

**FRANKLIN COUNTY
COMMISSION AGENDA ITEM**

TO: BOARD OF FRANKLIN COUNTY COMMISSIONERS	Reviewed: <i>YJJ</i>
FROM: JAMES M. HAAG, JR.	Ext. 3552
DEPARTMENT: PUBLIC WORKS	
DATE: 9/8/08	No.

ITEM: Consider selecting a firm to provide Construction Observation for Project No. 30 C-4149-01 Vermont Road Bridge Replacement

Background: In order to utilize Federal Funds for the Construction Observation for the Vermont Road Bridge Replacement Project a Qualifications Based Selection process must be followed. Five firms were contacted and three firms responded.

Recommended Action: Consider the three firms submittal and select one to negotiate a contract for the Construction Observation.

Attachments: Copies of introductory statements

CONSULTANT SELECTION GUIDE
FOR
CONSTRUCTION ENGINEERING ON LPA PROJECTS

1. Review information received from B.L.P.
 - a. Review letter with eleven attachments.
 - b. Review B.R.U.D. Memo 84-4 sent 1-16-84.
 - c. Fill out LPA Construction Engineering Supplemental Data Sheet (Attachment No. 5)
 - d. Review Prequalified Consulting Engineers List (Attachment No. 6).
 - e. Review Code of Conduct (Attachment No. 7).

2. Solicit interest from consulting engineers.
 - a. Complete and send a "Letter of Interest" (Attachment No. 4) to 5-10 consultants (minimum 5) which have been selected from the Prequalified Consulting Engineers List (Attachment No. 6) with attention to the specific category of Construction Inspection (Roadway and Bridge Construction Inspection (Category 24)). Include a copy of the Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgements (Attachment No. 4A) and a completed Supplemental Data Sheet (Attachment No. 5).
 - b. Send to B.L.P. a copy of each letter sent to each consultant along with attachments. Do this at the time letters go out to consultants.
 - c. All firms which respond to the "letter of interest" and wish to be considered should have returned a signed and notarized copy of the debarment statement" (Attachment 4A). If not, have the firm provide it prior to the convening of the Selection Committee.

3. Short listing of firms by Selection Committee.
 - a. Provide for a Selection Committee of at least three persons and appoint a Chairperson.
 - b. Using Attachment No. 8, list all firms to whom letters were sent and place #7 (Reason for Exclusion) by all firms which did not respond (if any).
 - c. Pass to the Negotiating Committee, without recommendation or preference, a minimum of 3 firms by placing an X beside the firms. The only exception to the minimum occurs when fewer than 3 firms wish to be considered for selection.
 - d. Exclude other firms using the established criteria shown on Attachment No. 8.
 - e. Chairperson dates and signs Selection Committee Form (Attachment No. 8).

4. Selection of consultant by Negotiating Committee.
 - a. Provide for a Negotiating Committee of at least three persons and appoint a Chairperson. (May consist of same people as Selection Committee)
 - b. Using Attachment No. 9, list the firms passed by the Selection Committee.
 - c. If desired, apply a factor, on a scale of 0-10, to each of the criteria listed. Alternate criteria must receive prior approval from B.L.P.
 - d. Review qualifications of firms and rate each firm, on a scale of 0-10, for each of the listed criteria.
 - e. Based on steps (c) and (d), a ranking of the firms is developed, in order of preference. No tie in rank is allowed. A clear No. 1 ranked firm, a clear No. 2, etc., must be developed.
 - f. A single Negotiating Committee form (Attachment No. 9) representing the consensus of the Committee is dated and signed by Chairperson.

