



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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Wichita, KS 67203

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Request for Proposal Proposal #06-0124b

ENGINEERING SERVICES REPLACEMENT CHILLER AND CONTROL SYSTEM SEDGWICK COUNTY WORK RELEASE 701 W. HARRY, WICHITA, KANSAS

October 27, 2006

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking a professional engineering firm to provide professional services required to plan, estimate and prepare construction documents necessary to replace the chiller and control system at Sedgwick County Work Release.

Carefully review this document. If your firm is interested in participating in this selection process commensurate with the specifications, conditions, mandatory requirements, and instructions as contained herein, submit one (1) original and two (2) copies of the entire document with any supplementary materials **NO LATER THAN 1:45 p.m. CST, November 7, 2006**. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this solicitation, at the Sedgwick County Board of Bids and Contracts meeting. Other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and the use of public facilities, the successful proposer shall understand that portions (potentially all) of their proposal (including any final contracts) will become public record after acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your firm to handle this account and **will not** be shared with any other persons not involved with the selection process.

Emily C. Dudley, A.P.P.
Purchasing Agent

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is **seeking a solution**, as described on the cover page and in the following Background Information section, **not a bid or quotation** meeting firm specifications for the lowest price. As such, **the lowest price proposed will not guarantee an award** recommendation. As defined in Charter Resolution No. 57, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

2. PROJECT BACKGROUND AND OBJECTIVES

The Sedgwick County Work Release Facility is a 20,000 sq. ft. correctional facility that operates 24/7 and consists of five (5) pods, housing a total of approximately 157 inmates. The facility is staffed by three (3) deputies at all times as well as an additional five (5) staff members between the hours of 8:00 a.m. and 5:00 p.m.

The County desires to select an Engineering firm (hereinafter referred to as "Engineer") to provide professional services required to plan, estimate and prepare construction documents necessary to replace the chiller and control system at Sedgwick County Work Release. The construction portion of this project should be scheduled for completion prior to the need for significant cooling in 2007. All work inside the building will be completed between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday; and should be scheduled in an effort to keep the inside temperatures of the building between 68 and 78 degrees.

The work to be performed in this project may be setup as two separate projects or as one (Chiller work and Control work). The combined work will provide a total replacement of the building control system and a total replacement of the chiller and condenser. Peripheral equipment such as pumps, air handlers, exhaust fans, dampers, etc. may be reused if in good operating condition, or replaced or renovated; whichever is most advantageous to County.

The following observations have been made regarding the system and its existing conditions:

- The existing cooling equipment is believed to be sized adequately, except that some areas have poor temperature control, insufficient air movement in some areas, and excessively high humidity during laundry and shower times.
- The chiller is approximately 17-years old, and is inefficient by today's standards. At least four compressors have been replaced.
- The exhaust system and/or fresh-air capabilities are believed to be inadequate.
- Two air handlers are installed in a manner making it nearly impossible to access the blower shaft and bearings for service or replacement.
- A number of tasks are needed to restore the systems to an acceptable condition. For example:
 - Pipe insulation has become wet in some locations
 - Correct fresh air / exhaust deficiencies
- Air cooled condenser is preferred over a cooling tower.
- The control system is obsolete and needs complete replacement.

The members of the successful firm should have the following expertise and experience. Because this is not meant to be a comprehensive list, please indicate in your proposal response any additional strengths your firm can provide.

- Experience in developing plans and specifications, and administering projects of similar size and nature.
- Mechanical Engineering
- Construction Cost Estimating
- Project Management

3. GENERAL SUMMARY OF WORK

Phase 1:

- Provide Construction Cost Estimates.
- Run cooling load calculations.
- Provide schematic design for the chilled water system modifications and/or equipment replacements.
- Provide schematic design for equipment selections.

Phase 2:

Mechanical/Electrical:

- Provide final construction cost estimate.
- Provide final construction documents (drawings and specifications) for the proposed scope.
- Provide two (2) inspection trips during construction with a final punch list site visit.

Controls:

- Provide a final construction cost estimate.
- Provide performance design specifications.

