



# CITY OF TOPEKA

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## RFP for Professional Engineering Services

### Central Highland Park Neighborhood

**841091.06**

#### I. Purpose for Request

The City of Topeka (City) is requesting proposals for professional engineering services for Project No. 841091.06 “Central Highland Park Neighborhood” (the Project). The neighborhood is bounded by I-70 to the north, SE California Ave. to the east, SE 29th St. to the south and SE Adams St. to the west. Below is an exhibit for the project limits. The services include utilizing the Central Highland Park Neighborhood Streets Improvement Plan provided by the City in order to produce an engineering design and construction documents for implementing the plan. Design will occur in 2023. Construction will occur in three (3) phases and is anticipated to begin in 2025 and be completed in 2027.

#### II. Background Information

JEO conducted a concept study of the neighborhood in 2022. This study identified and prioritized specific areas and locations for work to be performed in the neighborhood over a three-year construction period, as well as the general scope of the improvements to be made. Exhibits below show the anticipated year by year work plan and the recommended treatment strategy for each location. The concept plan was shared with and accepted by the Central Highland Park NIA and should be used as the basis for designing the Project.

#### III. Scope of Services

This project will produce a set of drawings and project manual for a roadway reconstruction project. The project will be designed and constructed in accordance with the City of Topeka and Shawnee County Standard Technical Specifications. Basic Services provided may include, but are not limited to the following:

- Meet with City staff at critical stages throughout design.
- Perform field and topographic surveys.
- Perform CCTV inspections of all existing enclosed storm sewers within the project limits.
- Perform investigative soil borings.
- Coordinate with other City utilities and private utility owners.
- Design roadway improvements including curb and gutter, storm sewer, and pavement markings/signing.
- Prepare temporary easement, permanent easement, and/or right-of-way descriptions as necessary.

- Develop a traffic control plan to carry local traffic.
- Develop and submit conceptual drawings (30% complete) with an estimate of probable construction costs (EPCC) for each phase.
- Develop and submit field-check drawings (60% complete) and an updated EPCC for each phase.
- Facilitate up to two (2) public meetings for each phase: the first to be held after field-check drawings are complete to introduce residents to the project and gather input; the second to be held after the bid letting, but prior to construction.
- Develop and submit office-check drawings and project manual (90% complete) and an updated EPCC for each phase.
- Develop and submit final drawings, project manual, invitation to bid, bid form, and a final EPCC for each phase for the purpose of bidding the Project.
- Respond to questions from prospective bidders as necessary.
- Prepare addenda as necessary.
- Prepare a tabulation of bids and make a recommendation of award for construction for each phase.

#### **IV. Deliverables**

Final project drawings, project manual with technical specifications, and cost estimates will be completed for each phase for a bid letting to occur in January and construction to begin in the spring of each year (2025, 2026, and 2027). The Design Firm chosen for performing the design services for this Project will also serve as the Project Manager for the Project.

#### **V. Submitting Proposal**

Proposals shall be submitted through the Topeka e-Procurement System (i.e. Supplier Portal). Before a proposal can be submitted, the respondent (proposer) must first register as a Supplier. To register as a Supplier and/or initiate the submittal process, go to <https://www.topeka.org/procurement/> . Proposals will be received by the Contracts & Procurement Division until 2:00 pm local time November 22, 2022.

#### **VI. City Resources to Be Provided**

All information that the City has relating to the project will be made available to the selected firm.

#### **VII. Proposal Format**

All information submitted becomes the property of the City of Topeka. Proposals received after the time indicated in this request will not be considered. Proposals are to be limited to a total of 10 (ten) pages (not counting front and back cover, cover letter, table of contents, and section dividers) using margins not smaller than 0.75" and font size not smaller than 10. The proposal should include the following:

- Project understanding
- Project approach
- Company background
- Similar experience
- Project team
- Proposed design schedule

