

**CITY OF ERLANGER  
SOLICITATION FOR SEALED BIDS  
AND PROPOSALS**

The City of Erlanger, 505 Commonwealth Avenue, Erlanger, KY, 41018, hereby solicits and advertises for professional services by qualified consulting firms for the proposed ERLANGER ROAD PARK MASTER PLAN PROJECT as described and specified in the bid packet entitled Erlanger Road Park Master Planning Bid, copies of which are available at the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, KY 41018.

All bids and proposals in response to this advertisement and solicitation must be received by the Erlanger City Clerk on or before 10:00 a.m. on April 1, 2022, on a form provided by the Erlanger City Clerk and completed according to the Bid Instructions provided thereby, including all required attachments; and enclosed within a sealed envelope, with the words "Erlanger Road Park Master Planning Bid" written, typed or otherwise indicated on the outside of the envelope.

The City of Erlanger reserves the right to not only reject any and all bids and proposals submitted in response to this advertisement and solicitation, for any reason or no reason; but especially those that are not in conformity with either the bid instructions or the specifications provided by the City, but also to accept bids and proposals submitted in response to this advertisement and solicitation that do not conform to those bid instructions and specifications.

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
INSTRUCTIONS TO BIDDERS**

1. Read the Erlanger Road Park Master Planning Bid Form, Introduction, Scope of Service, Submittal Requirements, Selection Committee, Project Timeline, and Agreement attached hereto and made a part hereof by reference. They describe the specifications and contractual provisions related to your proposal. Any changes in those specifications or contractual provisions may invalidate any bid or proposal that includes those changes.
  
2. Complete the Bid Form attached hereto and made a part hereof by reference by providing the following information in the blanks for it:
  - 2.1 The amount of the bid or proposal.
  
  - 2.2 The complete name, address, telephone number and e-mail address of the Bidder/Vendor.
  
  - 2.3 The signature of the Bidder/Vendor or someone signing for the Bidder/Vendor.
  
  - 2.4 The printed name of the signatory.
  
  - 2.5 The date.
  
3. Complete the Agreement attached hereto and made a part hereof by reference by:
  - 3.1 Providing the printed name of the bidder as the Vendor in the blank in the first paragraph.
  
  - 3.2 Signing the Agreement at the end.
  
  - 3.3 Have the signature on the Agreement notarized.
  
4. All vendors must submit one (1) original and one (1) photocopy of the completed bid package.
  
5. Seal (both the original and photocopy) the signed Bid Form and signed and notarized Agreement with accompanying information within an envelope with the words "Erlanger Road Park Master Planning Bid" written or otherwise indicated on the outside of the envelope; deliver the sealed envelope to the office of the Erlanger City Clerk, 505 Commonwealth Avenue, Erlanger, Kentucky before 10:00 a.m., prevailing time on or before April 1, 2022.

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
BID FORM**

The undersigned Consultant hereby bids for professional services by qualified consulting firms for the proposed ERLANGER ROAD PARK MASTER PLAN PROJECT as described and specified in the bid packet entitled Erlanger Road Park Master Planning Bid attached hereto and made a part hereof by reference, for the "Amount Bid" indicated in this form; and pursuant to the terms and provisions of the Erlanger Road Park Master Planning Agreement attached hereto and made a part hereof by reference.

This bid, offer, and proposal is irrevocable until the expiration of sixty (60) consecutive calendar days after the date of this bid, offer and proposal and may be accepted by the City of Erlanger at any time prior thereto, provided that a copy of the Agreement attached hereto is signed on behalf of the City of Erlanger by the Mayor thereof and mailed by certified mail, return receipt requested.

The undersigned Consultant hereby authorizes the City to investigate the Consultant and inspect and copy any and all records, books of account, correspondence, or other documents reasonably necessary for the City to determine the responsibility and ability of the Consultant to comply with the terms and provisions hereof and the Erlanger Road Park Master Planning Agreement.

