



COUNTY OF LEAVENWORTH

Department of Public Works

300 Walnut, Suite 007
Leavenworth, Kansas 66048-2815
Phone (913) 684-0470
Fax (913) 684-0473

REQUEST FOR CULVERT DESIGN PROPOSAL

Leavenworth County Public Works Department is soliciting a design proposal and consulting fee amount for engineering design, utility coordination, and bid document preparation for the replacement of the F-47 Culvert located on Leavenworth Road, 50' West of 168th Street. All necessary acquisition of easements has been completed. No permits are required for the project. The existing culvert consists of 60' +/- 78" CMP Runner Culvert, connected to a 45-degree angled CMP (Broken-Back Culvert) that is connected to a 16' wide x 3' height RCB at the culvert entrance. The runner culvert is deteriorated and showing signs of failure. The County prefers the Culvert Replacement to be an 84" x 80' CMP Runner Culvert connected to a vertical Concrete Box Inlet with approximate dimensions of 9' x 9' x 11' height that terminates in a similar 16' x 3' RCB at the culvert entrance. The hydrology information for the area shall be provided to the Consultant by the County. The Consultant shall be responsible to complete hydraulic analysis of the proposed replacement to confirm that the culvert capacity is not reduced from the existing condition. The design shall include downstream foreslope regrading design to reduce existing steep slopes. The County requires a set of Engineer sealed bid documents that include preliminary surveying, grading design, pavement repair details, and all necessary culvert/inlet/RCB construction details for the project. Time is of the essence due to the existing culvert showing signs of deterioration. The County intends to issue design/survey notice to proceed no later than February 4, 2026 with construction document delivery to the County by April 2, 2026.

CONTACTS:

Joe McAfee, PE,
Email: jmcafee@leavenworthcounty.gov
Phone: 913.684.0471

PROPOSAL & CONSULTING FEE DUE:

10:00 am January 27, 2026.

COPY REQUIREMENTS:

Submit 3 hard copies and one PDF format copy on a USB flash drive.

PRE-SUBMITTAL MEETING:

No meeting is scheduled.

QUESTIONS:

Please contact Joe McAfee, PE with questions at email jmcafee@leavenworthcounty.gov.
Leavenworth County will only respond to written questions. Submitted questions to the County less than 72 hours prior to the qualifications being due will not be acted upon.

SUBMITTAL PROCESS:

Proposal and Sealed Envelope containing Consulting Fee Amount shall be submitted at the following location and shall be time stamped no later than 10:00 a.m., January 27th, 2026.

**Leavenworth County Clerk, Courthouse
300 Walnut Street, Suite 106
Leavenworth, KS 66048
Attn: County Clerk**

PROJECT SCHEDULE:

Notice to Proceed:	February 4, 2026
Bid Document Delivery:	April 23, 2026
Bid Letting:	May 21, 2026
Construction Completion:	July 24, 2026

PROPOSAL/QUALIFICATIONS:

The selected firm will need to be on the KDOT prequalified list for Construction Engineering and Preliminary Engineering design services.

SUBMITTAL COMPONENTS:

Firms are required to complete a qualification submittal including the information as outlined in this request. The submittal shall include:

- General Firm Information
 - Firm Name
 - Contact Name, telephone number, email address and mailing address
 - Office Location where the work will be performed.
- Key project staff and experience
 - Resumes of key project staff describing the individual's previous experience with the design of similar project.
- Availability
 - Do you have the staff and resources to perform the work according to the schedule above?
- Qualifications
 - Project understanding and approach
 - Proposed sub-consultants
- Cost Fee Estimate for Professional Service Delivery
- Submittals shall be limited to 5 pages not including covers and dividers

SELECTION

Proposal/Qualifications received will be reviewed and evaluated on the items above. After reviewing each submittal, a selection committee will select the most qualified firm and review proposal cost. The County Commission will execute the design contract. In the event a contract cannot be negotiated with the most qualified firm, staff will then negotiate a contract with the second most qualified firm as determined by the selection committee. After successful completion of the contract agreement with the selected firm, the remaining firms will be notified about the outcome by email.

SERVICES REQUESTED:

Land Surveying Scope: The project will require the following land survey services:

- Boundary and existing easement limits shall be field located by the County Surveyor for the Project Surveyor's topographic survey data collection.
- Topographic survey services in accordance with DWR Statute K.A.R. 5-42-1 to include stream profile, roadway profile, contour and grading data for the project envelope, utility locations, and any physical site fixtures.
- Permanent horizontal and vertical control establishment in accordance with DWR Statute K.A.R. 5-42-01 for project construction.

Engineering Design & Bid Letting Scope: The project will require the following civil engineering design services:

- Proposed grading contours and spot elevation data to construct the section of roadway that will be excavated.
- Analysis of existing utilities to identify potential conflicts with the new improvements, required relocations, and coordination exhibit submittals to utility owners within the project corridor.
- Hydraulic culvert analysis of the proposed improvement to verify no reduction in conveyance occurs from the existing culvert improvements.
- Construction detailing, plan/profile, quantities, and Engineer's Estimate of Cost of all culvert, street repair, and site grading/surfacing improvements.
- Bid Letting assistance and Bid Contract Documents production.
- Shop drawings and material mix design reviews.
- Milestone Inspection of Culvert Construction, Contract Documents shall require Contractor to sub contract material testing per KDOT requirements.
- Final Inspection of the project.