5. Request for Proposal
 - a. Request a detailed proposal (example letter is provided) from the First Ranked Firm which includes a completed Attachment No. 10 (Proposal for Construction Engineering Services), a detailed cost estimate (using format of Attachment 10-Exhibit A), Listing of KDOT Certified Inspectors (Special Attachment No. 5) and a copy of the consultant's most recent overhead rate calculation.
 - b. Review the proposal of the First Ranked Firm (Attachment 11 may be of use in this review) and either:
 - 1) Give preliminary acceptance to proposal or
 - 2) Negotiate costs further with the firm
 - c. If unable to negotiate an acceptable proposal with the first ranked firm:
 - 1) Notify the firm in writing that negotiations are being terminated
 - 2) Then, contact the Second Ranked firm, request a proposal and follow the same negotiating process outlined above. (Inform B.L.P. immediately when negotiations are terminated with a First Ranked firm.)
 - d. Notify all other firms that requested consideration that they were not selected.
6. Submit Supporting Documentation to B.L.P.
 - a. A signed "Code of Conduct/Certification of Project Applicant" (Attachment No. 7).
 - b. Copies of the "Letters of Interest" sent to each consultant (if not previously submitted).
 - c. Copies of all responses received from consultants who replied along with a copy of the "Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgements" (Attachment No. 4A) which must have been submitted by each consultant wishing to be considered for selection.
 - d. Dated and signed Selection Committee Form (Attachment No. 8).
 - e. Dated and signed Negotiating Committee Form (Attachment No. 9).
 - f. Two copies of the consultant's detailed proposal (Attachment No. 10), including cost estimate, Listing of KDOT Certified Inspectors (Special Attachment No. 5) and consultant's most recent overhead rate calculation.
7. Processing of Agreement
 - a. B.L.P. reviews and approves submitted documentation and proposal. If either is not acceptable, B.L.P. will advise L.P.A.
 - b. B.L.P. prepares "Contract for Federal-Aid Road Construction Engineering by Consultant (Cost Plus Net Fee Agreement)" and submits to consultant.
 - c. Consultant signs "State's Original", "City/County's Original" and "Consultant's Original" of agreement and sends to LPA along with one unmarked copy, retaining one unmarked copy for their file.
 - d. LPA signs the three "Originals" and sends to B.L.P., retaining one unmarked copy for their file.
 - e. The Secretary signs the three "Originals" and B.L.P. distributes executed agreement to consultant and LPA.

RESPONSES

Example form to Evaluate Consultants by Selection Committee

Project Number	30C-4149-01
City/County	FRANKLIN

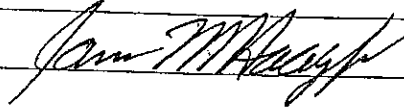
Note: Please list firms in the order in which their responses were received.

Reasons	Consultant's Name
X	B.G. CONSULTANTS, Inc
X	Cook, Flatt & Strobel
X	George Butler & Assoc.
7	Finney & Turnipseed
7	Professional Eng. Consultants

REASONS

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

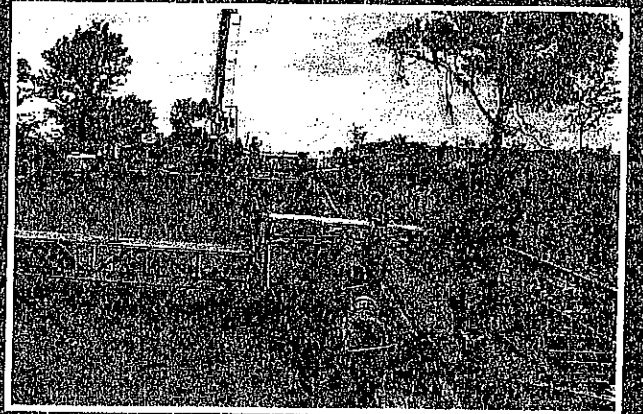
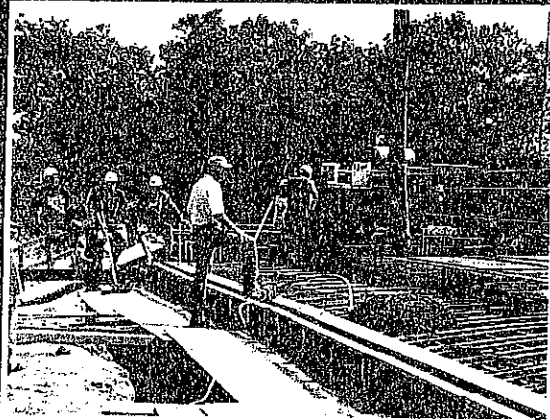
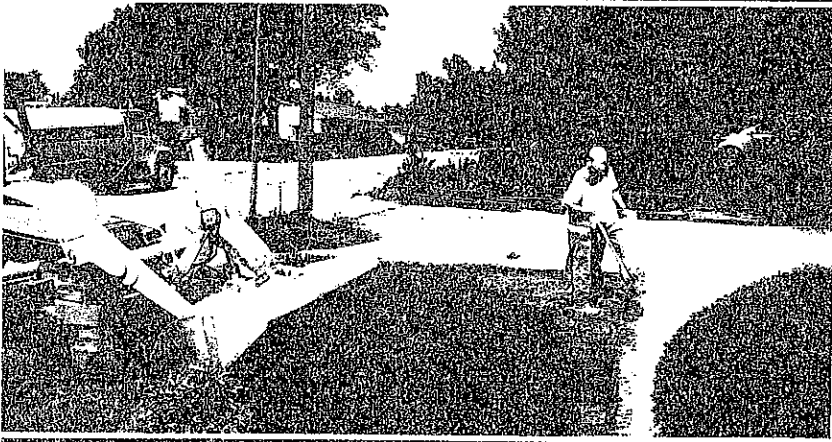
Selection Committee Findings of
9/2/08
(Date)