Amount Bid \_\_\_\_\_

Complete Name of Consultant \_\_\_\_\_

Signature of Consultant or  
Authorized Representative \_\_\_\_\_

Printed Name of Signatory \_\_\_\_\_

Complete Address of Consultant \_\_\_\_\_

\_\_\_\_\_

Telephone Number of Consultant \_\_\_\_\_

E-mail address of Consultant \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
BID INTRODUCTION**

The City of Erlanger, Kentucky (the City) is requesting bids from qualified consulting firms to provide professional services to the City for the proposed “Erlanger Road Park” Master Plan. The selected firm will have proven experience and knowledge in park and recreation planning, project management, civil engineering, effective public engagement processes and work closely with the Mayor and other key City staff employees in preparing the plan.

The City of Erlanger is a suburban city located in northwestern Kenton County and was first settled in 1807 and later incorporated in 1897. The City is approximately eight and a half square miles in area with a year round population of nearly 20,000 residents. Erlanger services include full time Police, Fire/Rescue, Public Works (parks/recreation) and General Government Services operated under the Council-Manager form of government. The City of Erlanger is considered a premier community in the northern kentucky region offering residents and visitors a wide array of outstanding recreational activities.

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
SCOPE OF SERVICES**

The following scope of services are presented for consideration and development of bids. Some elements identified below may be eliminated or modified for this particular project. Final elements will be determined following selection of the consultant. The proposed Erlanger Road Park will provide open space and recreational facilities that will contribute to the health and well being of area residents, enhance the integrity and quality of the natural environment, and attract visitors to the community thereby contributing to local tourism and economic development. To optimize the City's existing parks and recreation resources, as well as strategically plan for the future, the City is interested in preparing an Erlanger Road Park Master Plan. The master planning process is designed to ensure that the City of Erlanger's desire for exceptional parks and open spaces will continue into the future and that community resources will be dedicated to programs and facilities that are desired by and will be utilized by our citizens.

The Scope of Services for this project are as follows:

- Task 1 – Project kick-off
- Task 2 – Site Inventory, Mapping, Existing Conditions Inventory and Analysis
- Task 3 – Stakeholder Engagement
- Task 4 – Needs Assessment: Development of vision, design guidelines, and implementation strategy
- Task 5 – Master plan development

This project shall include public involvement, with participation from the City Mayor and other key City staff employees. The selected Consultant must be prepared to present project updates at City Council meetings or at other public meetings at various stages of task completion (meetings may be held jointly or separately as determined by City staff).

- Task 1 – Project Kick Off
  - The Consultant will facilitate a kick off meeting with the Mayor and other key City staff employees to receive available information related to the project, identify and discuss any technical and policy issues, coordinate staff/consultant responsibilities, and refine the project scope of work and overall schedule.

- Task 2 - Site inventory, Mapping, Existing Conditions Inventory and Analysis
  - Development of GIS Mapping of Project Area including current aerial photography, park location and project extents/acreage, contours, buildings, property lines/owners, current zoning and existing utilities, existing pedestrian ways/sidewalks.
    - This task includes a review of plans and documents that are relevant to the development of the Final Master Plan.
  - Analyze existing site conditions, historic soil findings, inventory all existing assets and site amenities and report all findings to the City. Make recommendations to the City for any soil borings, as necessary.
  
- Task 3 – Public Engagement
  - The City, in conjunction with the selected consultant, will identify local businesses and possible project stakeholders in the area then assist the City in determining levels of participation.
  - The consultant shall also outline a comprehensive public participatory phase of this planning effort, as appropriate. An emphasis must be placed on utilizing a diverse array of outreach methods, expanding the overall number of participants, and age range of participants. The Consultant must be prepared to demonstrate how this will be achieved.
  - As part of this project, the consultant shall provide the City with all possible grant funding opportunities that this type of project would qualify.
  
- Task 4 – Needs Assessment, Development of Vision, Design Guidelines, and Strategy Needs Assessment
  - The following represents proposed park master planning needs:
    - Written statement of the Erlanger Road Park - Vision.
    - Comprehensive design guidelines that collocate with Park and City branding.
    - Paved and unpaved walking trails - interconnectivity to area businesses and nearby pedestrian ways.
      - Recommendations are to address and establish a connected system of sidewalks/trails to nearby businesses and identify future opportunities for improving the overall pedestrian connectivity in this area.
    - Dog Park
      - Identify areas and propose multiple configuration possibilities for a fenced dog park area with site amenities.

