



Request for Proposal

Professional Consulting Services for North Lawrence Comprehensive Corridor Plan – MS1-00050.

Project # **MS1-00050**

RFP # **25000xx**

RFP SECTION	NAME	PAGE NUMBER
Section 1	Overview & Objectives	Page 2
Section 2	Scope of Work	Page 5
Section 3	Proposal Format & Instructions	Page 10
Section 4	Description of Proposal Forms	Page 11
Section 5	Evaluation Process	Page 15
Section 6	Pre-Award Clarification Phase	Page 17
Attachment 1	Required Proposal Forms	Separate File

All RFP documents are electronically available at: www.lawrenceks.org/ebid

SECTION 1

Overview & Objectives

1.1 OVERVIEW

The City of Lawrence, Kansas is seeking qualified firms/individuals (“Consultant”) to prepare Economic Feasibility services, Market Analysis and/or Implementation Plans, and integrate existing infrastructure plans and land use plans related to the development of a North Lawrence Comprehensive Corridor Plan.

The selected Consultant will conduct a community engagement process as part of the development of the Plan.

The Study may be used for the project funding efforts and/or meet the legal requirements for the creation of potential tax increment financing or other similar district(s) within the City of Lawrence, Kansas for redevelopment activities on an as-needed basis.

The project will also require an ongoing community engagement process to understand needs, develop a shared vision, establish project goals and objectives, and cultivate support and consensus for the recommended improvements and vision.

The City has budgeted \$400,000 in FY 2025 and \$275,000 in FY 2026 for professional services consulting of the North Lawrence Comprehensive Corridor Plan in the adopted 2025-2029 Capital Improvement Plan (CIP) under project MS1-00050. The total project budget includes all professional services.

1.2 PROCUREMENT SCHEDULE

The City will make every effort to adhere to the schedule below. However, the City reserves the right to modify these activities and dates at any time. Note: all times are in the local Central time zone.

ACTIVITY	DATE & TIME (Central Time Zone)
RFP Issued	January 15, 2025
Pre-Proposal Meeting	February 4, 2025 (3:00 -4:30 pm)
Deadline to Submit Questions / Inquiries	February 14, 2025 (12 pm)
Answers to Questions Posted as Addenda	By February 20, 2025
Proposal Due Date and Time	March 4, 2025 3:30 pm
Interviews (shortlisted Consultants only)	Week of March 31, 2025
Notification of Selection	Month Day, 2025
Clarification Period	Month Day, 2025
City Commission Approval of Contract	Month Day, 2025

1.3 PROCUREMENT POINT OF CONTACT

The City's Purchasing Department will serve as the Point of Contact for this procurement. All inquiries, concerns, questions, and clarifications regarding this RFP must be directed to the Point of Contact by submitting questions via email to Purchasing@lawrenceks.org.

Consultants must not attempt to contact any other members of the City's project team. Violation of this directive may result, at the City's discretion, in the Consultants' submission being removed from the evaluation process.

1.4 FULL ACCESS TO ALL RFP DOCUMENTS:

All RFP documents are electronically available on www.lawrenceks.org/ebid

Printed copies of the RFP documents may be obtained from Drexel Technologies at www.drexeltech.com.

Additionally, RFP Documents may be downloaded electronically, picked up on CD, or viewed in person during normal business hours at Drexel Technologies, 10840 West 86th Street, Lenexa, KS 66214-1632. See the Drexel Technologies website for pricing. All purchases are non-refundable. Drexel Technologies can be contacted by phone at (913) 371-4430 or electronically at www.drexeltech.com. RFP Documents will be shipped only if the requesting party assumes responsibility for all related shipping charges. Corporate, certified, or cashier's checks shall be made payable to Drexel Technologies.

1.5 PRE-PROPOSAL MEETING

A non-mandatory Pre-Proposal meeting will be conducted to provide an overview of the scope and associated procurement process. Consultants are strongly encouraged to **send lead members of their project team that would be assigned to the project if awarded** (in addition to, or in lieu of, business development or sales personnel).

