shared between public and private parties. The City is applying for funds from the Economic Development Administration to assist in the project costs.

SCOPE of SERVICES

Preliminary engineering report, geo technical, final design, bidding, recommendation and construction administration of a sanitary sewer main extension and lift station.

- A Preliminary Engineering Report, meeting grant application requirements, of the proposed sanitary sewer extension and lift station. Assistance as needed with information necessary for the completion of the grant application.
 - o Note: This item is of primary importance. This report will be due no later than November 31, 2017
- Assist City in obtaining necessary permits from regulatory agencies or others for completion of project.
- Provide geotechnical testing as needed.
- Perform professional engineering services for design including but not limited to: surveys, elevation information, and field surveys as needed. Collection of field data, preparation of drawings and specifications.
- Prepare bid documents and manage bidding and recommend a contract award.
- Construction Administration services for the project including: scheduling and overseeing pre-construction conference, consultation with City, inspection and testing review, compliance with specifications and drawings and final inspectional and closeout of project.

MINIMUM QUALIFICATIONS

Firms shall be licensed to provide professional engineering services in the State of Kansas.

Qualified and licensed personnel shall be available to be assigned to City projects as required by project specific needs.

Firms shall have a record of experience in wastewater related municipal engineering work of a similar size and scope to that of the City of Sterling, Kansas.

Qualified firms shall have extensive knowledge of local, state, and federal agencies standards, regulations, and requirements for wastewater projects.

FINAL SUBMITAL REQUIREMENTS

All SOQs must be signed by an authorized official.

The SOQ shall include the following:

1. *Specialized experience and technical competence; Key Personnel*
2. *History and capabilities of the firm.*
3. *Scope of work to be performed and availability.*
4. *Firm's proximity to and familiarity to the geographic area and familiarity with projects involving grant funding.*
5. *Three local government references.*
6. *Availability for a phone Interview (if applicable)*

7. *Other pertinent information, including interest in project, organization and professionalism*

All SOQs shall be submitted to the City of Sterling, no later than 12:00 PM October 26, 2017 by mail to City of Sterling, Taggart Wall, 114 N. Broadway, Sterling, Kansas.

SOQ must be submitted in the following formats: One paper copy required.

The SOQ must be submitted in a sealed envelope and be plainly marked, "Sewer Extension SOQ"

SELECTION PROCESS

The City will evaluate all responses properly submitted by firms for the Services. The selection will not be based on competitive bidding, but on the criteria listed above.

The City also reserves the right to reject all proposals or any part of any or all proposals, to waive technical or legal deficiencies and to accept any proposal that it deems to be in the best interest of the City.

Upon successful conclusion of negotiations for fair and reasonable compensation with the chosen firm for Services, the City of Sterling, Kansas will execute an agreement for services.

REFERENCES

#1

Agency: _____

Contact: _____

Phone: _____

Email: _____

#2

Agency: _____

Contact: _____

Phone: _____

Email: _____

#3

Agency: _____

Contact: _____

Phone: _____

Email: _____

SELECTION CRITERIA

FACTORS					
Rate 0-10					
1. Experience & Technical Expertise					
2. Past Record of Performance					
3. Capacity of Firm to Perform Work					
4. Familiarity of Firm with Area					
5. References					
6. Interview (if applicable)					
TOTAL					
RANKING					

Reviewed by _____

Printed Name and Title

Signature