



**REQUEST FOR QUALIFICATIONS
FOR
ON-CALL CITY CONSTRUCTION INSPECTOR/PROJECT MANAGER
SERVICES
FOR THE CITY OF ROELAND PARK, KANSAS**

The City of Roeland Park, Kansas (“City”) is soliciting Request for Proposal (RFPs) from individuals or firms interested in providing municipal construction inspection and project management services. This will be a new service arrangement for the City. Individuals and firms shall have extensive public infrastructure construction inspection and project management experience. Interested individuals should submit an electronic proposal in PDF format responsive to the General Scope of Services on page 2 and required contents listed on page 3.

Submit to the attention of:

Keith Moody
City Administrator
4600 W. 51st Street
Roeland Park, KS 66205
913-722-2600 / kmoody@roelandpark.org

There will be an opportunity to attend a virtual meeting to ask questions and receive clarification about the RFP with City staff on April 27 at Noon via a virtual meeting. That meeting will be recorded, and the recording will be posted on the City’s website on the same page as the RFP document as a reference for interested parties. There is no deadline to submit, however submittals are strongly encouraged to be submitted no later than 5:00 pm on April 28.

Tentative Schedule

April 12	Request for Qualifications published
April 12	Proposals will be accepted via email, submittals shall be emailed to kmoody@roelandpark.org with “Construction Inspection and Project Management RFP” included in the subject/reference line
April 27, at Noon	Virtual meeting available for interested parties to ask questions of the City concerning the inspection/project manager service proposal, link to the zoom meeting is below: https://us06web.zoom.us/j/87445831028?pwd=RncrVnpiNlFZTmpVWnZDMWtyLzZhUT09

April 28	City staff will begin to review and assess proposals and set up interviews with finalists. Although this RFP process does not set a deadline for when proposals will no longer be accepted the City recommends interested parties submit proposals by April 27 at Noon.
May 2 to 4	City staff will conduct interviews with finalists
May 5	City will notify preferred individual/firm and work on finalizing a service agreement
May 16	City Council Action to approve service agreement
May 17	Services begin under the terms of the agreement

Overview

The City of Roeland Park is a Johnson County suburb located in northeast Johnson County, Kansas with a population of 6,827. This individual would provide construction inspection and project management service for projects planned under the City's Capital Improvement Program (CIP). The 2022 Adopted CIP totals \$3.5M. Details concerning the specific projects planned are below:

- **CARS Funded Projects-** In 2022 there are 3 street projects planned that will receive CARS funding. 53rd/Buena Vista (\$400k) is a shared street rehabilitation project with Fairway including the extension of a new sidewalk along Buena Vista. Johnson Drive (\$200k) is a shared project with Mission also including a sidewalk extension along with a mill and overlay. The two partnering cities for each of these projects as are the lead on the projects. Elledge is the third project (\$1.6 million) from Roe Lane to 48th Street consisting of storm replacement as well as sidewalk/curb repairs and a mill and overlay.
- **Roe Parkway Improvements:** This project will complete improvements to existing Roe Parkway, it is currently in design.
- **Community Center ADA, Drainage and Parking Lot Improvements:** This project will address ADA compliance issues, storm drainage problems around the Community Center along with repairing and resurfacing the parking and curbing at the facility. The total budget for this project is \$1 million.
- **R Park Phase 3 Improvements:** The third and final phase of the master-planned improvements at R Park will be completed in 2022 following completion of Phase 1 and 2 in 2021. Phase 3 entails new playground equipment and hard surfacing the trails. This is a \$540,000 project.

General Scope of Services

The City intends to enter into an agreement with a single professional to provide professional project management and inspection services on an on-call basis. These services are anticipated to be charged based upon the hourly rate sheet that will be incorporated into the service agreement. Projects that can be defined in a scope will be completed through a "task order or project budget," developed to identify the deliverables, timeline, responsibilities and fee associated with that specific project.

