

## REQUEST FOR QUALIFICATIONS

Allen County is soliciting your interest in submitting a Request for Qualifications for engineering services related to industrial park improvements at Allen County Airport. The County will fund this project with a combination of Building A Stronger Economy (BASE) grant funding through the Kansas Department of Commerce and matching funds.

### Qualification Statement

No more than three pages (Additional attachments of no more than 3 pages are allowed) in length:

1. *Specialized experience and technical competence.*
2. *History and capabilities of the firm.*
3. *Scope of work to be performed and time frame.*
4. *Firm's proximity to and familiarity to the area.*
5. *Familiarity and experience with funding agency*
6. *References.*

These are the basic services required of the engineer.

### Preliminary Phase

This phase involves those activities required for defining the scope of the project and establishing preliminary requirements. Examples of activities within this phase of the project include:

1. Conferring with the Airport Planning Committee on project requirements, financing, schedules of the project, and other pertinent matters.
2. Assistance with Industrial Park Platting to include zoning, preliminary, and final plat requirements.

### Design Phase

This phase includes all activities required to undertake and accomplish a full and completed project design. Examples include:

1. Collecting engineering data, undertaking field investigations, and surveys.
2. Preparing necessary working drawings and specifications.
3. Preparing detail cost estimates.
4. Printing and providing necessary copies of drawings and specifications.
5. Submitting final plans and specifications to the owner and all regulatory agencies for final approval.

### Bidding Phase

These activities are sometimes considered as part of the construction phase. They involve advertising and securing bids, analyzing bid results, furnishing recommendations on the award of contracts, and helping prepare contract documents.

## Construction Phase

This phase includes all basic services rendered after the award of a construction contract, including (but not limited to) the following activities:

1. Providing consultation and advice to the Airport Planning Committee during all phases of construction.
2. Scheduling and overseeing pre-construction conference.
3. Inspecting work in progress periodically and providing appropriate reports to the Airport Planning Committee.
4. Reviewing and approving drawings submitted by contractors for compliance with design concept.
5. Observing or reviewing performance tests required by specifications.
6. Making final inspection and submitting a report of the completed project to the Airport Planning Committee.

The envelope should be clearly marked “Engineering Qualifications / Allen County Airport” on the outside. The Airport Planning Committee requests that the three (3) copies be mailed to Thrive Allen County, c/o Jonathon Goering, 9 S Jefferson Ave, Iola, KS 66749. A personal interview may be requested by the Airport Planning Committee to be held during the selection processes. The engineer will be selected at the Allen County Commission meeting. The Airport Planning Committee will complete its rating and select an engineer.

Firms not responding with a proposal on or before **May 27, 2022, 5:00 p.m.** will not be considered for the project. The Airport Planning Committee reserves the right to reject any or all proposals.

Sincerely,

Jerry Daniels  
Chairman, Allen County Commission