The Pre-Proposal meeting will be held both in person and online via Microsoft Teams (location and meeting link are listed below). The City will take notes during the meeting and issue formal responses via Addenda as described in Section 1.8 below:

▪ Meeting Time: **Tuesday, February 4, 2025**
3:30 pm – 4:30 pm Central Time

▪ Meeting Location:
▪ Online Meeting link:
Password:

1. INQUIRIES, CLARIFICATIONS, QUESTIONS

All questions and clarifications regarding this RFP should be submitted via email and directed to the city's purchasing department at purchasing@lawrenceks.org by the deadline listed in the procurement schedule. All questions will receive an official written response from the City and will become addenda to the RFP. The only official position of the City is that which is stated in writing and issued in the RFP as addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response/ statement, and such communications may not be relied upon.

2. ADDENDA

The City may amend the RFP and/or provide clarifying information by issuance of written addenda. All addenda issued prior to the Proposal Due Date will become part of this RFP and will be deemed to have been considered by the Consultant in its Proposal. It is the responsibility of the Consultant to ensure all addenda were received. Consultants are responsible for obtaining all addenda issued by the City.

SECTION 2

Scope of Work

2.1 PROJECT BUDGET

The City has budgeted \$400,000 in FY 2025 and \$275,000 in FY 2026 for professional services consulting of the North Lawrence Comprehensive Corridor Plan in the adopted 2025-2029 Capital Improvement Plan (CIP) under project MS1-00050. The total project budget includes all professional services.

2.2 PROJECT SCHEDULE

The following is the anticipated duration for the project’s milestones:

Activities	Timeline
	2025
	2026
	2027/2028

2.3 SCOPE OF WORK

The City of Lawrence, Kansas is seeking qualified firms/individuals (“Consultant”) to prepare Economic Feasibility services, Market Analysis and/or Implementation Plans, and integrate existing infrastructure plans and update land use plans related to the development of a North Lawrence Comprehensive Corridor Plan. The selected Consultant will conduct a community engagement process as part of the development of the Plan. The Study may be used for the project funding efforts and/or meet the legal requirements for the creation of potential tax increment financing or other similar district(s) within the City of Lawrence, Kansas for redevelopment activities on an as-needed basis. The project will also require an ongoing community engagement process to understand needs, develop a shared vision, establish project goals and objectives, and cultivate support and consensus for the recommended improvements and vision.

The selected firm will work closely with our leadership team to:

- Assess and compare our current capacity in the areas of land use and transportation of the North Lawrence Corridor and its potential
- Evaluate community support in the proposed project
- Identify key stakeholders and potential major funding sources
- Provide strategic recommendations and timelines to maximize our success

The study should result in a detailed report that includes:

- An assessment of our current situation
- Analysis of our potential funding capacity
- Recommendations for project strategies and structure
- A realistic financing goal based on findings
- A proposed project budget and timeline
- Specific action items for sequenced implementation

We are looking for a partner with extensive experience in local government planning studies and market/feasibility studies, particularly in the infill and redevelopment field. The ideal consultant will bring fresh insights, a rigorous methodology, and a track record of successful corridor redevelopment launches following their studies.

This feasibility study is a crucial step in our strategic planning process, and will inform our decision-making regarding capital investments, infrastructure and environmental improvements, and land use updates.

CURRENT SITUATION AND ISSUES TO STUDY

Identified in Plan 2040 and the Downtown Lawrence Plan, the activation of the Kansas River waterfront and enhanced gateways along our major corridors have been identified as an amenity for the surrounding neighborhoods and Downtown Lawrence. North 2nd Street is the primary gateway for many people to Lawrence, either via the Lawrence Regional Airport, I-70, or U.S. Highway 24/40. Because of this importance and prominence in our community, this North Lawrence Comprehensive Corridor study would evaluate land use opportunities to strengthen connection to the Kansas River and enhance a variety of modes of transportation between the airport and downtown along this corridor, which affect adjacent neighborhoods, commercial centers, potential industrial growth, open/recreation space, and provide guidance on transportation network connections improving accessible, sustainable methods for safe movement.