	Signature
Selection Committee Chairperson	

PROPOSAL
FOR

FRANKLIN COUNTY
PROJECT NUMBER 30C 4149-01

AUGUST 2008



BG CONSULTANTS, INC.
Engineers - Architects - Surveyors

August 21, 2008

Mr. James M. Haag, Jr., Director
Franklin County Public Works
1428 S. Main, Suite 4
Ottawa, Kansas 66067-3547

Re: Franklin County Project 30C-4149-01

Dear Sir:

This letter is to request that BG Consultants be considered for the Construction Engineering duties required on the above referenced project.

I have included our completed K.D.O.T. Form No. 1050, a copy of our list of qualifications from the K.D.O.T., a sample of our previous LPA projects and a list of references.

BG Consultants is a full-service engineering and architectural firm and we are capable of performing all duties required to complete this project.

Included is information concerning the qualifications of our personnel which may be assigned to this project.

Our office locations are Manhattan, Lawrence, Hutchinson and Emporia. You will notice that several of our certified inspectors live in different locations from our offices. We always attempt to assign personnel closest to the project.

If I can provide further information, please call me.

Sincerely,



Thomas L. Bennett, P.E.

TLB:hb
Encl.



Also
Lawrence, Ks. • Hutchinson, Ks. • Emporia, Ks.



CERTIFICATION BY PROSPECTIVE PARTICIPANTS AS TO CURRENT HISTORY REGARDING DEBARMENT, ELIGIBILITY, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

Thomas L. Bennett

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,

BG Consultants, Inc,

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;

NONE

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.

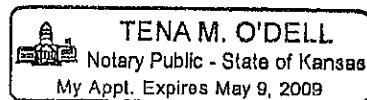
Providing false information may result in criminal prosecution or administrative sanctions.

Thomas L. Bennett
Signature

Sworn to before me, a Notary Public in and for the County of Riley, State of Kansas, this 21 day of August, 2008.

Tena M. O'Dell
Notary Public

My Commission expires May 9, 2009



REFERENCES

for

Kansas Department of Transportation

1. Barry McManaman
Kansas Department of Transportation Area Engineer
Box 86
Great Bend, KS 67530-0086
620-793-5408
2. Jeff Woodward
Kansas Department of Transportation Construction Engineer
P.O. Box 68
Belleville, KS 66935-0068
785-527-2520
3. Paul Gripka
Kansas Department of Transportation Field Engineering Administrator
650 North Kansas Highway 7
Bonner Springs, KS 66012
913-721-2754
4. Michelle Anschutz
Kansas Department of Transportation Construction Engineer
Box 151
Horton, KS 66439-0151
785-486-2142
5. Gerald Haug
1425 W. Hwy 24
Wamego, KS 66547-0080
785-456-2353
6. Steve Baalman
101 Gage Blvd.
Topeka, KS 66606-2021
785-296-3986

PROPOSAL

To provide

CONSTRUCTION ENGINEERING SERVICES

For:

Grading, Bridge, Surfacing & Seeding
KDOT Project No. 30 C-4149-01
1.8 miles North of Rantoul

Submitted to:

Franklin County, Kansas

Mr. James M. Haag, Jr., Director
Franklin County Public Works
1428 S Main, Suite 4
Ottawa, KS 66067-3547

Submitted by:



Cook, Flatt & Strobel
ENGINEERS, P.A.



Cook, Flatt & Strobel
ENGINEERS, P.A.

30 SW Woodside Dr.
Topeka, Kansas 66614
(785) 272-4706
(785) 272-4736 Fax
www.cfse.com

Other Offices:
Kansas City, Missouri
Wichita, Kansas
Leavenworth, Kansas
Toronto, Kansas

August 22, 2008

Franklin County
1428 S Main
Ottawa, KS 66067

Attn: Jim Haag, Public Works Administrator

Re: Grading and Bridge
Project No. 30 C-4149-01
1.8 miles North of Rantoul

Dear Jim:

We are pleased to respond to the Request for Qualifications, by supplying our letter of interest for furnishing construction inspection services for the above referenced project. Accordingly, we are furnishing a copy of KDOT Form 1050, signed and notarized copy of the Certification by Prospective Participants.