4. SCOPE OF WORK

Engineer shall perform professional services related to this project including: planning, engineering, preparation of specifications, project monitoring and related services. Engineer represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. Engineer will comply with the regulations, laws, ordinances, and requirements of all levels of government applicable this project. **Firms should be aware that should they be a company with both design and build capabilities, if they are awarded the design phase of this project, they will not be able to participate in the construction phase.**

The scope of work for the project shall include the following:

- Provide chilled water system modeling and determine if there are any issues with the current loop, pumping or valve system.
- Run load calculations on building and provide the correct airflows for all equipment and grilles.
- Provide performance specifications and drawing notations to demonstrate the project scope for the controls contractor.
- Provide site surveys to establish points of control.
- Specify new dampers and actuators as needed at all air handling units and fans that currently have them in their system.
- Specify new insulation at any new piping connections. Existing piping requiring repair or replacement to the insulation shall be included in the scope as an “add-alternate”.
- Provide performance specification and notations of the drawings return the smoke evacuation system into operation.
- Provide the design of the new chiller and liquid cooler. Evaluate chilled water pumps and piping to insure it is properly sized for the replacement chiller.

- Provide electrical power design to support new mechanical scope.
- At time of bidding, consult with and advise County as to the acceptability of substitute materials and equipment proposed by the prime contractor.
- Attend the pre-bid conference to encourage competent, responsive and competitive bids and to clarify any questions that may arise about the project during the bidding process.
- Provide amendments to bid documents as required.
- Design, Cost Estimates and Construction will not consider modifications of systems of additional design effort due to mold asbestos or other existing conditions. In the event that these conditions occur, the cost of the additional services to the design, cost estimating and construction will be negotiated with the successful firm.

5. SELECTION CRITERIA

The selection process will be based on the responses to this RFP. Proposals will be screened by a Review Committee. This committee may select a limited number of prospective firms for interview prior to recommending a firm for award. Criteria used for selection will include, but not be limited to: depth and breadth of planning, engineering experience, size and scope of previous projects, quality and experience of assigned personnel, etc. Proposals will be screened by a Review Committee comprised of: Purchasing and Facilities Maintenance. This committee may select a limited number of prospective firms for interview prior to recommending a firm for award. County staff will judge each response as determined by meeting the following criteria:

1. Ability to meet all Request for Proposal conditions and instructions as outlined herein.
2. Competence to perform the specified and mandatory services as reflected by technical training and education, experience in providing required services, and the qualifications and competence of persons who would be assigned to perform the services.
3. Capacity to perform the services in the required time as reflected by workload, availability of adequate personnel, equipment, and facilities.
4. Past performance with respect to cost control, quality of work, value engineering and ability to meet deadlines. This shall be determined in part by a check of references for similar projects and/or services provided for governmental entities or organizations of similar size and scope.
5. Ability to manage project expeditiously.
6. Proposing the services described herein with the most advantageous and prudent methodology and costs to the County.

NO NEGOTIATIONS, DECISIONS OR ACTIONS SHALL BE INITIATED BY ANY FIRM AS A RESULT OF ANY VERBAL DISCUSSION WITH ANY COUNTY EMPLOYEE PRIOR TO THE COMPLETION OF THE REQUEST FOR PROPOSAL PROCESS, OTHER THAN THE EMPLOYEES IDENTIFIED IN THIS DOCUMENT. SUCH ACTIVITY MAY BE CAUSE FOR DISQUALIFICATION OF CONSIDERATION FOR AWARD OF THIS PROJECT.

6. CONTRACT PERIOD & PAYMENT TERMS

The contract period with the successful firm is to begin following Board of County Commission approval of the recommended proposal and the issuing of Contract and/or Purchase Order by County. Contract will end upon completion of all work described in this document.

Payment will be remitted following receipt of monthly detailed invoice.