The study would also look at future improvements at the Union Pacific underpass and other at-grade railroad crossings in North Lawrence. This location contains a variety of land uses and various forms of transportation. Since the interrelation of transportation and land use planning is critical as the design of one directly affects the other, this work would also study surrounding land uses to provide guidance and identify opportunities and reflect options to enhance the corridor to accommodate the needs of owners within it as well as the adjacent neighborhoods and areas. It would study future possible bridge alignments over the Kansas River to prepare for replacement of aging existing infrastructure. The North 2nd Street corridor is part of the draft High Injury Network for the Vision Zero Safety Action Plan, where citywide 65% of fatal and serious injury crashes have occurred on just 6.5% of Lawrence's roadways. The study would also seek to evaluate options to address these roadway hazards.

The corridor and surrounding area contain a wide variety of stakeholders and is one of the most critical nexus points for a wide range of various transportation and infrastructure assets, including those maintained and operated by Union Pacific and BNSF Railways, Kansas Department of Transportation, the City of Lawrence, the Lawrence Loop, Bowersock Hydropower plant and dam, and the U.S. Army Corps of Engineers levee system maintained by the City of Lawrence.

The project includes an evaluation within the context of economic development and the potential for new development. This analysis seeks an understanding of current market conditions compared to the potential created by a change in the use of land in the corridor. The City seeks to understand how that change would result in enhanced economic activity and the market analysis results. The City seeks to utilize this analysis in potentially pursuing various economic development tools, financing mechanisms, creation of special taxing districts, and to give support to requests for federal funds.

IDENTIFIED ISSUES TO STUDY

Ensure the plan creates a gateway into City of Lawrence and connectivity to downtown to integrate with the Downtown Plan.

- Elevate Multimodal Transportation connectivity and safety within the corridor
- Develop design standards and specifications for the corridor including the river in relation to transit-oriented development that will engage with river and river levees. Seek to create a sense of place.
- Infrastructure – Evaluate how the City would upgrade infrastructure utilizing existing studies available from the City of Lawrence. This includes all utilities and facilities, including non-city owned utilities.

- Airport and surrounding land use – Ensure coordination with the Airport Master Plan being completed in 2025.
- Review and consider Lawrence/Douglas County Northeast Sector Plan
- Assess railroad conflicts and barriers specifically considering improvements at the Union Pacific underpass and at-grade crossings (Quiet Zone) as well as barriers for development west of the junction of US 59 and US 24/40. Additionally, look at the interaction of the BNSF Railroad and the Kansas River access from Tennessee to New York Avenues.
- Brownfields and/or environmental contamination – Evaluate environmental contamination and risk in the corridor study area.
- Environmental Best practices –nature-based solutions, flooding and impacts of climate change, placemaking, urban heat island reduction and wildlife preservation
- Stormwater review is complete for this watershed and incorporate this into the planning for the corridor. Look at the Kansas Department of Agriculture modeling with PEC. Website to be completed 1/25
- Include in the evaluation the Five Sustainability Principles of City of Lawrence, including EV readiness.
- Historic Preservation –work with existing development to ensure preservation of existing potential historic properties and assets.

2.4 Anticipated Services to be Provided

The team must be able to identify and provide coordinated recommendations to address the relevant issues within the North Lawrence study area. The selected consultant team will be responsible for the following project tasks:

1. Engage: Community Engagement and Ownership: The project will require a robust and ongoing public involvement process to understand needs, develop a shared vision, establish project goals and objectives, and cultivate support and consensus for the recommended improvements and vision. The consultant will develop an outreach strategy that incorporates a plan for meaningful public participation both in person and online at the IAP2 Collaborate Level.
 - a. As part of community engagement, the selected Consultant Team will provide support and key personnel for the collaborative community engagement process with the community and stakeholders.
 - b. The consultant will conduct outreach activities with local community stakeholders and residents to gather input to inform recommendations. These activities can include but are not limited to visioning workshops to identify community goals, visual preference surveys, walking/bus tours of the area, participation in local events/fairs, and charrette exercises to develop recommendations.
 - c. The consultant and community partner(s) will lead targeted engagement of stakeholders, such as property owners, business owners, community organizations, coalitions, elected officials, impacted City departments and other public entities and community development entities, through a series of interviews and focus groups.
 - d. The consultant will provide content for a project webpage hosted by the city to share meeting information and materials with the public, act as a repository for all public-facing project materials.
2. Discover- Existing Conditions:

