



Request for Proposal

Marion City Library Window Replacement Project

City of Marion
203 E. Santa Fe St.
Marion, KS 66861
620-382-3703

Marion City Library
101 Library St.
Marion, KS 66861
620-382-2442

August 22, 2025

RE: REQUEST FOR PROPOSALS

To interests parties,

The City of Marion is interested in receiving written proposals from individuals or firms qualified to complete a window replacement project in the Marion City Library for the City of Marion. The project will include design and installation of six windows (four on the east side and two on the west side) to match the historical design of other windows at the library and replace any rot and decay adjacent to the windows including replacement of any jamb extensions and trim where needed. The windows are approximately 33 inches wide and 99 inches tall. The project is planned to begin in late 2025 with the successful award of grant funding to pay for the project. Completing this work will aid the Marion City Library in its mission to the Marion community.

Respondents are advised that proposals shall not exceed \$20,000, the amount of the grant funding this effort, but shall also understand that the projected total cost will still be a part of the overall evaluation.

Responses to this Request for Proposals and letters of interest should be addressed to the Marion City Library at the following address:

City of Marion
Attn: Brian Wells,
City Administrator
208 E. Santa Fe St.
Marion, KS 66861

Sealed proposals **(one digital copy and 2 hard copies)** must be received in the City of Marion office no later than 4:00 p.m. on August 28, 2025. Bids will be opened later that day by the City Administrator and the Librarian. Email the digital copies to: bwells@marionks.net

Should you have any further questions about the proposal, please contact Brian Wells at (620) 382-3703 or email at bwells@marionks.net.

Brian Wells, City Administrator
City of Marion

City of Marion Request for Proposals (RFP)

Purpose of RFP: Marion City Library Window Replacement Project

Project Description: The City of Marion is soliciting written statements of proposal from individuals and/or firms qualified to complete a qualified to complete a window replacement project in the Marion City Library for the City of Marion (Kansas).

Contact: Brian Wells
City Administrator
City of Marion
Phone: (620) 382-3703
Email: bwells@marionks.net

Copy Requirements: One (1) digital in Word format and 2 hard (paper) copies

Due Date and Time: Aug. 28, 2025 at 4:00 p.m. (CDT) Bids will be opened later that day by the City Administrator and the Librarian.

Submit Hard Copies of the Bid to Address:

City of Marion
Attn: Brian Wells
City Administrator
208 E. Santa Fe St.
Marion, KS 66861

Submit Electronic Copies of the Bid to Email:

Brian Wells, City Administrator
bwells@marionks.net

Project Overview

The Marion City Library aims to preserve its publicly used resources and the historic facility.

The project includes design and installation of six windows (four on the east side and two on the west side) to match the historical design of other windows at the library and replace any rot and decay adjacent to the windows including replacement of any jamb extensions and trim where needed. The windows are approximately 33 inches wide and 99 inches tall. The project is planned to begin in late 2025 with the successful award of grant funding to pay for the project.

This project will be completed in accordance with the guidelines and regulations established by the building code of the City of Marion.

Scope of Work

The hired contractor will be responsible for the following products:

1. Design and installation of six windows, matching the historical design of the remaining windows.
2. Replacement of any jamb extensions and trim where needed.



Two of the windows on west side of the Library building.



West window interior damage.



Additional west window interior damage.



West window glass dropped within frame.



Two of the windows on the east side of the Library building.



East window interior damage.



Exterior window damage.



The historical design of the windows is circled in blue.
All new windows (circled yellow) should be built to match.

The survey report and summary article shall be submitted in both hard copy (2 copies please) and one electronic copy in format compatible with MS Office Word.

The contractor will also be responsible for providing monthly updates on the project to the City of Marion City Administrator by no later than the 5th day of each month under which he/she is contracted.

All photo log sheets, maps, research materials, and additional photographic and archival materials collected as part of the survey process are to be submitted to the City of Marion at the conclusion of the survey and will become the property of the City of Marion.