7. MANDATORY REQUIREMENTS

These guidelines are provided to assist participating firms in formulating a thorough response. Proposals submitted must reflect in detail their inclusion as well as the degree to which they can be provided. The successful firm shall ensure/understand that:

1. Submission of proposed total cost for services.
2. Engineer will comply with the regulations, laws, ordinances, and requirements of all levels of

- government applicable this project.
3. Firm must have been established in business for a minimum of three (3) years.
 4. The firm will work closely with County staff during all phases of the required work. Because the successful firm will be considered a key part of the project management team, a strong, positive working relationship must be maintained.
 5. The firm will identify team member(s), individual(s) who have specific hands-on experience within the last five (5) years to include but not limited to the following:
 - a. Experience in developing plans
 - b. Mechanical Engineering
 - c. Electrical Engineering
 - d. Control Network
 - e. Construction Cost Estimating
 6. The firm must provide information verifying the capacity to perform the services in the required time as reflected by workload, availability of adequate personnel, equipment, and facilities.
 7. The firm will provide a primary point of contact with one secondary point of contact for the duration of the contract.
 8. The firm will ensure timely completion of plans, specifications, and response to County staff questions.
 9. The firm will exercise due diligence while investigating existing site conditions and will explore all hidden areas, minimizing any unknown site conditions.
 10. Plans and specifications must be accurate and fully coordinated between all disciplines and be in full code compliance.
 11. The firm will provide timely execution to administrative procedures related to the project such as change order proposals, shop drawings, contractor pay requests, etc.
 12. The firm will provide timely follow-up on final inspection and punch list in a complete fashion.
 13. The firm will maintain Engineer's Errors and Omissions Insurance, and a Primary Comprehensive General Liability Policy combined single limit. Evidence of such coverage must be provided to the County at the time that responses are due.
 14. The firm shall not acquire any interest, direct or indirect, in any other professional capacity that would conflict in any manner or degree with the performance of services required to be performed under this agreement.
 15. The firm, and all sub-contractors, shall maintain professional licenses needed to perform work in Sedgwick County and the State of Kansas. A copy of each license must be provided to the County at the time that responses are due.
 16. The firm will communicate with applicable County departments to review project status, project budget, and project planning. These communications may be phone conversations, meeting at the job site during Engineer's regular inspections or as requested by Engineer.
 17. In the event fee proposals are higher than 8% of construction budget, the firm will need to be prepared to explain why in detail.

8. SEDGWICK COUNTY'S RESPONSIBILITIES

To assist the Engineer, Sedgwick County will do the following:

1. Provide to Engineer all information, as legally allowed, in possession of the County, which relates to the County's requirements for the project or which is relevant to the project.
2. Examine all studies, test results, reports, sketches, drawings, specifications, and proposals, and other documents presented/forwarded by Engineer.
3. Designate a person to act as the County's representative with respect to the work to be performed under this Agreement for each project. Such person shall have the authority to transmit instructions, receive information, interpret and define the County's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Engineer's services.
4. Pay for reproduction costs associated with the bid process for this project such as blueprinting, photocopying, photographs, printing, binding, plans, and specifications, etc.

5. Front end specifications such as bidding requirements, negotiation and bid evaluation processes shall not be included in the scope of work and will be the responsibility of the County.

9. INSURANCE COVERAGE

The Provider shall furnish a certificate of insurance naming Sedgwick County as “additional insured” in the minimum amounts as specified herein. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas. It is the responsibility of the Provider to ensure that any and all approved subcontractors meet the minimum insurance requirements.

The successful vendor shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the County before work commences. Renewal of expiring certificates shall be furnished to the County 30 days prior to expiration.

The following minimum coverage is generally required of vendors providing services:

Workers Compensation	Applicable State Statutory
Employers’ Liability	\$100,000.00
Contractor’s Liability Insurance	Form of insurance shall be by a
Comprehensive General Liability and Comprehensive Automobile Liability	
Bodily Injury	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury	
Each Person Aggregate	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability – Owned, Non-owned and Hired	
Bodily Injury Each Person	\$500,000.00
Bodily Injury Each Occurrence	

10. TENTATIVE TIME LINE

The following dates are provided for information purposes and are subject to change without notice. Contact Emily Dudley, Purchasing Department at (316) 660-7262 to confirm any/all dates.