- a. Understand and coordinate with current and future planning processes or activities that directly and indirectly impact the corridor.
- b. Utilize City’s existing infrastructure plans to inform understanding and to not reinvent the wheel.
 - i. Proposals shall be in consideration and coordination of existing plans
 - 1. Plan 2040
assets.lawrenceks.org/pds/planning/plan-2040/Plan-2040.pdf
[Comprehensive Plan 2040 Maps](#)
 - 2. Northeast Sector Plan
[Northeast Sector Plan](#)
 - 3. Climate Action and Adaptation Plan
[Climate Action and Adaptation Plan | Douglas County KS](#)
 - 4. Transportation 2050
[Transportation 2050 - Lawrence - Douglas County](#)
 - 5. Downtown Lawrence Plan
[Downtown Plan - City of Lawrence, Kansas](#)
 - 6. Lawrence Bikes Plan
[Lawrence Bike Plan – City of Lawrence, Kansas](#)
[Lawrence Bike Plan Update - City of Lawrence, Kansas](#)
 - 7. Lawrence Pedestrian Plan
[Pedestrian Planning - City of Lawrence, Kansas](#)
 - 8. Lawrence Safe Routes to School Plan
[Safe Routes to School - City of Lawrence, Kansas](#)
 - 9. Vision Zero Action Plan
Vision Zero Action Plan - [Lawrence, Eudora & Baldwin City](#)
 - 10. City of Lawrence Water Master Plan
[2012 Water Master Plan](#)
 - 11. City of Lawrence Wastewater Master Plan
[2012 Wastewater Master Plan](#)
 - 12. City of Lawrence Stormwater Master Plan
[Stormwater-Management-Master-Plan-1996.pdf](#)
 - 13. 2018 Lawrence Housing Market Analysis
[City of Lawrence Housing Market Analysis](#)
 - 14. North Lawrence Drainage
[2005 North Lawrence Drainage Study](#)
 - 15. Lawrence Economic Development Strategic Plan
[Economic Development Strategic Plan - City of Lawrence, Kansas](#)
 - 16. City of Lawrence’s Five Sustainability Principles
[Consider adopting five principles related to sustainability recommended by the Sustainability Advisory Board.](#)
 - 17. City of Lawrence Airport Master Plan
assets.lawrenceks.org/airport/pdf/Lawrence-airport-Master-Plan-Final.pdf
- 3. Market Analysis, Economic Feasibility, Land Use and Zoning: The study should be designed to utilize the information from the community meetings and create multiple site development scenarios and a baseline understanding of the economics associated with these development scenarios. The scenarios will highlight

the potential tradeoffs between development and community objectives provided in the community engagement process and any additional community input.

- a. Conduct an Economic Feasibility Study by gathering inputs for financial modeling of development scenarios including land sale comps by use (e.g. residential, retail, office, industrial, hospitality), rents, vacancy, pipeline (planned projects by use), absorption rates, leakage, meeting with members of the development community to understand the risk profile.
 - b. Collect and analyze existing geospatial and transportation data.
 - c. Work with major community partners, including universities, endowment, and large employers. Identify key private sector partners with whom to engage and partner.
 - d. Determine a potential project's return on investment, and need, if any, gap financing or other financial assistance and the terms of that assistance.
 - e. Prepare prototype operating statements for possible projects in redevelopment areas, and the determination of need for assistance.
 - f. Estimate future property values and tax increments generated by proposed developments, expected tax increment financing payback, etc.
4. Plan and Refine:
- a. Develop a vision for the corridor with supporting strategies for Economic Development, Multimodal Connectivity and Safety.
 - b. Develop and narrow concepts for the plan document based on community engagement process findings.
 - c. Evaluate a full range of financing sources for the Corridor (e.g., tax increment financing, local improvement districts, developer reimbursement agreements for both public infrastructure and public space, payment in lieu of taxes and other participation avenues for governmental partners), and defining roles for the City, project stakeholders, and the private sector.
 - d. Identify low hanging fruit and prioritize efforts to successfully implement the vision.
5. Implementation:
- a. Compile findings and prioritize implementation actions with consideration to identify opportunities for alternative project delivery to expedite priority projects, seek federal funding, and/or achieve selected development scenarios.
 - b. Concept refinement to support federal grants. Phased approach to achieve implementation.
 - c. Develop strategies for property acquisition and disposition options, improvement projects to stimulate property sales/development.