PROJECT QUALIFICATIONS

Cook, Flatt & Strobel Engineers, P.A. provided the design for the project which would be extremely beneficial in handling construction phase activities. Cook, Flatt & Strobel Engineers, P.A. has specialized in transportation engineering involving extensive study, design, management and construction phase engineering on highway and bridge projects throughout Kansas, Missouri and Oklahoma. The Kansas Department of Transportation developed a policy in 1984 that local public agencies (LPA) be responsible for construction phase engineering. This was followed by the KDOT decision in 1992 that consultants would be utilized to supplement their staff in addressing the 1990 Kansas Comprehensive Highway Program.

The firm has developed an experienced construction phase engineering staff over the last 25 years involving some 400 Kansas LPA projects. This broad experience combined with strong key staff qualifications also allowed for extensive utilization of our firm by KDOT during the Kansas Comprehensive Highway Program. These strengths of veteran engineers and highly experienced inspectors will enhance the quality of your project.

John G. Bayless, P.E.
Chairman

Kenneth M. Blair, P.E.
President

Melvin D. Chapman, P.E.
Vice President-Secretary

Robert S. Chambers, P.E.
Vice President-Treasurer

Douglas W. Flatt, P.E.
Consultant

PROJECT PERSONNEL

CF&S has 40+ certified LPA inspectors with several located in close proximity to your project. Staff assignments are Kenny Blair – Engineer in Charge; Mike Sorden – Inspection Manager; Kenny Fields & Ed Campbell - Certified LPA Inspectors. This experienced team provides a blending of a veteran professional engineer and senior engineering technicians. Each representative has a thorough knowledge of project requirements through extensive prior LPA project activity.

The firm's base office is located in Topeka, which provides easy access for necessary project administration with KDOT headquarters. Other offices are located in Wichita and Kansas City.

VERIFICATION

We wish to verify that our firm has qualified personnel for providing on-site construction inspection, testing, and contract administration for the project. We fully understand that we are precluded from performing construction engineering services for the project's construction contractor, should we be selected to handle construction engineering duties for the County.

CFS is prepared to comply with provisions of the Civil Rights Act of 1964 and Rehabilitation Act of 1973, Workers' Compensation Insurance, and accounting system requirements.

SUMMARY

In summary, we feel that our firm's extensive project experience involving construction engineering, familiarity with project requirements, qualifications of our project personnel team, and excellent working relationship with KDOT staff are attributes to be strongly considered during the County's selection of an engineering firm. Please be assured that Cook, Flatt & Strobel Engineers, P.A. is prepared to provide timely, systematic, and cost-effective engineering services of utmost quality. The opportunity to be of service to Franklin County would be sincerely appreciated.

Respectfully,
Cook, Flatt & Strobel Engineers, P.A.


Kenny Blair, P.E.

CLIENT REFERENCES

Les Schrader
Road & Br. Dept.
Wabaunsee County
(785) 765-3432

Sandra Krider
Road Supervisor
Labette County
(620) 784-5391

Dale Steward
Road & Bridge Supervisor
Cowley County
(620) 221-5425

Glen Tyson
Road Supervisor
Osage County
(785) 828-4416

Steve Liby
Highway Administrator
Clay County
(785) 632-3456

Hugh Bogle
KDOT Area Engineer
Garnett, Kansas
(785) 448-5446

CERTIFICATION BY PROSPECTIVE PARTICIPANTS AS TO CURRENT HISTORY REGARDING DEBARMENT, ELIGIBILITY, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

Kenny Blair, P.E.

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, Cook, Flatt & Strobel Engineers, P.A.

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 _____

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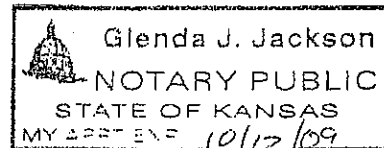
Providing false information may result in criminal prosecution or administrative sanctions.

Kenny Blair
Signature Kenny Blair, P.E.

Sworn to before me, a Notary Public in and for the County of Shawnee, State of Kansas, this 22 day of August, 2008.

