City of Valley Falls Kansas

Request for Qualifications (RFQ)

The City of Valley Falls, Kansas is seeking Statements of Qualifications from qualified consulting firms for pre-construction engineering, design, project management, and construction engineering/inspection services for its 2026 Kansas Department of Transportation (KDOT) Transportation Alternatives (TA) Project.

Interested consulting firms must be pre-qualified by KDOT in applicable work categories, including 411 - Pedestrian and Bicycle Facility Design and 241 - Construction Inspection and Testing, as applicable to construction engineering and inspection services, and should demonstrate familiarity with the project area.

Description

KDOT Transportation Alternatives Project TE-0626-01 includes sidewalk replacement and improvements in the downtown business district; accessible sidewalks and ADA curb ramps; improvements to the pedestrian/school crossing at Oak Street and K-16 Highway; and associated grading, drainage, pavement, signing, pavement marking, traffic control, and incidental work needed for safe and accessible pedestrian facilities.

Schedule and Deadlines

Technical proposals must be received by 3:00 p.m. on November 18, 2026. Submit electronically to Wesley Lanter, City Administrator, at cityadmin@valleyfalls.org. City contact address: 417 Broadway Street, Valley Falls, KS 66088. Late submissions may not be considered. RFQ issued: October 21, 2026.

Anticipated Schedule for Subsequent Events:

Evaluation and ranking are anticipated December 2, 2026; firms will be notified December 3, 2026; and negotiations with the highest-ranked firm will begin December 16, 2026. KDOT hours approval follows consultant selection, and the Three-Party PE Agreement follows KDOT approval. KDOT will issue the Notice to Proceed after the agreement is fully executed and applicable funding is obligated. No PE/design services may begin before the City and consultant receive KDOT's Notice to Proceed.

Request for Proposal (Technical)

The selected consultant will provide Preliminary Engineering (PE)/Design and Project Management services, including City/KDOT coordination, surveying, preliminary and final design, Field Check through final plans and PS&E, ADA accessibility design, utility and permit coordination, right-of-way and temporary easement coordination if required, cost estimates, plans, specifications, bid quantities, meetings, and assistance through KDOT letting. Qualifications are also requested for Construction Engineering (CE)/Construction Inspection services, including inspection, construction documentation, materials testing, quantity measurement, contractor coordination, construction administration, change orders, KDOT compliance, and closeout. Retention for construction-phase services is subject to KDOT approval and applicable agreements.

Evaluation Factors

Proposals will be ranked by qualifications using these factors and weights: ability to perform within the required schedule, 15 points; past performance, 15 points; qualifications and training of proposed staff, 15 points; similar project experience and knowledge of KDOT procedures, 20 points; staff and resource availability and commitment, 15 points; familiarity with the project area and City of Valley Falls, 10 points; and accessibility and responsiveness, 10 points. Total possible score: 100 points. The City may form a Preliminary Review Committee to develop a short list if necessary.

The highest-ranked firm will be invited to negotiate with the City. If agreement cannot be reached on a satisfactory scope of services and a fair and reasonable number of hours, the City will terminate negotiations and begin negotiations with the next highest-ranked firm.

Contract Terms and Conditions

This is a KDOT-funded project. A standard three-party agreement among the City, selected consultant, and KDOT will be used for participating professional services. The consultant must comply with applicable KDOT requirements, certifications, and contract attachments. The City and consultant will complete KDOT's hours approval process before negotiating costs and executing the Three-Party PE Services Agreement. Services performed before KDOT's Notice to Proceed may not be eligible for reimbursement.

Instructions for Technical Proposal

No costs or proposed fees shall be included in the technical proposal.

The main text shall not exceed six (6) pages, including cover sheets and indexes. Proposals should address:

- Project manager/engineer in charge and qualifications and experience of key personnel;
- Similar TA, pedestrian, sidewalk, ADA, and KDOT project experience; KDOT Bureau of Local Projects procedures; pedestrian/bicycle design and CE/inspection experience, as applicable;
- Project approach, ability to meet the anticipated schedule, staff and resource availability, and familiarity with Valley Falls and the project area;
- Cost-effective or cost-reduction practices; and proposed subconsultants and their services.

All proposed subconsultants shall meet applicable KDOT qualification and documentation requirements.

Questions should be directed to Wesley Lanter, City Administrator, City of Valley Falls, 417 Broadway Street, Valley Falls, KS 66088; email: cityadmin@valleyfalls.org. The City reserves the right to reject any or all submissions, waive minor irregularities, request additional information, and take action in the City's best interest consistent with applicable KDOT requirements.