

## **Harvey County**

### **Request for Qualifications (RFQ)**

Harvey County is seeking qualified consulting firms for project inspection and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 241- Roadway and Bridge Construction.

#### **Description**

Off-System Bridge project 40C-5075-01, which is a bridge replacement, grading, surfacing, and seeding project in rural Harvey County. Project is located 5 miles south, and 9.6 miles east of Newton, on SE 60<sup>th</sup> 0.6 mile east of S. Harvest Hill Rd.

#### **Schedule and Deadlines**

Technical proposals are due on or before January 6, 2023 to be delivered by mail to Harvey County Road and Bridge Department, PO Box 687, Newton, KS 67114. Interested consulting firms must be pre-qualified by KDOT in the work category noted above.

#### Anticipated Schedule for Subsequent Events:

Evaluation and ranking of technical proposals shall take place on or about January 9, 2023 after which all firms that submitted letters of interest will be notified of the ranking. Negotiations with the highest ranked firm to commence on or about January 10, 2023. The project letting date was December 14, 2022 with an early start date between February 2, 2023 and May 2, 2023.

#### **Request for Proposal (Technical)**

Harvey County is seeking a consultant to provide inspection and materials testing services for Harvey County Off-System Bridge project 40C-5075-01. This work includes bridge replacement, grading, surfacing, and seeding project in rural Harvey County.

#### **Evaluation Factors**

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by Harvey County, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

Factors for evaluation and weight: 1. Ability to perform the desired services within the time prescribed – 15 pts; 2. Past performance of firm – 15 pts; 3. Training of staff – 15 pts; 4. Previous experience with similar work and knowledge of project procedures – 15 pts; 5. Commitment of resources that could limit performance (ex.: staff, equipment) – 15 pts; 6. Firm's familiarity with project area – 15 pts; 7. Accessibility of firm's office – 10 pts. The highest ranked firm will be asked to enter into negotiations with Harvey County for an agreement. In the event Harvey County cannot reach agreement with the ranked firm, it will terminate negotiations with the said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or Harvey County decides to pursue other alternatives.

#### **Contract Terms and Conditions**

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas "Tax Clearance Certificate", the "Certification of Final Indirect Costs", and the "Policy Regarding Sexual Harassment".

### **Instructions for Technical Proposal**

Note: No costs shall be contained in the technical proposal. Technical proposals will consist of the technical proposal and a completed and signed attachments as follows:

- Attachment No. 5B – Certification of Prospective Participants
- Attachment No. 5C – Supplemental Data Sheet
- Special Attachment No. 9 - Certificate of Final Indirect Costs
- Special Attachment No. 10 - Tax Clearance Certificate

All these forms can be obtained via mail to Harvey County Road and Bridge Department, PO Box 687, Newton, KS 67114 or by visiting [www.harveycounty.com/bids.html](http://www.harveycounty.com/bids.html)

The main text of consultant's technical proposal must not exceed six (6) pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, included best practices, that will be used to perform the tasks and produce the deliverables described above under "Request for Proposal (Technical)". Include in the technical proposal items such as:

- Project manager/engineer in charge
- History of project with similar tasks
- Availability of staff to meet schedule without overtime
- Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any

Any sub-consultant and their role (if any) that will be performing services on the project must complete Special Attachment No. 9 ("Certificate of Final Indirect Costs"), and the Special Attachment No. 10 ("Tax Clearance Certificate").\

It is highly recommended that consultants go to [www.harveycounty.com/bids/html](http://www.harveycounty.com/bids/html) to acquire the full advertisement with attachments.

Questions about this request for qualifications shall be sent to Harvey County Road and Bridge Department, PO Box 687, Newton, KS 67114, Phone (316) 283-1890.