- Nature Center
  - Identify locations for a nature center facility with associated parking areas with capacities.
    - Provide multiple conceptual layouts with elevation design criterias.
    - Provide programming possibilities.
- Open Space
  - Identify opportunities for open space and programming possibilities.
- Parking Facilities
  - Identify overall parking needs, specific needs, and multiple layouts for each.
- Park Naming/Signage
  - Work with the City on “park name” development along with conceptual park, facility, and wayfinding signage options - must meet the City’s current signage masterplan.
- Design criteria for identity/theme/branding possibilities
- Safety and Security Analysis
  - Provide recommendations for site safety and security for the final master plan concept.
- Determine future park maintenance and programming needs
  - Provide annual manpower estimations for general maintenance and programming needs.
- Public Outreach/Input and Education
  - Provide strategy for gathering input from local business, property owners, and stakeholders along with a long range plan for publicizing this proposed park.
- Evaluation and functionality of existing site conditions
  - Provide site analysis of existing topography and site conditions as it pertains to proposed site amenities.
    - Amenities shall include the development of unique “water features” that can be incorporated in or near the site's existing streams.
- Task 5 – Final Master Plan Development
  - The Master Plan for the Erlanger Road Park should reflect the needs of the residents and visitors by setting standards for appropriate facilities, services and provide a guiding document for future development. The overall design concepts and standards, through a strategic phased

approach will provide and sustain the level of park and recreation services that are consistent with the City of Erlanger's vision.

- As part of the Master Plan the consultant shall prepare detailed cost breakdown for all proposed improvements along with multiple phased approach/strategies with cost breakdowns for each.
- The Final Master Plan must be formatted with a template that may be updatable as desired by the City.
- The City is to receive color renderings of the master plan for the purpose of public display.



**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
BID SUBMITTAL REQUIREMENTS**

Please provide the following in your proposal:

- Cover letter.
- Firm's executive summary and understanding of the project and opportunities.
- Project approach, experience of the firm in a brief profile.
- Relevant experience and professional discipline of the key individuals that will work on this project.
- Provide three (3) client references for similar park projects led by the proposed Project Manager.
- Provide a proposed Milestone Schedule that illustrates the total project time to complete this project beginning the day the Notice to Proceed is issued through the end of the Final Master Plan Design/Meeting Phase. The desired completion date of the Master Plan process and submission of the final plan is December 15, 2022.
- Provide hourly rates for all consultant staff members who may work on this project.
- Provide a maximum Professional Fee amount inclusive of all fees and expenses.

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
SELECTION COMMITTEE**

- The City Mayor and other key City staff employees will review and evaluate all firms responding to this bid. The City, at its sole discretion, may contact the references of the projects listed in response to this solicitation as a part of the evaluation process. Shortlisted firms may be interviewed for final selection. The City's intention is to enter into negotiations with the selected firm based on the City's schedule provided herein. Bids will be evaluated on the following criteria:
  - Scope, quality and creativity of services proposed.
  - Level of understanding of the project goals and sensitivity to the City of Erlanger's desire to develop exceptional parks.
  - Qualifications and experience of the person(s) assigned to perform services to the City; Depth of interdisciplinary skills related to park master planning, recreation planning and operations analysis, economic feasibility and public engagement.
  - Cost of services.
  - Schedule for completion. Time is an important aspect of the project and if the consultant does not believe the schedule is achievable, please indicate the reasons and provide an alternative schedule.
  - Demonstrated record of past performance with references. Bidders shall include a minimum of three (3) references for similar projects completed.

