

# CITY OF WASHINGTON



## BID PROPOSAL REQUEST FOR

### Qualifications, Engineering, Preliminary Design & Cost Estimate

Thursday, March 15, 2018

#### INVITATION TO BID

The City of Washington is accepting sealed proposals for qualifications statement, engineering, preliminary design and cost estimate for water supply improvements. The project will include replacement of the city's water mains, service lines (main to meter to include meter setters), valves and hydrants. The City is currently in the process of applying for CDBG Water Application and USDA & KDHE Loans and Grants.

#### Qualification Statement

(No more than three pages (additional attachments of no more than 3 pages are allowed) in length)

1. Specialized experience and technical competence.
2. History and capabilities of the firm.
3. Scope of work to be performed and time frame.
4. Firm's proximity to and familiarity to the area and familiarity with the CDBG.
5. References.
6. Other pertinent information, including interest in project, organization and professionalism.

These are the basic services required of the Engineer/Architect. Engineers/Architect must attend all meetings and bid openings pertaining to the project.

#### Preliminary Phase

This phase involves those activities required for defining the scope of the project and establishing preliminary requirements. Of primary importance in this phase is the development of a preliminary report and cost estimate that the City can use to determine if the project will meet CDBG requirements and be feasible. Other examples of activities within this phase of a project include:

1. Conferring with the City on project requirements, financing, schedules, early phases of the project, and other pertinent matters.
2. Planning, procuring, and/or preparing necessary surveys, field investigations, and Engineering studies required for preliminary design considerations.
3. Developing design schematics, sketches, project recommendations, and preliminary layouts and cost estimates.
4. A general review of the City's existing system to offer options and alternatives to address current issues and long-term sustainable function.
5. Securing the owners approval of the preliminary plans and specifications.

### **Design Phase**

This phase includes all activities required to undertake and accomplish a full and completed project design. Examples include:

1. Collecting data, undertaking field investigations, and surveys.
2. Preparing necessary working drawings and specifications.
3. Preparing detail cost estimates.
4. Printing and providing necessary copies of drawings and specifications.
5. Submitting final plans and specifications to the owner and all regulatory agencies for final approval.

### **Bidding Phase**

These activities are sometimes considered as part of the construction phase. They involved advertising and securing bids, analyzing bid results, furnishing recommendations on the award of contracts, and helping prepare contract documents.

### **Construction Phase**

This phase includes all basic services rendered after the award of a construction contract, including (but not limited to) the following activities:

1. Providing consultation and advice to the City during all phases of construction.
2. Scheduling and overseeing pre-construction conference.
3. Inspecting work in progress periodically and providing appropriate reports to the City. All inspection on the project will be coordinated with the Kansas Rural Water Association which will be under contract with grantees for primary construction inspection services.
4. Reviewing and approving drawings submitted by contractors for compliance with design concept.
5. Observing or reviewing performance tests required by specifications.
6. Making final inspection and submitting a report of the completed project to the City.

Proposals and qualifications are due no later than 2 p.m. Wednesday, March 28, 2018.

Proposals will be received at the City Clerk's Office, P.O. Box 296, 301 C Street, Washington, Kansas 66968, until 2 p.m. Wednesday, March 28, 2018. All bids should be clearly marked "Engineering Bid".

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

Bids will be opened at 2 p.m. Wednesday, March 28, 2018, in the City Council Chambers. Bids will be reviewed and a recommendation made to the City Council for consideration on Monday, April 2, 2018.

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,

Denise M. Powell, City Clerk