Distribution of Request for Proposal to interested parties	_____	October 27, 2006
Clarification, Information and Questions submitted in writing by 5:00 p.m. CST	_____	November 1, 2006
Addendum Issued (if required)	_____	November 2, 2006
Sealed proposals due	_____	November 7, 2006
Evaluation Period	_____	November 7-8, 2006
Board of Bids and Contracts Recommendation	_____	November 9, 2006
Board of County Commission Award	_____	November 15, 2006

11. QUESTIONS and CLARIFICATIONS

Any questions regarding this document must be submitted in writing to both Emily Dudley at edudley@sedgwick.gov and Paul Drouhard at pdrouhar@sedgwick.gov by 5:00 p.m. (CST) November 1, 2006. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFPs/RFQs; to the right of the RFP number by 5:00 p.m. (CST) November 2, 2006. **Vendors are responsible for checking the web site and acknowledging any addendums in their response form**

12. INDEMNIFICATION

The successful contractor agrees to indemnify and hold harmless the County, its officers, employees, and agents, from and against all claims, damages, losses, and expenses arising out of the submission of your proposal and any possible subsequent limitation on the amount or type of damages, compensation or benefits payable for or by the vendor or any agent of the vendor under the Workers' Compensation Act, disability benefit acts or other employee benefits acts.

13. PROPOSAL CONDITIONS

In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. Pricing offered in the proposal document will be provided to other local governments and governments whom Sedgwick County regularly enters into agreements.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
4. Sedgwick County may award a purchase contract, based on initial offers received, without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
5. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
6. **Prices proposed may not be withdrawn for a period of 120 days following the opening of this Request for Proposal. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.**
7. Proposers MUST return one (1) original and two (2) copies of the entire document with any supplementary materials to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time clock stamp in the Purchasing Department will determine the time of receipt.
8. Envelopes/container containing Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.
9. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
10. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist Sedgwick County in analyzing your proposal.

11. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
12. After the award, if the successful vendor/supplier refuses or fails to make deliveries of the materials within the times specified in the Request for Proposal, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
13. The vendor responding to this proposal proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
14. If a response to this Request for Proposal is accepted, the responder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Proposer.
15. If a vendor is awarded a contract, Domestic (Kansas) corporations shall 1) furnish evidence of good standing in the form of a Certificate signed by the Kansas Secretary of State. Foreign (non-Kansas) corporations shall furnish evidence of authority to transact business in Kansas, in the form of a Certificate signed by the Kansas Secretary of State; and 2) a copy of the Corporation Resolution evidencing the authority to sign the Contract Documents, executed by the Corporation's Secretary or Assistant Secretary.
16. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
17. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County, and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
18. Sedgwick County reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
19. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
20. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
21. No prepayment of any kind will be made prior to implementation. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
22. The successful contractor may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations applicable.
23. The successful proposer agrees all data, records and information, which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer

agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

24. The Proposer agrees to comply with K.S.A. 44-1030, and hereby agrees that:
 - a. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
 - b. In all solicitations or advertisements for employees, he or she will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County, Kansas; and,
 - e. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
25. By submission of a response, the Proposer agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division, or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Proposers will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
26. No gifts or gratuities of any kind shall be offered to any County employee at any time.
27. The Proposer certifies that this proposal is submitted without collusion, fraud, or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open, and competitive proposing among all vendors
28. Prior to the opening of proposals, proposers may correct, modify, or withdraw their proposals. A proposer who wishes to withdraw a proposal must make the request in writing to the Purchasing Director. Any correction or modification to a proposal must be submitted in writing and in a sealed envelope clearly identifying the envelope as being a correction or modification to the proposer's proposal.