Contract

Following selection of the successful firm, the City of Marion and the contractor will develop a Contract with a final Scope of Services to outline the specific purposes, objectives and tasks of the Project based on the information and proposed costs submitted in response to this RFP. The City of Marion expects to award the contract by November 2025.

Proposed Timetable

The starting date for this project is no later than December 1, 2025, and the completion date is no later than February 28, 2026. Written progress reports shall be submitted to the Downtown Survey Administrator by the 5th of each month during the consultant contract period.

The milestones for this project will be as follows:

- Milestone #1 Pre-Bid Meeting, (by appointment, but no later than August 27)
- Milestone #2 Due Date for RFPs, Thursday., August 28, 2025, at 4:00 p.m. (CDT)
- Milestone #3 Marion City Library opens the sealed bids the same week.
- Milestone #4 Contract Awarded, (in November 2025, with successful grant award)
- Milestone #5 Project Completion, February 28, 2026

Consultant Qualifications

The consultant hired must meet all City licensing and permitting requirements.

Review of Proposals

The City of Marion will award a contract based on an evaluation of the technical merits of the proposal. Qualified applicants may be contacted for additional information if needed. Staff may elect to interview the highest-ranking firms prior to selecting a consultant.

The following criteria will be used to evaluate each proposal:

1. Complete proposal and overall presentation.
2. Qualifications of the consultant or firm to provide the products outlined in the project description.
3. The ability of the consultant to complete the proposed project within the specified timeframes.
4. Proposed costs for providing consultant services for the proposed project within the "not to exceed" grant amount of \$20,000.
5. Evaluation of a list of projects similar in scope to the proposed project that have been completed within the past three years. Please provide contact information for each project.
6. The applicant's ability to meet the local and state licensing and permitting.
7. Reading the submittal should demonstrate a clear understanding of the proposed project.
8. Reading the submittal should demonstrate a clear understanding of the community and its relationship to the proposed project.
9. Quality of previous projects of a similar nature.
10. Ability to meet schedules within project budget.
11. Ability to meet project completion date.

The City of Marion reserves the right to reject any proposal not complying with the requirements outlined in the Request for Proposal (RFP) or may opt to not to do the project at all. Additionally, the City of Marion, though unlikely, may choose to contract with multiple consultants to complete the project.

Proposal Submission Requirements

Consultants must submit a proposal for the entire survey area. All submissions must contain the following information:

1. Qualifications of the consultant or firm to provide the products outlined in the project description including resumes for key professional staff;
2. The ability of the consultant to complete the proposed project;
3. Proposed costs for providing consultant services for the proposed project, keeping within the not to exceed grant amount of the bid selected;
4. A list of projects similar in scope to the proposed project that have been completed by the contractor or firm in the last three years including contact information for references with those projects.

Please include 2 hard copies and one digital copy of all submittal materials. Submittals and letters of interest should be addressed to the City of Marion at the following address:

City of Marion
Marion City Library Window Replacement Project
208 E. Santa Fe St.
Marion, KS 66861

Proposals must be received in the City of Marion office by no later than 4:00 p.m. on August 28, 2025. Bids will be opened by the City Administrator and the Librarian. If you have any further questions about the proposed project, please contact Janet Marler, Librarian at 620-382-2442 or by email to mlibrary@eaglecom.net.

All persons awarded and/or entering into contracts with the City of Marion shall be subject to and required to comply with all applicable City, State and Federal provisions pertaining to non-discrimination, Equal Employment Opportunity and Affirmative Action. The City of Marion is an Equal Opportunity Employer and shall comply with all applicable Federal, State, and local laws, rules, and regulations in the awarding of this contract.

The selected consultant shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The consultant shall in all solicitations or advertisements for employees include the phrase, "equal opportunity employer." The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the agreed upon contract and it may be canceled, terminated or suspended, in whole or in part, by the City of Marion. If the contractor is found guilty of a violation

of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated, or suspended, in whole or in part, by the City of Marion.

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CITY OF MARION