**Certification by Prospective Participants as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments**

\_\_\_\_\_  
*President, Chairman, or Authorized Official*

being duly sworn (or under penalty of perjury under the laws of the United States), certifies that, except as noted below, \_\_\_\_\_

\_\_\_\_\_  
*Agency or Company*

or any person associated therewith in the capacity of \_\_\_\_\_

\_\_\_\_\_  
*Owner, partner, director, officer, principal investigator, project director, manager, auditor, or any other position involving the administration of federal funds*

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;

has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past three years;

Exceptions \_\_\_\_\_

\_\_\_\_\_  
Exceptions will not necessarily result in denial of award, but will be considered in determining bidder or respondent responsibility. For any exceptions noted, indicate below to whom it applies, initiating agency, and dates of action.  
\_\_\_\_\_  
\_\_\_\_\_

Providing false information may result in criminal prosecution or administrative sanctions.

\_\_\_\_\_  
Signature

Sworn to before me, a Notary Public in and for the County of \_\_\_\_\_, State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

**Supplemental Data Sheet  
City/County Engineering Services**

- 1. City/County: Harvey County
- 2. Project No.: 40 C-5075-01
- 3. Project Location: Harvey County
- 4. Estimated Project Length: 6 months

5. Scope of Services Requested:

Yes No Phase I: Design and plan preparation for grading, bridges and surfacing for the above described project, including special specifications as required.

Yes No Phase II: The review and recommendations for approval of all shop drawings and drawings for falsework as may be required, except for items designed by others.

Yes No Phase III: The construction engineering necessary to insure proper construction of the project that will include the contract administration, survey, and materials testing. In order to implement this phase, a supplemental agreement will be executed prior to or near the time the project is let contract to a construction contractor.

Yes No As an option on Phase III you may select to have the consultant perform the contractor construction staking. (Unless this is a bid item on the plans.)

Bridge #1                      Bridge #2

Grading: \_\_\_\_\_ Miles    Bridges:    Estimated Miles:    \_\_\_\_\_

Surfacing: \_\_\_\_\_ Miles    Other:    Bridge Replacement, Grading, Surfacing, Seeding

6. Estimated Letting Date: December 14, 2022

7. KDOT References that are the normal control for the Preliminary Engineering:

- a. *Standard Specifications for Road and Bridge Construction of the Kansas Department of Transportation* (most recent edition) with Special Provisions and Project Special Provisions, and with the rules and regulations of FHWA pertaining to the Project

- b. *KDOT Design Manual*
  - c. *KDOT Local Projects LPA Project Development Manual*
  - d. Bureau of Local Projects memos
  - e. *Geotechnical Bridge Foundation Investigation Guidelines*
  - f. The Bureau of Transportation Safety and Technology's *Traffic Engineering Guidelines* (the most recent version)
  - g. *Manual on Uniform Traffic Control Devices (MUTCD)* (the most recent version)
  - h. American Association of State Highway and Transportation Officials – *A Policy of Geometric Design of Highways and Streets* (most recent edition)
8. The Construction Engineering duties, if requested, will include on-site inspection, testing and contract administration for the project. The consultant should verify in their response that they have, or will have, qualified personnel who can be assigned to this project. The agreement developed will include a conflict of interest clause that will preclude the consultant selected to do the construction engineering duties from also performing work for the contractor that constructs the project.
9. The provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 will apply to all firms and will be included as a part of the Agreement.
10. Worker's Compensation Insurance will be required for the personnel working on the project.
11. The consultant's accounting system must provide:
- a. Valid, reliable, and current costs to support the firm's cost and pricing data.
  - b. A means of measuring the reasonableness of incurred costs.
  - c. Identifiable and accumulative allowable cost by contract or project records which will reconcile with the general ledger.
  - d. Supporting documentation of actual expenditures for each billing, based on costs.

