



REQUEST FOR PROPOSALS (RFP) 2026 Roadway Upgrade Services

**Proposal Deadline:
April 23, 2026**

Overview

The City of Valley Center, KS is seeking proposals for the attached scope of work. All applicable federal, state, and local laws, ordinances and regulations must be adhered to. Services to commence upon execution of contract.

Contractors submitting a proposal should review the procurement requirements listed. Specifically, the selected contractor will be required to:

- Remove surface, excavate, lay a rock base, apply 5 inches of asphalt surface to approximately 9911 square yards of roadway. We ask to provide an add alternate bid for 7 inches of asphalt surface.
- Provide erosion control. Provide Erosion control plan.
- Local Traffic Control.
- Restore all paint striping to original condition to include crosswalk lines, turn lanes, etc.
- Complete applicable forms and certifications.
- Maintain General Liability Insurance (\$1,000,000 minimum); Workers Compensation Insurance (\$500,000) and business automobile liability (\$1,000,000) and furnish proof of such insurance.

No Contractor who is the recipient of Valley Center funds, or who proposes to perform any work or furnish any goods under this agreement shall discriminate against any worker, employee, applicant, or any member of the public because of race, color, sex, gender, sexual orientation, religion, age, marital status, national origin, veteran status, physical or mental disability or perceived disability, or other criteria protected by law.

In order to be eligible to submit a bid to the City for the installing, improving or construction of any of the City's street paving, stormwater utility drainage, water line, sanitary sewer line and related work on public utilities and public works (to the extent the same are located or to be located within the public right-of-way), a bidding contractor must be listed with the Kansas Department of Transportation on its Pre-Qualified Contractor's List, as then published and in effect in the State of Kansas at and during the time bids are solicited by the City and due. The governing body reserves the right to waive such a requirement in any specific case, and any approval by the governing body of a contract with any non-qualifying bidder or contractor shall be deemed absolute and intentional waiver of this pre-requisite.

Discriminatory practices based on the foregoing are declared to be contrary to the public policy of the City. The City of Valley Center complies with all Equal Employment Opportunity requirements.

Proposal Submittal

Proposal responses shall be submitted on the Proposal Submission Form (page 8). All costs are to be final.

The proposal must include a minimum of three professional references. These references should be attached to the Proposal Submission Form and include current contact information including name, address, telephone number and email address.

Questions from contractors shall be accepted by the Public Works Director – Rodney Eggleston via email or phone. Emails shall be submitted to reggleston@valleycenterks.gov by phone 316-755-7320.

Completed proposals must be received no later than April 23, 2026 at 12:00 pm and delivered to: City of Valley Center, City Hall, 121 S. Meridian P.O. Box 188; Valley Center, KS 67147, attention Amanda Park clearly marked "RFP – Roadway Upgrade Services 2026". The City reserves the right to reject all proposals. Proposals received after this deadline may be refused and deemed ineligible for consideration at the City's sole discretion.

Minimum Insurance and Bonding Requirements for Contract Awards

Contract awards shall be made only to contractors that possess the ability to perform successfully under the terms and conditions of a proposed procurement. Contracts awarded shall include the following guarantees, except when an exemption is provided:

A performance bond on the part of the contractor for 100% of the contract price for any contract exceeding the sum of \$100,000.

All construction contractors and subcontractors are to carry Workman's Compensation Insurance for all employees who work on the premises, as well as:

- a. Manufacturers and Contractor's Public Liability Insurance as appropriate for the project (Minimum requirement - \$1,000,000)
- b. Property Damage Insurance to protect them from claims for property damage.

(Minimum requirement - \$1,000,000)

- b. Any and all additional insurance required by the laws of the State of Kansas.

If any subcontracting is let, prime contractors will be required to ensure the subcontractors comply with the provisions of this plan and with all applicable required federal and state regulations. All subcontractors must be licensed through the City and provide evidence of insurance if applicable.

Any insurance requirements for state and/or federal funds are also incorporated into this document by reference and will be adhered to on such projects.

All proof of insurance and bond documents shall be provided to the City Clerk prior to the Contractor beginning work on any City project.

