



**City of Kingman
Request for Proposals**

**Visitors Center/Clyde Cessna Museum
Planning and Design**

Date of Issue: April 17, 2024

Proposal Due Date: May 22, 2024

1. Introduction

This written Request for Proposal (RFP) states the scope of the City of Kingman's requirements and specifies the general rules for preparing the proposal. The purpose of this RFP is to define the City's minimum requirements, solicit proposals, and gain adequate information by which the City may evaluate the services and products offered by respondents.

The proposal should clearly demonstrate how the firm can best satisfy the requirements of the City of Kingman. The City of Kingman shall reserve the right to enter into an agreement with the firm presenting the proposal that is most advantageous to the City of Kingman.

2. General Objective

The objective of the City is to have a firm work with its Tax Increment Financing (TIF) Board to formulate a plan for the renovation of a former gas station located at 448 North Main St, Kingman, KS. The gas station has had all underground tanks removed. The City would like to find a firm that will guide the board in planning and designing a facility that highlights Kingman's connection to Clyde Cessna and aviation.

3. Rules of Preparation

The submitted proposals must follow the rules and the format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to comply with any portion of this request may result in rejection of a proposal.

4. Inquiries

The City has prepared this RFP and has designated Leslie Schrag as project coordinator. Site visits are available by appointment. Please direct questions or comments concerning the administrative requirements of this RFP to:

Leslie Schrag
Economic Development
City of Kingman
324 N. Main
Kingman, Kansas 67068
(620) 553-4029 – phone
economicdevelopment@cityofkingman.com

5. Submission of Proposals

The City's preference is to receive responses to this RFP via electronic delivery. Please prepare and submit one (1) electronic copy (either via email or on an external thumb drive) of the proposal. If an electronic copy is not possible, please send one (1) hard copy of the proposal to 324 N. Main, Kingman, Kansas, 67068, and it should be clearly marked "RFP for Visitors Center Project." Regardless of type, proposals must be submitted no later than 3:00 p.m. May 20, 2024.

Proposals received after the above date and time will be considered late and will not be accepted. Any late proposals will be returned unopened to the firm. Responses will be evaluated objectively based on the firm's responses to the RFP.

The City of Kingman will not pay costs incurred in the proposal preparation, including the costs for printing, demonstration, negotiation process, etc. All costs for the preparation of the proposal shall be borne by the proposing firm.

6. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the firm or by formal written notice prior to the final due date and time specified for proposal submission.

7. Minimum Specifications/Scope of Services

Proposals should address all services necessary to complete the project. Services required include, but may not be limited to, the Scope of Services.

8. Contractual Obligations

The successful firm will be required to enter an Agreement for Services with the City of Kingman in which the firm will undertake certain obligations. These obligations include, but are not limited to, the following:

Inclusion of Proposal – The proposal submitted in response to this RFP will be incorporated as part of the Agreement for Services.

Costs – All costs are to be stated in exact amounts. All costs must be detailed specifically in the proposals.

Selection – The final award is subject to the approval of the Kingman City Commission.

9. Right of the City of Kingman to reject proposals.

The City of Kingman reserves the right to reject any and all proposals or any part of any proposals, to waive minor defects or technicalities, or to solicit new proposals on the same project or on a modified project that may include portions of the originally proposed project as the City of Kingman may deem necessary in its best interest. The City of Kingman also reserves the right to negotiate with any firm concerning all or part of any proposal that is in the best interest of the City.

10. Evaluations

The City of Kingman will evaluate each proposal based on:

- Content and services proposed
- Support offered to boards
- Previous background and experience
- Adequacy and completeness of the proposal
- Cost of the proposed services

The intent of City of Kingman is to hire the most qualified firm to meet the needs of the City within the funds budgeted for this project. Any contract is subject to the approval of the Kingman City Commission.

11. Projected Schedule of Events

Release of RFP Document	April 17, 2024
Last day to submit proposals	May 20, 2024
TIF Board Review and recommendation	May 21, 2024
Request for award to City Commission for approval	May 23, 2024
Anticipated Start of Work	TBD

12. Proposal Response Format

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposal in accordance with the instructions. Proposals should be prepared as simple as possible and provide a straightforward, concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be concentrated on accuracy, completeness, and clarity of content.

The proposal shall include, as a minimum:

1. The project approach, including comments on schedule, coordination with the City, understanding of the work, and what work, if any, you would expect the City to perform.
2. Discussion and interpretation of the scope of work including those tasks or aspects believed to require special attention, alternate approaches or revisions suggested based on experience, and descriptions of work elements presented in the proposed scope of work that should be expanded and/or modified to address any special considerations or approaches. The City wants the best planning process within its budget parameters, so suggestions to help achieve this goal will be appropriate.
3. Identify the Project Manager and other key staff/special consultants and their qualifications.
4. A schedule of sufficient detail to convey an understanding of the timing and sequence of the project elements.

13. Confidentiality of Documents

All responses to the RFP submitted by firms shall be deemed public documents at the time opened by the City of Kingman. The RFP is intended to be worded in a manner so as not to elicit proprietary information from the firm. If proprietary information is submitted as part of the proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Kingman to the submitter. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

14. Code Compliance

All proposals must comply with the codes in the City of Kingman. All work must be compliant with ADA requirements where needed.

15. Minimum Project Specifications

Introduction: The City has purchased a former gas station to be converted into an office space, visitors center, and museum with aviation and Clyde Cessna as its main themes. The location will also include the installation of a new 27' x 16' sculpture. The sculpture is a 5/8 globe on ground level and placement is ideally located toward the northwest corner of the lot. The sculpture is not part of the scope work, but should be incorporated into the design. An aerial photo has been included in the RFP.

Services Requested: The City is adept at working with professionals to guide it through a project from beginning to end. A firm that can work with City staff and the TIF Board to plan and develop a project for ultimate approval is the goal.

Components: Admittedly, the writer of the RFP is not a professional in this area. The following list is a lay-person's vision of what services are needed. Consequently, the City is quite interested to see what professionals can suggest to meet its needs. The expectation is this project will be turnkey with all costs included. The scope of services should include:

1. Communication with City staff and TIF board as needed. Meetings can be a combination of in-person and virtual conferences.
2. Develop a conceptual design, site map, and cost estimates for the proposed facility and grounds. Develop schematic design drawings to a level sufficient for establishing overall project cost and budget to include the following:
 - Renovation of the station with ADA accommodations to encompass office space, visitors center, and museum with aviation as a theme in garage portion.
 - Site map including sculpture placement (27' wide x 16' tall), parking, and picnic facilities. The sculpture is not part of the scope of work, but should be incorporated with the aesthetic of the site.
3. Any other budget friendly idea or component suggested by the firm for the best project outcomes.



Lts. 98, 100, 102, 104, + 106
Lots = 25' N/S + 150' E/W

3/29/2024