SECTION 3

Proposal Format & Instructions

3.1 ADHERENCE TO REQUIREMENTS

Consultants must use the Proposal Forms provided in Attachment 1 of this RFP. Consultants must not recreate these Proposal Forms nor edit the format structure of the Proposal Forms. Any proposal that does not adhere to the requirements of each Proposal Form may receive a “0” score for the particular Proposal Form or the entire response may be deemed non-responsive and rejected. The City reserves the right to waive minor deviations.

3.2 SUBMISSION METHOD

Proposals may be submitted online as TWO (2) PDF documents – FORMS 1-7; FEE AND ASSUMPTIONS FORM 8 - using the City’s portal: www.lawrenceks.org/ebid

Email submissions will NOT be accepted. Proposals must be received by the closing date and time. All Proposals must be clearly marked with the RFP number.

3.3 PROPOSAL FORMAT

Consultants must follow the formatting requirements noted in this section for each of the forms.

- **Format:** Unless otherwise specified, the form must be submitted on standard 8½”x11” page size and must use the given font with a minimum font size of 11 or greater.
- **Page Limits:** Consultants **must not** exceed the maximum page limits listed below. The page limit applies to a single side of a page only (for example, ‘1 page’ implies a single side of a piece of paper).

Form	Evaluation Criteria	Requirements/Page Maximums
1	Signature Sheet	Use Form
2	Project Team	Use Form
3	List of Sub-Consultants	Use Form
4	Execution Methodology	5 pages
5	Controllable & Non-Controllable Risks	8 pages
6	Value Assessment	2 pages
7	Narratives of Related Experience	12 pages
8	Fee and Assumptions	Use Form

SECTION 4

Description of Proposal Forms & Interviews

4.1 PROPOSAL FORM 1: SIGNATURE SHEET

The prime consultant's name must be fully stated. The form must provide the contact information for the lead proposal manager and the lead executive. The proposal must be dated and signed by an officer or agent duly authorized to execute contracts for the Consultant.

4.2 PROPOSAL FORM 2: PROJECT TEAM

Please identify the names of the project team members listed below. Note that these job titles are generic and may not accurately reflect the specific job titles of the individuals within each Consultant. These project team members listed below only refer to the project team individuals that will be evaluated as part of the response assessment process. Consultants are expected to coordinate a full team of all technical disciplines necessary to execute the project's Scope of Work.

- Project Manager: day-to-day lead point of contact for the Consultant's efforts, responsible for executing services across the team, including planning, strategy & scheduling, assessment of current conditions and challenges, assessment of innovative solutions, developing comprehensive reports, sub-consultant selections, and meeting the project's objectives and client expectations. etc. Note: this is not the project sponsor, principal, executive leader, etc.
- Economic Feasibility Expert: responsible for comprehensive evaluation of the project's financial implications based on market research, cost projections, and revenue estimations.
- Land Use Expert: responsible for analyzing land suitability for development and compliance with local, state, and federal guidelines. Role may include expertise in environmental impact assessments.
- Transportation/Infrastructure Planning Expert: responsible for implementation strategy for proposed multimodal transportation and infrastructure improvements
- Community Engagement Lead: responsible for leading community engagement throughout project
- Subject Matter Expert: The Consultant may identify an additional lead project team member.