Selection of Contractor

The City of Valley Center reserves the right to accept a proposal and enter into an agreement resulting from initial proposals received, or alternatively, it may elect to conduct negotiations with those Bidders as determined by the City, to be within an acceptable competitive range, or alternatively, to negotiate separately with any Bidders when it is determined to be in the best interest of the City. In addition, the city may request that Bidders provide a best and final offer. The city may negotiate any proposal or best and final offer at any time after the deadline for the submission of proposals.

The Contractor selected will be required to submit a Certificate of Insurance naming the City of Valley Center, KS as an additional insured, which will be reviewed by the City Administrator's Office.

A contract will then be negotiated between the Contractor and the City, with each agreeing to the terms of the contract and affixing authorized signatures. The contractor will be required to complete all forms and certifications required by the city, State and Federal governments. The city may reject any or all proposals and may waive informalities and minor irregularities in any proposal received.

Proposal Requirements and Examination of Work to be Performed.

The contractor is required to thoroughly examine the request for proposal requirements and the work contemplated, and it will be assumed that the contractor has investigated and is satisfied as to the requirements. It is mutually agreed that submission of a request for proposal shall be considered prima facie evidence that the contractor has made such an examination.

Before submitting the request for proposal, the contractor shall examine the scope of work and visit the site of the work to become familiar with the working conditions and the exact nature and extent of the work considering any special or unusual features peculiar to this project. By submitting a proposal, the contractor, if selected for award, shall be deemed to have accepted the terms of this RFP.

Section 2

GENERAL INFORMATION

This RFP contains instructions governing the content of the proposals and the format in which they are to be submitted. It does not attempt to define all the contract needs nor detail them. Rather, it is flexible and allows for the credentials of the contractor to be demonstrated in the areas of expertise necessary to the contract. There are mandatory requirements to be met, but should the contractor foresee the need for qualification of the effort or additional requirements, concise and relevant discussion is encouraged.

SCOPE OF SERVICES, BACKGROUND, AND PURPOSE

This scope of work pertains to the upgrade of the specified street within the city. The overall responsibility of the Contractor is to coordinate, plan, manage, and perform activities described in this RFP to maintain an acceptable appearance in those areas included in the RFP.

The Contractor shall furnish all labor and materials necessary to perform the scope of work listed. The contractor shall complete all the tasks listed below and will comply with all the requirements and specifications.

- Remove current surface & excavate, apply 6-inch crushed concrete base & lay 5 inches of asphalt pavement. (9911 Sq. Yds) (Seneca Street, 69th south to RR tracks). Please refer to Valley Center Standards for asphalt mixture. Please provide an add alternate bid for 7 inches of asphalt surface.
- Extend rock base 1-foot past edge of road surface.
- Provide and maintain erosion control during project.
- Provide an erosion control plan for NOI application.
- Provide local traffic control to include access to residents' homes.
- Regrade and seed all disturbed areas.
- Repaint all traffic, crosswalk, turn lanes, etc.

It shall be the Contractor's responsibility to verify the areas, sizes and quantities of the areas and items to be completed in this RFP. Failure of the Contractor to verify the listed amounts shall not relieve the Contractor of the responsibility to provide all services required to the standards included herein, for the prices submitted in Contractors' proposal.

HOURS WHEN WORK IS TO BE PERFORMED

All work is to be performed Monday through Friday from 6:30am to 6:30pm. No work shall be done on Saturday or Sunday without written permission from the City. The selected Contractor will have to work around scheduled activities, events and the public and adjust their schedules accordingly.

The contractor will notify adjacent homeowners of the pending work at least 2 days in advance to have vehicles moved from the street. The Contractor may consult the City of Valley Center Public Works Director for coordination.

SCHEDULING OF WORK- BEGINNING OF CONTRACT TERM

At least five (5) business days prior to the commencement of the contract, the Contract Manager or his appointee will confer with the Contractor and review the total specification requirements and scheduling proposed by the Contractor.

CONTRACTOR'S EMPLOYEES

- A. Personnel employed by the Contractor shall be capable employees qualified in this type of work. A fully qualified workforce shall be maintained throughout the period of this contract.
- B. The Contractor shall always employ the quantity and quality of supervision necessary for both effective and efficient operations.
- D. Contractor shall be liable for any damages caused directly or indirectly by its employees.