The selected consultant will be authorized to provide their services to the City for an indefinite period. The service agreement will provide the option for either party to terminate the agreement with 120 days prior notice. The hourly rate sheet that is part of the service agreement may be presented for amendment once per calendar year.

The City currently has in place a contract for City Engineering services with a local engineering firm. That agreement provides for construction inspection services. The City is satisfied with the services provided under that existing contract and the opportunity for assistance via that existing contract will continue to be available with execution of a construction inspection/project management services agreement contemplated in this RFQ.

Either a firm or an individual may respond to the RFP. A firm's RFQ should highlight the relevant work experience that they offer as a team but the individual who will be the City's point of contact should be the focal point and serve as the primary presenter if invited for an interview. The primary point of contact will be an extension of city staff, participating in group/public meetings, making information presentations to the public/committees and representing the City with contractors/suppliers. The selected individual or firm will provide professional construction inspection and project management services as described in the overview section above.

A list of services provided by the on-call construction inspector/project manager includes:

- Attend Neighborhood Meetings, Project Kickoff Meetings, Project Progress Meetings, City Council Meetings, Planning Commission meetings, Council Workshops, or other meetings as required or requested by the City
- Coordinate with the Public Works Director on the scope of services and estimated fees associated with each Project Task Order
- Perform review of engineering plans for constructability and conflicts and coordinate resolution on identified issues with the Public Works Director and/or City Engineer
- Perform inspections of sidewalk, driveway, street, curb, storm sewer, playground, park and other public facility construction. Ensuring construction is according to adopted standards, good construction practices and approved plans and specifications. Subgrade condition and compaction, dimensions, alignment, grade, depth, slope, temperature, pipe bedding, concrete reinforcement, and concrete slump are examples of construction elements the CONTRACTOR will be inspecting and confirming consistency to plans and specifications.
- Coordinates with construction contractor and City Engineer on material testing for a project.
- Keeps a daily record of work completed, including weather and quantities installed and percent of work completed. Reviews and confirms accuracy of pay estimates from construction contractors.
- Coordinates with City Engineer on responses to construction contractor's "Request for Information" submittals.
- Assists in responding to citizen inquiries and coordinating resolution with the Public Works Director, construction contractors and the City Engineer.
- Assists with securing temporary construction easements and permanent easements.
- Work will vary by day depending upon the season and the number of projects under construction.
- Other miscellaneous construction project management and inspection services, as mutually agreed upon by the City and the Consultant

Submittal Contents

The submittal should be no more than twenty (20) pages, including a transmittal letter. Submittals shall include:

- A transmittal letter listing a single point of contact for the responding firm; and
- The experience and availability of key personnel and sub-consultants. Again, the proposal should focus on the skills and experience of the primary point of contact; and
- Materials that demonstrate the responding individual or firm's ability and relevant municipal experience to:

- Perform inspection and project management services in the areas listed in the General Scope of Services;
- Attend all relevant and required meetings;
- Complete projects on time, including on short deadlines;
- Respond to time-sensitive and emergency requests;
- Keep project costs within budgets and design estimates;
- Specific evidence of past performance of the duties listed in the General Scope of Services, including a minimum of three (3) references, preferably from municipal agencies with which the individual or firm has worked. Each reference must include an email address. References may be asked to complete a survey regarding their experience with the firm, and;
- A proposed first year schedule of all-inclusive (direct labor, overhead and profit) billable hourly rates for all positions that would provide service under the agreement. Identify the rate applicable to the primary point of contact.

Disclaimer

This Request for Proposals (RFP) is an invitation by the City for interested firms or individuals to submit qualifications, which may be subject to subsequent discussions. It is not a request for a competitive bid. A firm's submittal of qualifications does not create any right in or expectation to a contract with the City. The City reserves the right to reject any and all responses to the Request. Materials submitted in response to this Request shall become the property of the City and will not be returned. The City is not providing any compensation for submission of a response to this RFQ.