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
PROJECT TIMELINE**

Advertisement	March 14,	2022
Deadline for Proposal Submission:	April 1,	2022
Consultant Presentations/Interviews	April 18 - 22,	2022
Consultant Selection	May 1,	2022
Project Start Date	July 1,	2022
Project Completion Date	December 15,	2022

**CITY OF ERLANGER  
ERLANGER ROAD PARK MASTER PLANNING  
BID AGREEMENT**

This Agreement is by and between the CITY OF ERLANGER, a city in Kenton County, Kentucky, which shall hereinafter identified and referred to as the “CITY” and \_\_\_\_\_, who shall hereinafter be identified and referred to as the “CONSULTANT”;

**WITNESSETH:**

**WHEREAS**, the City has provided for the making of a public improvement known as the “Erlanger Road Park Master Planning Bid”, hereinafter referred to as the “Project”, and is described in the bid packet provided by the City of Erlanger; and

**WHEREAS**, on March 14, 2022, the City advertised in the Kentucky Enquirer and on the City’s website at [www.erlangerky.gov](http://www.erlangerky.gov) for bids to provide all qualified professional services for the Erlanger Road Park Master Plan, with accompanying information attached hereto and made a part by reference; and

**WHEREAS**, on April 1, 2022, the City received the bid from the Consultant attached hereto and made a part hereof by reference; and

**WHEREAS**, the bid of the Consultant was approved by the Mayor of the City of Erlanger; and

**NOW, THEREFORE**, in consideration of the mutual and reciprocal covenants herein, the City and the Consultant hereby agree as follows:

**1.0 Time of the Work of the Consultant**

The Work of the Consultant **shall begin on July 1, 2022** and after this Agreement is signed on behalf of the City and a copy thereof mailed to the Consultant by certified mail, return receipt requested; and the project **must be completed by December 15, 2022**.

**2.0 Quality of Consultant’s Work**

The Consultant shall and hereby agrees that all of the Work of the Consultant shall be of superior quality.

### **3.0 Payments to Contractor**

Payments to the Consultant will be made no more frequently than once a month.

### **4.0 Miscellaneous Provisions**

#### **4.1 Governing Law**

This Agreement shall be interpreted, construed and governed by Kentucky law.

#### **4.2 Severability**

If any provision of this Agreement shall be determined by a Court of competent jurisdiction to be invalid and enforceable, such determination shall not affect the validity or enforceability of the remaining provisions of this Agreement, all of which shall remain in full force and effect.

#### **4.3 Assignability**

This Agreement may not be assigned by the BIDDER without the written consent of the City.

#### **4.4 Amendment**

This Agreement may be amended only by a written agreement signed by the City and the BIDDER

#### **4.5 Prior Agreements**

This Agreement constitutes the entire agreement and understanding between the BIDDER and the City in regard to the subject matter thereof; and it supersedes all prior agreements, representations and understandings between them, written or oral.

#### **4.6 Headings**

Headings of the paragraphs and subparagraphs of this Agreement have been inserted for convenience of reference only, and shall in no way affect the interpretation of, restrict or otherwise modify any of the terms and provisions hereof.

#### **4.7 Waiver**

No consent to or waiver by either Erlanger or Recipient of any breach or default of any provision of this agreement by the other, whether expressed or implied, shall constitute or be interpreted as a consent, waiver or excuse for any other subsequent breach or default of the same or any other provision of this Agreement.

**4.8 Notices**

All notices required by the provisions of this agreement shall be in writing and mailed by certified mail, return receipt requested, as follows, unless otherwise provided by any signatory to this agreement to all other signatories.

Mayor, City of Erlanger

505 Commonwealth Avenue, Erlanger, Ky. 41018

\_\_\_\_\_  
(PRINTED NAME OF BIDDER)

\_\_\_\_\_  
(PRINTED MAILING ADDRESS OF BIDDER)

IN WITNESS THEREOF THIS AGREEMENT HAS BEEN SIGNED FOR AND ON BEHALF OF THE CONTRACTOR AND THE CITY OF ERLANGER BY AND THROUGH THEIR RESPECTIVE OFFICIALS ON THE DATES INDICATED.

SUBSCRIBED AND SWORN TO before me, a Notary Public, by Jessica Fette, as Mayor of the City of Erlanger, on \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC  
Kentucky, State at Large

\_\_\_\_\_  
MAYOR JESSICA FETTE

Commission Expires \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me, a Notary Public, by \_\_\_\_\_ of \_\_\_\_\_  
(PRINTED NAME OF SIGNATORY) (PRINTED NAME OF CONTRACTOR)  
on \_\_\_\_\_, 2022.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Signature of Signatory

Commission Expires \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_