PAYMENT TO CONTRACTOR

- A. The Contractor shall send an invoice or pay application to the Contract Manager and Accounts Payable staff for the services provided during the project. The invoice shall show location, service type, product and quantities used and service date, unit price, extended price and totals for each application.
- B. Invoices will be submitted to City Hall Accounts Payable, Amanda Park apark@valleycenterks.gov and Contract Manager, Rodney Eggleston reggleston@valleycenterks.gov or may be mailed to: 121 S. Meridian, PO Box 188, Valley Center, KS 67147, Attn: Accounts Payable.
- C. The Contract Manager or his designee shall review the invoice and any necessary reductions which must be made in accordance with the conditions of the Contract. Should the Contractor's invoice not include all necessary reductions, the invoice shall be reduced by the amount of the non-included reductions and processed for payment. The Contractor shall be notified of the reductions made and supplied with copies of documentation supporting those reductions.

CHANGES TO THE SCOPE OF WORK AND TERMINATION OF CONTRACT

- A. The Contract Manager at any time may have to change the scope of the contract by written contract modification. On the designated effective date, the Contractor shall make the required changes in his/her operation.
- B. Upon receiving notice of the change, the Contractor's invoice or pay application shall be adjusted if necessary to reflect the value of the change under this contract.
- C. The City may cancel the contract at any time for any reason upon giving 30 day written notice to the Contractor.

- D. The City shall have the right to cancel this Agreement immediately without prior notice for any breach of any provision of the contract if not cured within 7 days from written notice from the City.

INSPECTIONS AND APPROVAL OF WORK

- A. The City will demand strict conformance to the standards and frequency specified. The Contract Manager or his/her designee will inspect all completed work and will ascertain that the tasks have been satisfactorily accomplished.
- B. The Contract Manager or his/her designee will enforce the standards of this contract.

ON-SITE SUPERVISION AND TRAINING

- A. The successful Contractor shall provide an On-site Supervisor who speaks and writes fluent English and will represent the Contractor concerning this Contract. This On-site Supervisor will make routine communications with the appropriate Contract Manager or his/her designee to receive instructions or other input regarding the scope of services.
- B. The On-site Supervisor is responsible for directing the Contractor’s work force and accountable for all activities and behavior of all personnel assigned by the Contractor to perform work under this Contract.
- C. The Contractor shall be responsible for training and safety precautions for Contractor employees performing work under these specifications.

CONTACT INFORMATION

Contract Manager
 Rodney Eggleston
 Public Works Director
 Office: 316-755-7320
 P.O. Box 188; 121 S. Meridian, Valley Center, CO 67147
 Email: reggleston@valleycenterks.gov

Schedule

The following is a projected and tentative schedule of events:

Date	Event
April 7, 2026	RFP approval to issue
April 8, 2026	RFP issued
April 15, 2026, 5 PM.	Last day for respondents to submit written questions

April 20, 2026, 5 PM.	Final day responses to questions will be provided
April 23, 2026, 4 p.m.	Proposals due
April 28, 2026, 10 a.m.	Bid opening at Valley Center City Hall
May 5, 2026, 7 p.m.	Proposal selected at City Council meeting

SECTION 3

PROPOSAL SUBMISSION FORM

2026 City of Valley Center Roadway Upgrade Services

1. COMPANY NAME _____

2. ADDRESS (Home Office) _____

3. TELEPHONE NUMBER (office) _____ (cell) _____

4. NUMBER OF FULL-TIME EMPLOYEES _____

5. OWNERSHIP

_____ Sole Proprietor _____ Other – Please Specify

_____ Limited Partnership

PROPOSAL PRICES. Fixed prices for all requirements identified in Section 2 Scope of Services. Pricing submitted in this portion must be fully inclusive of all anticipated costs of the RFP and shall include all costs for management, supervision, labor, and material associated with the RFP. The base bid includes the locations and scope of services identified in Section 2.

Bid submission must also include an additional page(s) that itemizes service costs by location, service type, unit price and extended price for each application.

Pricing to comply with Section 2 Scope of Services of this RFP for locations identified. This is the base bid for Asphalt Mill & Overlay Services: Prices are to be “Not to exceed”

Total Cost – 5-inch asphalt surface

\$ _____

Total Cost – 7-inch asphalt surface

\$ _____

Signature of Authorized Representative

Name/Title of Authorized Representative

Date