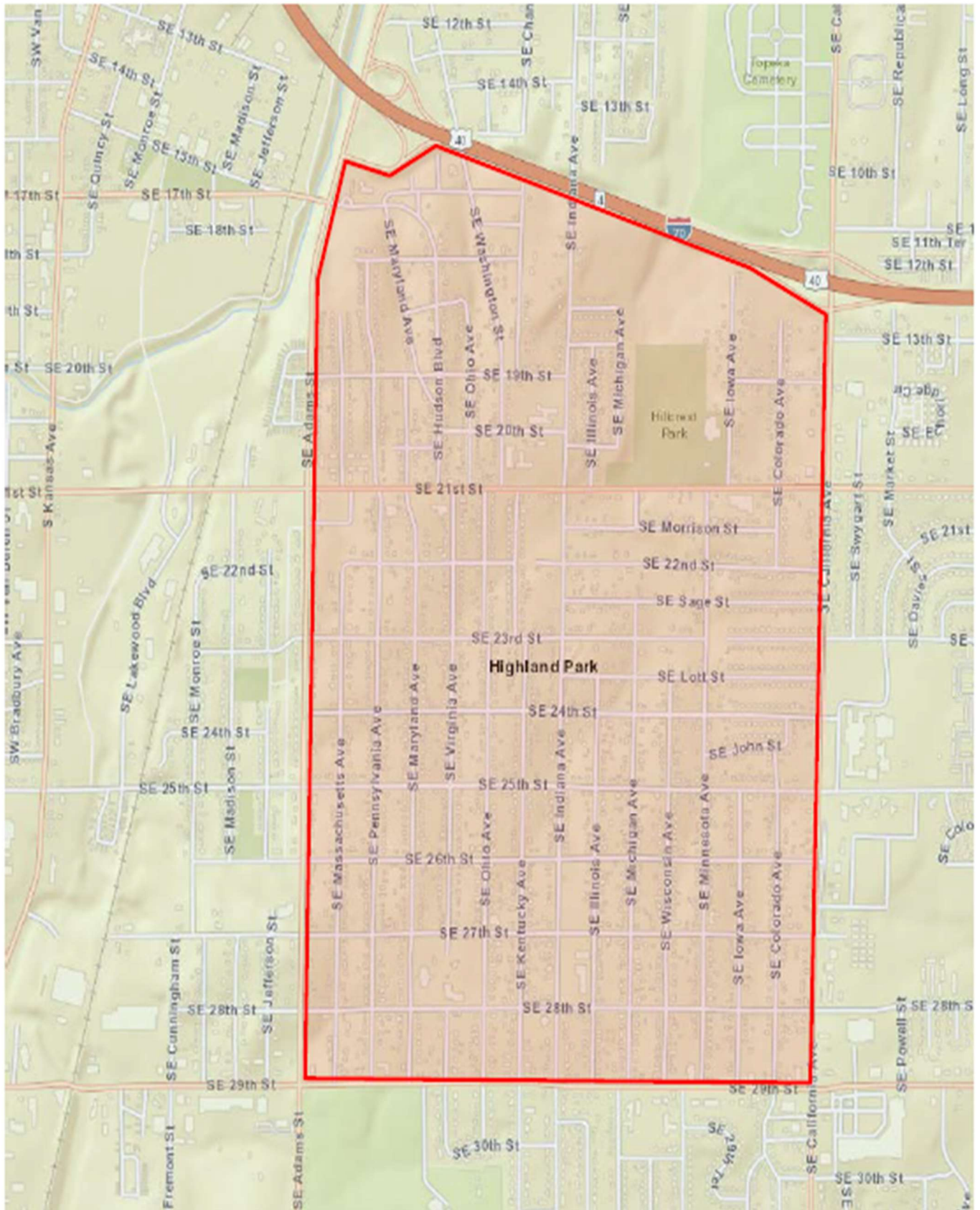
- Exhibit (limit 1 page; 8"x11.5" or 11"x17"; e.g. preliminary alignment for the Project, plan-profile sheet from a previous project)