14. PROPOSAL CONTENT

**Proposal # 06-0124b
ENGINEERING SERVICES
SEDGWICK COUNTY WORK RELEASE
CHILLER AND CONTROL SYSTEM REPLACEMENT**

WE, _____, PROPOSE TO PROVIDE THE PROFESSIONAL SERVICES PER THE REQUIREMENTS OUTLINED IN THIS REQUEST FOR PROPOSAL FOR A LUMP SUM FEE OF \$ _____. ESTIMATED DATE FOR COMPLETION OF THIS WORK SHALL BE _____.

We also certify that this proposal is valid for 120 days from the day this proposal and attached information is received and filed by Sedgwick County.

NOTE: This proposed fee shall be in an amount sufficient to cover traditional reimbursable costs including but not limited to:

- a. Transportation and subsistence expenses of employees, principals and partners incurred during travel.
- b. Communication expenses such as long distance telephone, telegraph, facsimile, express or messenger charges, and postage.
- c. Specialized equipment including computers, computer time, software, printers, scanners, etc.
- d. Progress prints and in-house plots.
- e. Should not include any charges for personnel bonuses, employee training, employee morale programs, principal bonuses, general liability, auto liability, or professional liability insurance.

The following additional information must be included in the order shown below:

1. Provide a description of each firm included on the project team such as their organization, size and nature of staff, office facilities available, and a description of any special equipment such as computer aided design systems, etc.
2. Provide data on the each firm's background, expertise and qualifications, including a representative list of current projects and projects completed in the last five years, project descriptions, contract amounts, scheduling data, types of services performed, etc. Photographs would be helpful.
3. Describe specific cost savings measures, affected by your services on past projects and their magnitude.
4. Provide example how project schedules can be improved or expedited to the County's benefit.
5. Provide the name of the Project Engineer who will be the primary point of contact and include the amount of time this individual is projected to be providing these services, and related experience, specialization, professional achievements, etc.
6. Specify the length of time that primary point of contact has been licensed and include current copies of professional licenses needed to perform work in Sedgwick County and the State of Kansas.
7. Provide the name of the secondary points of contacts and the remaining project staff and include the amount of time each is projected to be providing these services, and related experience, specialization, professional achievements, etc. of these individuals. Current copies of professional licenses needed to perform work in Sedgwick County and the State of Kansas should be included for these individuals as well.
8. Provide data on past performance in maintaining project budget and schedules.
9. Describe how requested expertise and experience will be provided.
10. Describe how the firm will provide quality control over all specifications and drawings.
11. Provide 5 references of firm's past work experience. References should include company name, address, contact person, telephone number, job date, job site location, and scope of work. These references should be for those individuals familiar with your work, capability, and performance. It would be most helpful to include past contacts for services of similar size and scope.
12. Proposal to include total fees, reflecting all costs involved in the Engineers work related to this project.
13. Any additional information necessary to assist the County in evaluating your proposal may be listed here.

PROPOSAL RESPONSE SHEET
#06-00124b
ENGINEERING SERVICES
SEDGWICK COUNTY WORK RELEASE
CHILLER AND CONTROL SYSTEM REPLACEMENT

The undersigned, on behalf of the Proposer, certifies that: This offer is made without previous understanding, agreement or connection with any person, firm, or corporation making a proposal on the same project; is in all respects fair and without collusion or fraud; the person whose signature appears below is legally empowered to bind the company in whose name the proposal is entered; They have read the complete Request for Proposal and understand all provisions; if accepted by the County this proposal is guaranteed as written and amended and will be implemented as stated; and, mistakes in writing of this proposal will be your responsibility.

FIRM
NAME _____

CONTACT _____

SIGNATURE _____ TITLE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAXPAYER I.D. NUMBER _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS
EMPLOYED _____

Type of Organization (check all which apply):

Sole Proprietorship Partnership Incorporated Corporation
 Minority Business Woman-owned Small Business
 Manufacturer Distributor Retail Dealer Service

WE ACKNOWLEDGE RECEIPT OF ADDENDUMS: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/purchasing

*NO ___ DATED; _____ NO ___ DATED; _____ NO ___ DATED. _____
In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.*

Signature _____ Title _____

Firm must return all pages of this document (1 through 11) with their response.