Following the contract award, the City expects these project team roles to act as the lead individuals responsible for the roles identified above. The term "lead individual" is defined as the person who will devote the greatest time allocation to completing the day-to-day tasks, activities, and requirements associated with each role. In other words, the "lead individuals" are expected to devote the greatest time commitment at the operational level (rather than an executive, partner, or other leadership staff that will be less directly involved in day-to-day operations).

These project team roles must not be removed or replaced without prior written approval by the City. Consultants should submit questions by the deadline should they feel that the above-listed individuals do not optimally represent the key roles and/or distinct technical competencies required for this RFP.

The form has a list of time options for the project team interviews as explained in section 4.5. The consultant must rank their preference based on their team availability (1st choice to least choice)

4.3 PROPOSAL FORM 3: LIST OF SUB-CONSULTANTS

Consultants must list the sub-consultants proposed as part of their project team. If no sub-consultants are proposed, this Form may be left blank.

4.4 PROPOSAL FORM 4: EXECUTION METHODOLOGY

The purpose of the Execution Methodology is to establish a brief chronological roadmap of how Consultants plan to deliver the project's Scope of Work. The Execution Methodology must include a description of major milestones, activities, and deliverables along with associated sequencing, approximate schedules/ durations, and means and methods being proposed.

An Execution Methodology template is provided as a form and must be used by all Consultants. Consultants are **NOT** allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.).

The Execution Methodology must **NOT** exceed 5 pages (front side of the page only).

Proposals that fail to meet the above formatting requirements may be removed from the evaluation process and given a score of zero. The City also reserves the right, in its sole discretion, to redact portions of the submission to remove non-compliant information. The Execution Methodology will become part of the final contract for the selected Consultant.

4.5 PROPOSAL FORM 5: CONTROLLABLE & NON-CONTROLLABLE RISKS

The Risk Assessment contains two sections: Assessment of Controllable Risks and Assessment of Noncontrollable Risks. The Risk Assessment must NOT exceed 8 pages (front side of page only) (4 pages for Controllable Risks and 4 pages for Non-Controllable Risks).

- Assessment of Controllable Risks: Consultants must identify specific aspects of the Scope that they deem to be most critical for achieving a successful project outcome. In addition to identifying these aspects, Consultants must describe their planned action steps for achieving a successful outcome, including the specific operational approaches that will be employed to do so. In other words, these aspects can be thought of as technical risks that Consultants are able to minimize based upon their technical expertise and experience. Controllable risks should be listed in order of priority.
- Assessment of Non-Controllable Risks: Consultants must identify the risk items that have potential to impact the project cost, schedule, scope, and/or quality. Emphasis should be placed on risk items that are non-controllable by the Consultant, which may include, but are not limited to, risks caused by the Department, the Department's agents/ partners/ consultants/ representatives, third party stakeholders and authorities having jurisdiction (AHJs), concealed conditions, market conditions, and/or other unforeseen events that may impact the project. In addition to identifying non-controllable risk items, Consultants are required to utilize their expertise to (a) identify the step-by-step action steps they will take to prevent each risk from impacting the project, (b) define the potential impacts to the project if the risk does occur, and (c) recommend a response plan if the risk does occur. Non-controllable risks should be listed in order of priority.

The Controllable & Non-Controllable Risks must **NOT** exceed 8 pages (front side of the page only).

4.6 PROPOSAL FORM 6: VALUE ASSESSMENT

Consultants shall identify options that are alternate to the base Scope of Work. The Value Assessment is intended to allow Consultants to differentiate themselves based upon their expertise and ability to identify opportunities to improve project outcomes for the Department. Value Assessment items may include, but are not limited to, the following: scope additions, scope reductions, and/or scope alternates. Value Assessment items should be listed in order of priority.

During development of the contract scope of work, the City will determine whether each Value Assessment item from the selected Consultant will be accepted or rejected. The Value Assessment must NOT exceed 2 pages (front side of page only).