### **VIII. Selection Process**

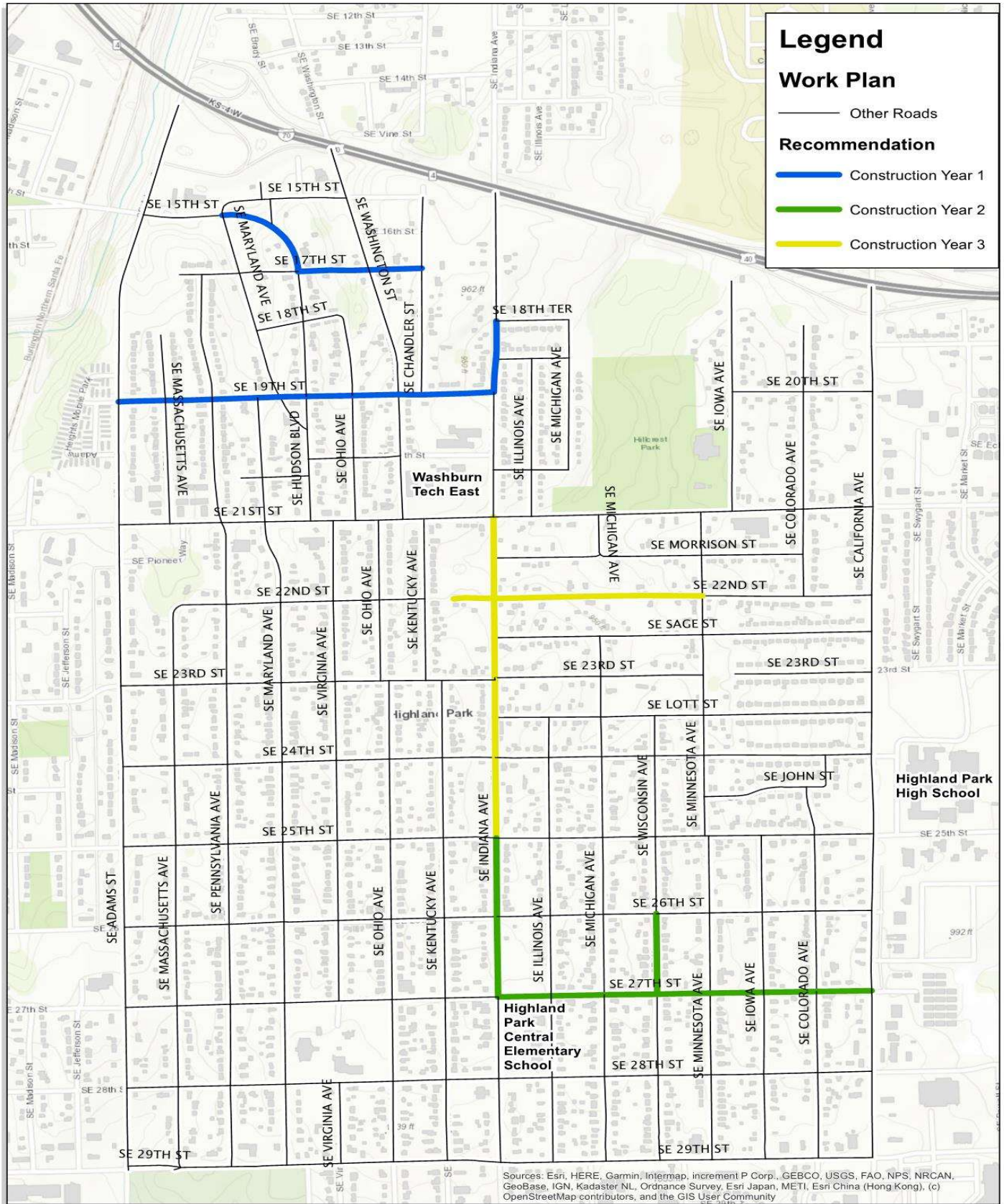
The City will review all submittals and select the Firm(s) that is deemed most qualified to begin the negotiation process for the scope of services and schedule of fees. If the City and a selected Firm(s) cannot agree on scope and/or a schedule of fees, the City may terminate negotiations and proceed with selecting another Firm(s). Proposal evaluation scoring will be based primarily on the following considerations:

- 20% Project Understanding
- 20% Project Approach
- 15% Company Background
- 15% Similar Experience
- 15% Project team
- 15% Proposed Design Schedule

## Project Limits







Created By: CDS  
 Date: 8/25/2022  
 Revised: 9/21/2022  
 Software: ArcGIS 10.8.1  
 File: TopekaCHP\_YearbyYearConstr.mxd

