

CITY OF WASHINGTON



REQUEST FOR PROPOSALS

FOR

Survey, Design & Engineering Services

Monday, September 09, 2019

The City of Washington is accepting proposals and qualifications for survey, design and engineering for approximately 711 linear feet of 6" water main, 655 linear feet of sanitary sewer, and approximately 630 feet of rural section gravel roadway with ditch in the City's industrial park.

The scope of services should include:

- 1. Preliminary Engineering**
 1. Project Management and Meetings
 - a. Attend a Kick-Off meeting with City staff to determine specific project needs and general project desires. Also, review and receive available information and plans pertaining to the project.
 - b. Attend a plan review meeting after CITY OF WASHINGTON's review of Preliminary plans.
 2. Topographic Survey
 - a. Perform design and cadastral surveys to provide sufficient control, location, and land information necessary to prepare a complete set of construction plans. Right-of-way and/or easement descriptions if required will be additional services.
 - b. Obtain information from utility companies with infrastructure within the project limits. Utility companies will be required to locate their facilities within the project limits.
 3. Project Design
 - a. Prepare drawings and specifications for competitive bidding by qualified contractors for the following improvements.
 - i. Approximately 711 linear feet of 6" water main.
 - ii. Approximately 655 linear feet of new gravity sanitary sewer.
 - iii. Approximately 630 feet of rural section gravel roadway with ditch.
 - b. Prepare preliminary plans and submit to CITY OF WASHINGTON
 - c. Revise the preliminary plans based on the direction received from CITY OF WASHINGTON review. Submit the revised documents as final plans to CITY OF WASHINGTON for review and approval.

- d. Construction drawings will be prepared on 22"x36" plan sheets and also provided electronically.
- 4. Opinion of Construction Cost
 - a. Prepare opinion of probable construction costs to be submitted to the CITY OF WASHINGTON at the following phases of the project: Preliminary Plans and Final Plans.
- 5. Project Manual (Construction Contract and Project Specifications)
 - a. CONSULTANT will prepare a Project Manual under this Scope of Services.
 - b. CONSULTANT will utilize EJCDC Contract Documents for the Construction Contract.
- 6. Permit Applications
 - a. CONSULTANT will prepare KDHE Sewer Extension Permit and submit plans and specifications to KDHE for both water and sanitary sewer design.

2. Bid Letting Services

- 1. Answer questions from contractors regarding the final plans. If necessary, issue requested addenda.
- 2. If requested by the CITY OF WASHINGTON, attend and chair a pre-bid meeting to explain any extraordinary conditions or designs and to answer questions regarding the plans.
- 3. Attend the bid letting, tabulate bids and provide a recommendation for award.

The project Field Check deadline will be November 15, 2019, with the Final Plans delivered November 27, 2019.

The accepted engineer will be expected to provide a list of qualified contractors.

Proposals, qualifications and a proposed contract agreement are due no later than 1 p.m. Friday, September 27, 2019, and will be received at the City Clerk's Office, P.O. Box 296, and 301 C Street, Washington, Kansas 66968. All requests for proposals should be clearly marked "Engineering Services – Industrial Park".

All submitted proposals shall be honored for 60 days after the bid opening.

Proposals will be reviewed at 1 p.m. Friday, September 27, 2019, in the City Council Chambers, with recommendations made to the City Council October 7, 2019.

The City of Washington reserves the right to reject any or all bids with or without cause and to waive any irregularities.

If you have questions, please feel free to contact me at (785) 325-2284.

Sincerely,

Carl D. Chalfant
City Administrator