

City of Marysville
209 N 8th Street
Marysville, KS 66508

Request for Proposals (RFP)

Marysville North 7th Street Corridor Storm Water Drainage Plan Study

1. PURPOSE OF REQUEST FOR QUALIFICATIONS

Marysville is developing an RFP for a Stormwater Drainage Plan Study for planning, design, and construction management services for flood control, flood mitigation, and storm drainage related to projects along North 7th Street Corridor (see Attachment A). This Request for Proposals (“RFP”) is being issued as a bidding process to help Marysville with the Project Scoping Study and any future flood control and mitigation-related work such as additional funding applications, final design, and construction oversight. Marysville intends to retain the selected engineering firm through these future phases of work but retains the right to release the project through an RFP process at its discretion. The following details outline the expectations for the initial Project Scoping Study. The RFP can be found online on the Home page on the City’s website www.cityofmarysvilleks.com. You can also pick up a copy of the RFP at the Marysville City Hall, 209 N 9th Street, Marysville, Kansas 66508. Proposals must be received before FRIDAY, October 31st, 2025 at 2:00 P.M. No proposals will be accepted after the closing date and time.

2. BACKGROUND

The City of Marysville sits in the northern part of the Flint Hills region and is based along the Big Blue River. Much of the area slopes consistently to the Big Blue River or to Spring Creek. The prevailing drainage patterns are North to South to Spring Creek or from East to West to the Big Blue River. Drainage patterns and natural drainage flows run through town in a similar way. This Planning Project will develop a Stormwater Drainage Plan Study for the 7th Street Corridor. While the City of Marysville believes the full drainage area is outlined in Attachment A, the attachment does not completely encapsulate the true drainage area for the 7th Street Corridor. The drainage area will be determined through the study by the contractor.

The City of Marysville has never done a comprehensive drainage study. With growth and delayed infrastructure improvements, the need for getting ahead of the drainage issues is

critical. This Planning Project will develop a Stormwater Drainage Plan Study. Marysville has unique challenges because of the Flint Hills, former railroad tracks running through the 7th Street Corridor, and outdated infrastructure. We will use this Plan to foresee, as possible, future flooding scenarios along and surrounding the 7th Street Corridor. Attachment B shows the current mapped stormwater infrastructure in the City of Marysville's infrastructure.

Ordinances involving drainage infrastructure have been updated and better coordination on development projects is already in place. Analysis of the drainage will follow this drainage pattern and evaluate the current condition and the capacity of these flow ways to continue taking the increasingly more intense rainfall and runoff events. Property damage and safety concerns over runoff events have raised the residents and property owner's awareness of flooding and mitigation issues. Because of the location of the city relative to the 7th Street Corridor, everyone in Marysville will be beneficiaries of the new implementation plan. The city's residents and business owners will have an active role in processing and executing drainage plans, even to the extent of finding support.

3. SCOPE OF WORK

1. Data Collection and Base Mapping
 - a. Recent and historic storm data
 - b. Map existing infrastructure and natural drainages
2. Inventory of Existing Facilities
 - a. Detail drawings of current natural drainages
 - b. Detail drawings of existing infrastructure
3. Hydrologic Evaluations
 - a. Model existing
4. Hydraulic Evaluations of Existing Facilities & Identification of Problem Areas
 - a. Determine capacity and overtopping potential
 - b. Delineate areas of inadequate capacity
5. Development of Conceptual Drainage Improvements (including conceptual improvement cost projections)
6. Preparation of Stormwater Plan Report

4. SUBMITTING YOUR PROPOSAL

Notice: By submitting a proposal in response to this RFP, the applicant is acknowledging that the requirements, scope of work, and evaluation process outlined in the RFP are fair and equitable in 2025, understood, and agreed to. Proposals must be received by the submission deadline of FRIDAY, October 31st, 2025, no later than 2:00 p.m. Proposals received after the deadline will be late and ineligible for consideration.

The preferred method of submitting your proposal is electronically in PDF format to:
cityadm@bluevalley.net.

If you choose to submit hard copies, one original and three copies of your proposal must be submitted to the City Administrator at the Marysville City Hall at 209 N 8th Street, Marysville, KS 66508.

Proposals must be received by the submission deadline of FRIDAY, October 31st, 2025, no later than 2:00 p.m. Proposals received after the deadline will be late and ineligible for consideration. ALL proposals MUST be broken down into 2 parts and submitted in 2 separate submittals:

1. The proposal – In email form or hard copy in a sealed envelope.
2. The cost estimate - In separate email or hard copy in separate sealed

Each proposal shall include at a minimum the following information:

1. Approach & Methodology. Review the scope of services and provide a detailed approach to and methodology for completing the services and providing the deliverables requested. This section shall also include a preliminary proposed timeline for each element and (submit separately) hourly rates for the key personnel identified.
2. Firm & Staff Qualifications. Provide a summary of three (3) projects or related work that the firm has recently completed. Include similarities in scope of work and other relevant information as it pertains to this RFP. List key personnel and roles for each example, as well as client reference contact information and a link to the completed product, if available.
3. Availability. The consultant shall provide a statement confirming that it has the available capacity within its current personnel and workload to complete this scope of work within the proposed timeline. The consultant also shall provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway.

5. BID-SCHEDULE

Notice for Request for Qualifications posted & issued.....TUESDAY, August 12th, 2025

Pre-proposal Meeting is MANDATORY via Microsoft Teams.....TUESDAY, September 9th, 2025 12:00 P.M.

Deadline for Questions..... FRIDAY, October 17th, 2025 2:00 P.M.