## Preliminary Review Committee Report

Project Number	40 C-5075-01
City/County	Harvey County

**Note:** Please list firms in the order in which their responses were received.

Reasons	Consultant's Name

<b>REASONS</b>
----------------

- |   |
|---|
| <p>X = Passed to Selection Committee</p> <p>1 = Excluded because of size and qualifications</p> <p>2 = Excluded because of experience of personnel available for project</p> <p>3 = Excluded because of current uncompleted work, or distribution of work</p> <p>4 = Excluded because of performance</p> <p>5 = Other (communication, program procedure knowledge)</p> <p>6 = No response from the consultant</p> <p>* = Firm not prequalified in this category</p> |
|---|

Review Committee Findings of
(Date)

Signature
Review Committee Chairperson

### Selection Committee Report

Project Number            40 C-5075-01  
 City/County                Harvey County

		<b>Name of Consulting Firm</b>				
Criteria <sup>1</sup>	Weight amt. (100 pts max) <sup>2</sup>					
Ability to perform the desired services within the time prescribed	15					
Past performance of firm	15					
Training of staff	15					
Previous experience with similar work and knowledge of <u>KDOT</u> project procedures	15					
Commitment of resources that could limit performance (ex. staff, equipment)	15					
Firm's familiarity with project area	15					
Accessibility of firm's office (10 pts max allowed)	10					
	Totals					
	Ranking					

<sup>1</sup>City/County may use alternate criteria if approved by the Bureau of Local Projects prior to starting review process

<sup>2</sup>City/County must determine maximum amount possible for each category based upon its importance to project (see sample below)

Note: Accessibility of firm's office may be a maximum of 10 points or 10% of total points.

**Certification of Final Indirect Costs**

Firm Name: \_\_\_\_\_

Indirect Cost Rate Proposal: \_\_\_\_\_

Date of Proposal Preparation (mm/dd/yyyy): \_\_\_\_\_

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): \_\_\_\_\_

*I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:*

- 1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.*
- 2.) This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.*

*All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.*

Signature: \_\_\_\_\_

Name of Certifying Official (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Date of Certification (mm/dd/yyyy): \_\_\_\_\_




## Tax Clearance Certificate

Consultants and Sub-Consultants are required obtain a current Tax Clearance Certificate from the Kansas Department of Revenue [KDOR]. The Tax Clearance Certificate contains a Transaction Number and a 90 day time period that need to be transcribed to this attachment (below) at the time of contract execution. The Tax Clearance process is a tax account review by KDOR to determine the Consultant's and Sub-Consultant's account is compliant with Kansas tax laws administered by the Director of Taxation. The Secretary will not execute this agreement if the Consultant and Sub-Consultant(s), as listed as Direct Expenses on the *Estimate of Preliminary Engineering Fee*, are not listed below. The Bureau of Local Projects will verify the certification through the Transaction Number.

To obtain a Tax Clearance Certificate, the Consultant (or Sub-Consultant) shall complete an Application Form and submit it to KDOR. The Application Form must be completed and submitted online at <http://www.ksrevenue.org/taxclearance.html>. After the Consultant (or Sub-Consultant) submits the Application Form, KDOR will provide the applicant a Transaction ID number and a certification time period. The Consultant (or Sub-Consultant) shall use the Transaction ID number to retrieve the Tax Clearance Certificate. Decisions on online applications are generally available the following business day. **Include a copy of the Certificate of Tax Clearance with the proposal.** See sample below.

If the Consultant (or Sub-Consultant) is unable to retrieve the Tax Clearance Certificate or if KDOR denies the Application for Tax Clearance, the Consultant (or Sub-Consultant) shall call KDOR's Special Projects Team at 785-296-3199 to determine why KDOR failed to issue the Certificate.

	Jeff Colyer, M.D., Governor Samuel M. Williams, Secretary <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>
<b>CERTIFICATE OF TAX CLEARANCE</b>	
[REDACTED]	
[REDACTED]	
<b>ISSUE DATE</b> 11/27/2018	
<b>TRANSACTION ID</b> [REDACTED]	<b>CONFIRMATION NUMBER</b> [REDACTED]
<b>TAX CLEARANCE VALID THROUGH 02/25/2019</b>	
<small>Verification of this certificate can be obtained on our website, <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>, or by calling the Kansas Department of Revenue at 785-296-3199</small>	