Glenda J. Jackson
Notary Public

My Commission expires 10/12/2009



Request for Qualifications

Construction Engineering Services

Project No. 30C4149-01

Franklin County, KS

August 28, 2008

Engineers • Architects

One Renner Ridge
9801 Renner Boulevard
Lenexa, Kansas 66219-9745
Telephone 913.492.0400
FAX 913.577.8200
gba@gbutler.com
www.gbutler.com

August 26, 2008

James M. Haag, Jr., P.E.
Public Works Director
Franklin County, KS
1428 S. Main, Suite 4
Ottawa, Kansas 66067-3547

SUBJECT: Request for Proposal - Construction Engineering Services
Bridge Replacement - 1.8 Miles North of Rantoul
KDOT Project Number 30 C 4149-01
Franklin County

Mr. Haag:

We are pleased to submit our qualifications to provide construction engineering services for the replacement of the bridge as advertised in your transmittal letter dated August 14, 2008. GBA is highly qualified to perform the construction engineering duties you require on this project for the following reasons:

- ✓ We have provided construction engineering services on projects for municipalities, counties, and/or the Kansas Department of Transportation for over 30 years. **We are currently providing on-call construction services to KDOT in Districts 1 & 4 and also Johnson County Public Works.** We have included a partial list of our construction engineering experience in this submittal for your review.
- ✓ **John Cooper would serve as the Project Manager on your project.** John has fourteen years of experience working with KDOT and local municipalities as a construction manager/inspector on highway and bridge construction projects. John understands the value of communication with all the involved stakeholders, keeping everyone updated of the project schedule and the project progress.
- ✓ **Chad Siemon would be the resident construction engineer for this project.** Chad is a professional engineer with over eight (8) years of construction observation experience. He is very familiar with CMS and KDOT specifications. Chad's construction services experience includes inspection of bridges for KDOT and he is well versed with pre-construction quantity calculations, plan reviews, documentation setup, utility relocation coordination, excavation, pavement and structural construction observation, materials testing, pay estimate/change order processing, final quantity recapitulations and project close out proceedings. Some of Chad's recent experience has been on KDOT improvement projects on US-59 north of Ottawa and on US-75 in Coffey County just south of the Beto Junction.

- ✓ **Ron Johnson would be available to provide quality control assistance for this project.** Ron has over 30 years of experience in the bridge construction industry. He spent 27 years as a construction foreman for King Construction building bridges in the midwest. During this time, he managed numerous projects with cities, counties and with KDOT. Ron would be available to Chad to offer comments or suggestions as the construction progresses.
- ✓ **In the event that an additional inspector is needed, Ben Bogue will be available to provide construction observation assistance.** Ben has been working on US59 Highway observing the construction of multiple bridges for the last year. Prior to that he worked for KDOT for 3 years and was involved in all components of roadway construction, including structural assistance.
- ✓ Our project approach involves the utilization of Chad Siemon as our lead inspector with Ron Johnson available to provide quality control and technical assistance and Ben available as an additional inspector, when necessary. Chad's project observation and leadership capabilities supplemented with Ben and Ron's bridge experiences make this an ideal team for your project. The staff proposed for this project each possesses the experience and certifications to provide the highest quality of service. Each has been responsible for the observation and administration of multiple bridge projects through all phases of construction – start to finish. Their experience, excellent communication skills, and ability to coordinate activities with the contractor, County, KDOT and any other stakeholders throughout construction will assist in the timely completion of this project.
- ✓ **GBA has the capability to offer several Certified LPA Inspectors.** Should the need arise, GBA has several qualified inspectors to assist when help is needed. Please see the attached list.

We sincerely appreciate this opportunity to express our interest in your project. We look forward to being selected as your consultant and working with you in the successful completion of this project. Should you have any questions or need additional information, please do not hesitate to call me at 913-577-8320.

Respectfully submitted,

GEORGE BUTLER ASSOCIATES, INC.



Clarence D. Munsch, P.E.
Vice President

CERTIFICATION BY PROSPECTIVE PARTICIPANTS AS TO CURRENT HISTORY REGARDING DEBARMENT, ELIGIBILITY, INDICTMENTS, CONVICTIONS, OR CIVIL JUDGMENTS

Michael L. Smith, President

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,

George Butler Associates, Inc.

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 (3) 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 with the past three (3) 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.

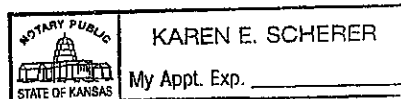
Providing false information may result in criminal prosecution or administrative sanctions.

[Handwritten Signature]

Signature

Sworn to before me, a Notary Public in and for the County of Johnson, State of Texas this 26th day of August, 2008

[Handwritten Signature]
Notary Public



My Commission expires: 10/08/08