Questions should be directed to Joshua Haverkamp at cityadm@bluevalley.net

Deadline for receipt of ProposalsFRIDAY, October 31st, 2025 2:00 P.M.

Contract awarded by the City Council.....MONDAY, November 10th, 2025 7:00 P.M.

6. SELECTION OF PROPOSAL/AWARD METHODOLOGY

Once the deadline has been met for submitting proposals, the City Council and City Staff will individually review the submitted proposals. Then they will meet at a Water/Sewer Committee to review and determine the final scoring. The final decision of the best qualified and highest scoring proposal will be announced by City Council on November 10th, 2025 at 7:00 P.M. All offerors submitting proposals will be notified immediately as to the selection results.

A consultant will be selected in accordance with the City of Marysville procurement policy. The city's decision to select a consultant will be based upon the following criteria, plus any other relevant factors that would further demonstrate a consultant's qualifications:

- Experience of consultant/firm and proposed personnel (providing similar services)
- Proposed approach and methodology
- Cost
- Timeliness/meeting deadlines

The Proposal Evaluation Criteria, shall be as follows:

- 40%: Qualifications (Experience, past performance, and reputation with Marysville.
- 30% Organization and approach (both submitted proposal and study methodology)
- 20%: Cost (not-to-exceed and hourly rates)
- 10%: Availability and schedule to completion

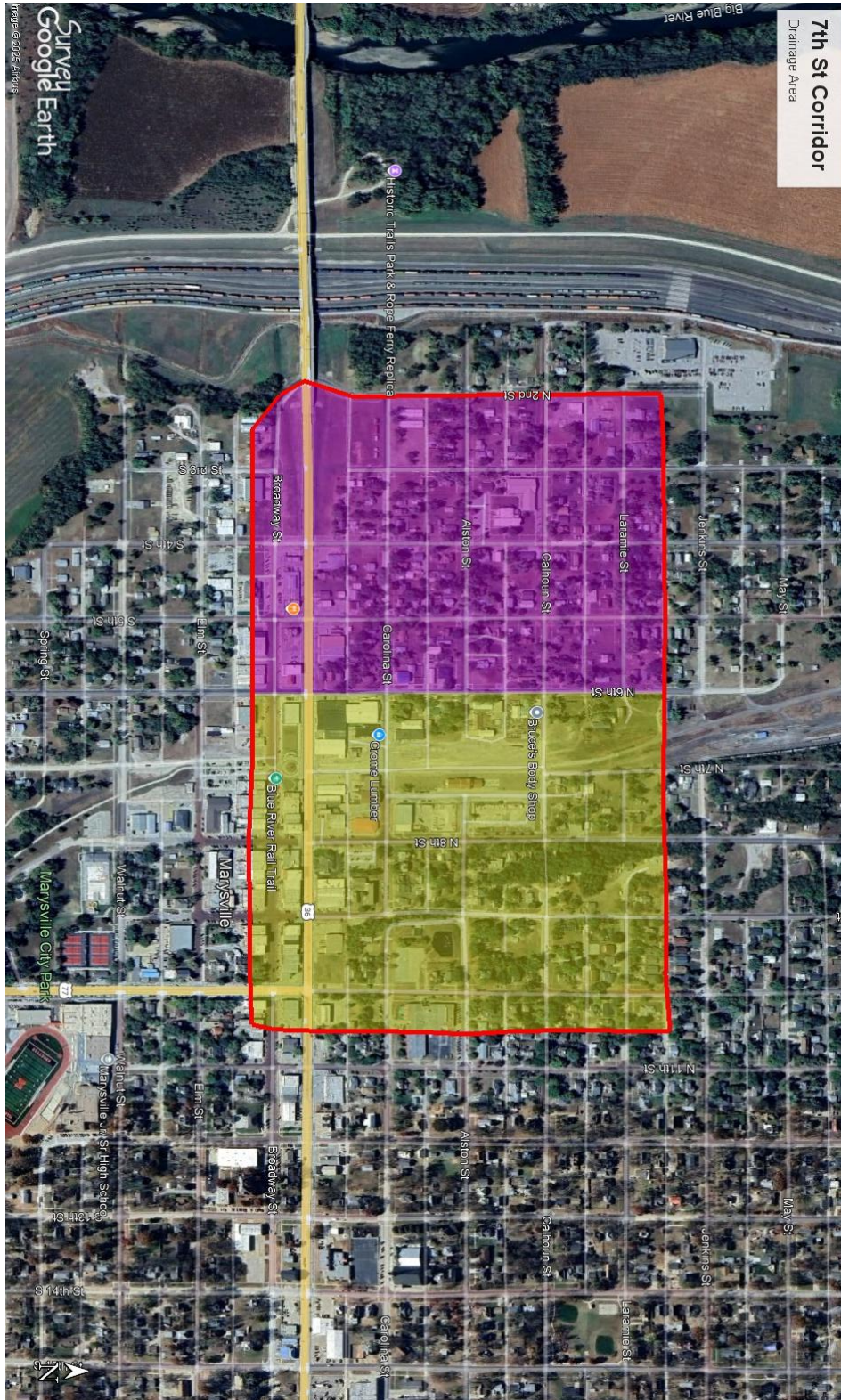
7. CONDITIONS OF AWARD

City of Marysville reserves the right to:

1. Reject any or all proposals, or to make no award.
2. Require modifications to initial proposals.
3. Negotiate; or
4. Make partial or multiple awards

ATTACHMENT A

7th Street Corridor Potential Proposed



Attachment B

City of Marysville, Kansas Current Stormwater Map

