

City of Oberlin  
REQUEST FOR PROPOSAL (RFP)  
Shop Parking Lot Renovation

CITY SHOP PARKING LOT RENOVATION  
City of Oberlin  
1 Morgan Dr  
Oberlin, Kansas 67749  
Phone: 785-475-2217 / Fax: 785-475-2925

**Prepared By: David Sporn**  
**Date: April 26, 2023**

REQUEST FOR PROPOSAL  
CITY SHOP PARKING LOT RENOVATION  
Oberlin – Kansas

**QUESTION SUBMISSION DEADLINE:** May 24, 2023, 2:00 pm

**PROPOSAL SUBMISSION DEADLINE:** May 30, 2023, 2:00 pm

**BID OPENING:** May 30, 2023, 2:30 pm at the Gateway Civic Center, Managers Room, 1 Morgan Drive, Oberlin, Ks 67749

Questions may be submitted in written form to:

**Contact Name:** David Sporn

**Contact Address:** 1 Morgan Dr.  
Oberlin, Kansas 67749

**Telephone Number:** 785-470-7003

**Email Address:** [dsporn@oberlinkansas.gov](mailto:dsporn@oberlinkansas.gov)

#### **INTRODUCTION**

The City of Oberlin invites and welcomes proposals for their City Shop Parking Lot Renovation Project. Please take time to read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “PROPOSAL SUBMISSION DEADLINE.”

*BIDDERS SHOULD NOTE ANY WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL SHOULD BE ACCOMPANIED BY REFERENCE MATERIALS*

#### **PROJECT AND LOCATION**

The project associated with this RFP is located on the South side of the City Shop, 213 South Rodehaver Ave, Oberlin, Kansas 67749.  
(see attached location map)

#### **PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding project details, contact:

**Name:** David Sporn

**Title:** City Foreman

**Phone:** 785-470-7003

**Fax:** 785-475-2925

**Email:** [dsporn@oberlinkansas.gov](mailto:dsporn@oberlinkansas.gov)

## PROJECT OBJECTIVE

The objective and ultimate goal of this project is to recondition the parking lot to return it to a flat and sealed surface.

## PROJECT SCOPE AND SPECIFICATIONS

Bids should include any signage, mobilization, labor, equipment, and materials necessary for the project. The City can perform pickup sweeping if necessary. The current surface appears to be asphalt and has multiple low spots and a few cement patches. The City of Oberlin is open to different options for resolution.

The total surface area is approximately 13,000 sq. ft.

## SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following timeline shall be subject to change when deemed necessary by management.

### MILESTONE

Proposal submission deadline:

Bid opening:

Job completion:

### DATE

May 30, 2023 2:00 pm

May 30, 2023 2:30 pm

December 31, 2023

## PROPOSAL BIDDING REQUIREMENTS

### PROJECT PROPOSAL EXPECTATIONS

The City of Oberlin shall award the contract to the proposal that best accommodates the various project requirements. The City of Oberlin reserves the right to refuse any proposal or contract.

### DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the City of Oberlin no later than **2:00 pm on May 30, 2023** for consideration in the project proposal selection process. All bids must be delivered to the City Office at 1 Morgan Drive, Oberlin, KS 67749 by the previously stated timeline. If a company chooses to fax or email bid documents, it is the company's responsibility to ensure they have been received.

### PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based on information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

The City of Oberlin reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidders 's Name(s)
2. Bidder's Address
3. Bidder's contact information (and preferred method of communication)
4. Evidence of legal authority to conduct business in Kansas (e.g. business license number)

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any accommodation, services, or space required from the City of Oberlin, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

# Oberlin, KS City Shop Parking Lot

TLN C-1E-1-1	TLN L-1
A-23-2-2-2-2	J-2 L-2
B-3 E-3-3	J-3 L-3
B-4 E-4-4	J-4 L-4
B-5 E-5-5	J-5 L-5
A-73-7-6 E-7-7	J-7 L-7
D-8 F-8	J-8 L-8
F-9 H-9	J-9 L-9
RLN C-11-11	RLN L-11
B-12	J-12

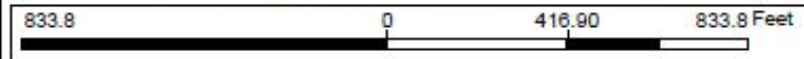


**Legend**

- Road
  - US Highway
  - Street

**Notes**

Area Indicated by the red box



This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