The Alternatives and Differentiators must **NOT** exceed 2 pages (front side of the page only).

4.7 PROPOSAL FORM 7: NARRATIVES OF RELATED EXPERIENCE

Consultants shall describe their team's experience delivering projects of similar scope. The City is most interested in brief narratives of the operational approaches, means and methods, and execution strategies directly performed by Consultants on related projects. The Department is also interested in specific challenges the Consultant team encountered on related projects and how these challenges were addressed/overcome.

Each Consultant is encouraged to submit a maximum of three (3) Narratives of Related Experience. As indicated in Proposal Form 7, each narrative is limited to three (3) pages (front side only) and a single (1) additional page of visual representations.

The narratives must address the following components:

- Project Information: Name, Client/Owner, Current Status, Approximate Duration, Approximate Budget, Other Project Information
- Narrative: brief case study including a description of the project objectives and results
- Visual representation: in addition to the narrative, 1 page of visual representations (photographs, public relations materials, etc.) are requested.

4.8 PROPOSAL FORM 8: FEE PROPOSAL AND ASSUMPTIONS

Consultants shall provide their Fee Proposal in the form of a current Hourly Rate Schedule as indicated in the Form. This form shall be submitted as a separate file from the remaining forms and will only be viewed AFTER the evaluation process has been completed.

Consultants shall identify any assumptions that were made when preparing their proposal response. This may include, but is not limited to, items that are considered to be "in" or "out" of scope, assumptions of the City's existing environment and capabilities, tasks/resources the Department will be requested to provide, etc. This Form will NOT be evaluated. It will only be viewed AFTER the evaluation process has been completed and the selected Consultant is notified.

4.9 INTERVIEWS

- The City will conduct interviews with each short-listed Consultant. The interviews will be limited to the project team roles listed in Proposal Form 2: Project Team (and referenced in Section 4.2 above). No other individuals will be allowed to participate in the Interviews without prior approval from the City. The City may also request to interview additional personnel at their sole discretion.

- Interviews will consist of a consultant team presentation followed by questions from the City evaluation team. The interviews will last approximately 2 hours. The purpose of the interview process is to identify highly qualified project team members.
- In-person interviews are the City's preference, although virtual interviews due to special circumstances may be considered at the sole discretion of the City (please notify the City with as much advance notice as possible).
- The interviews are scheduled at .

SECTION 5

EVALUATION PROCEDURES

5.1 EVALUATION WEIGHTS

Consultants will be evaluated based on the weights shown in the table below.

Evaluation Criteria	Reference	Points
Execution Methodology	Proposal Form 4	30
Controllable & Non-Controllable Risks	Proposal Form 5	10
Alternatives and Differentiators	Proposal Form 6	10
Narratives of Related Project Experience	Proposal Form 7	20
Interviews	Section 4.9	30
Total		100

5.2 EVALUATION PROCEDURES

The evaluation process will adhere to the following stages:

- 1. Compliance Review:** The City’s Purchasing Department will review all proposals for compliance with the required Proposal Forms and formatting instructions.
- 2. Proposal Evaluations:** The Evaluation Committee members will individually review the proposal forms and return their scores to the Purchasing Department. Once the evaluations are complete, the Purchasing Department will compile an Evaluation Matrix with these scores. Neither the fee nor the total evaluation scores will be shared with the Evaluation Committee until after the Interviews are scored in Stage 3 below. The City will shortlist (if necessary) based on the evaluation results for Proposal Forms 4 through 7. The City intends to interview the top 3 rated Consultants; however, the City reserves the right to short-list additional Consultants.
- 3. Interviews:** The Project Team from each short-listed Consultant will be invited to participate in Interviews as described in Section 4.9. The same Evaluation Committee will individually score the Interviews. At the conclusion of the Interviews, the City’s Purchasing Department will rank the Consultants based on all criteria listed in Section 5.1. The full Evaluation Matrix and all proposal forms will be revealed to the Evaluation Committee.
- 4. Pre-Award Clarification:** The top-ranked Consultant will work with the city invited into the Pre-Award Clarification Phase described in Section 6.