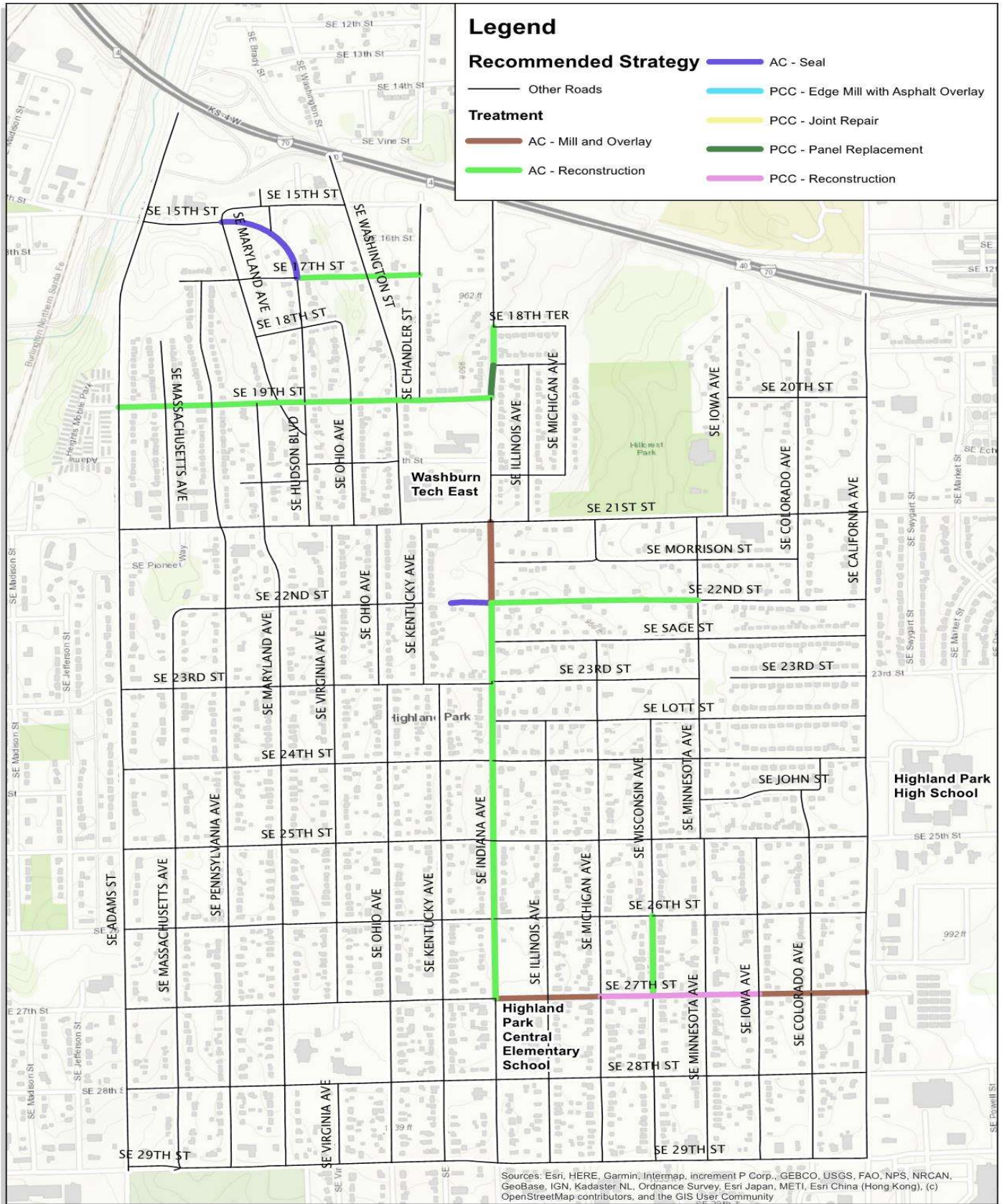
This map was prepared using information from record drawings supplied by JEO and/or other applicable city, county, federal, or public or private entities. JEO does not guarantee the accuracy of this map or the information used to prepare this map. This is not a scaled plot.

# **Work Plan** **Central Highland Park** Topeka, Kansas

0 250 500 1,000 Feet







Created By: CDS  
 Date: 8/25/2022  
 Revised:  
 Software: ArcGIS 10.8.1  
 File: TopekaCHP\_TreatmentStrat.mxd

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# **Treatment Strategy** **Central Highland Park**

Topeka, Kansas

0 255 510 1,020 Feet