5.3 EVALUATION COMMITTEE

The evaluation Committee is expected to contain up to seven (7) City employees with knowledge of this project. However, members of the Evaluation Committee may or may not have specific technical expertise for all aspects of the project; therefore, it is important that the Consultants submit clear and concise proposals that avoid overly technical jargon (as much as possible).

The City may also have non-evaluation committee members attend the Interviews as ‘observers’. Observers will not directly score any of the Consultants but may provide general feedback, comments, and observations to the Evaluation Committee for their consideration.

5.4 EVALUATION SCALE

Proposal Forms 4 to 7 and the Interviews will be scored on the scale defined below.

Score	Definition
10 =	The Proposal Form or Interview is excellent , the content exceeds the City’s expectations
7 =	The Proposal Form or Interview is very good , the content fully meets the City’s expectation
5 =	The Proposal Form or Interview is good , while the content meets the City’s expectation, there is room for some improvement
3 =	The Proposal Form or Interview is marginal , the content partly meets the City’s expectation
0 =	The Proposal Form or Interview is poor , the content does not meet the City’s expectation

Proposal Form 8 will not be evaluated but will later be referenced in the pre-award phase.

SECTION 6 PRE-AWARD CLARIFICATION PHASE

6.1 OVERVIEW OF PRE-AWARD CLARIFICATION PHASE

The Pre-Award Clarification will occur prior to contract signature solely with the top-ranked Consultant. The intent is to allow the top-ranked Consultant an opportunity to clarify their proposal and plan the project

approach in greater detail.

6.2 DURATION OF THE PRE-AWARD CLARIFICATION PHASE

Pre-Award Clarification runs concurrently with typical contract review and negotiation activities. Pre-Award Clarification is scheduled for approximately 2 weeks in duration. However, the City is prepared to take longer if the project team determines it is in the best interest of the project.

6.3 DELIVERABLES OF THE PRE-AWARD CLARIFICATION PHASE

The top-ranked Consultant will be required to prepare a Scope of Work Document that will be included in the contract documents. The format of the Clarification Document is typically an MS Word document with the following sections, made up of short paragraphs and bullet points. The Scope of Work should contain (at a minimum) the following deliverables:

- Provide a detailed execution methodology, including the specific means and methods that will be utilized to deliver critical aspects of the project.
- Project schedule that lists the major activities, decisions, meetings, and key milestones for the project.
- Identify what is included and excluded in the scope of work.
- Clarify questions and concerns identified by the city.
- Clarify the Fee Proposal
 - Provide a detailed cost breakdown (major areas, phases, components, etc.)
 - Clarify any 'big-ticket' items.
 - Ensure the cost is inclusive of all scope requirements.
 - Clarify any scope alternative options.

6.4 Negotiation & Contract Alignment

The City reserves the right to negotiate with the top-ranked Consultant during the Clarification Period. This may include, but is not limited to, modifying the scope of the service (time, cost, quality, expectations, etc.) Any negotiations will not constitute a legally binding offer to enter into a contract on the part of the City or the Consultant. In parallel with Pre-Award Clarification, the Consultant and the City (along with their respective legal teams) will concurrently advance the traditional contracting efforts. This includes reviews of the contract, insurance, bonding, and other financial documentation necessary to reach a contractual agreement.

6.5 Notification of Intent to Contract

No action of the City other than a written notice from the City to the Consultant, advising acceptance of the proposal and the City's intent to enter into an Agreement, shall constitute acceptance of the proposal.

6.6 Failure to Enter into an Agreement

At any time during the Clarification Period, if the City is not satisfied with the progress being made by the invited Consultant, the City may terminate the Pre-Award Clarification Period activities and then commence or resume a new Clarification Period with the next highest-rated Consultant. The City shall not be responsible for any costs or expenses incurred by the Consultant in the preparation of their proposal nor their participation in Pre-Award Clarification.

Insert Map showing the project boundary (7th & Tennessee to Santa Fe Depot to Airport and boundary of Lawrence north of the river)



