

**A REQUEST FOR PROPOSAL
FOR
PERSONAL SERVICES CONTRACT**

Dolwick Drive (KY 3076) Sidewalk
Improvements

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the City of Erlanger.

I. PROJECT DESCRIPTION

County - Kenton/Boone
Route - KY 3076
Item No. - 06-00441
Project Description - Dolwick Drive (KY 3076) Sidewalk Improvements

II. PROJECT INFORMATION

Project Manager - Michelle L. Bollman, P.E.
User Division - Highway Construction Inspections
Approximate Fee - \$150,000
Project Funding - Federal (SNK) funds
Project Length - Approximately 6,500 feet

III. PURPOSE AND NEED

Construction of an 8' wide path (asphalt and concrete) and sidewalk (concrete) along the north side of Dolwick Drive in Erlanger and Boone County, Kentucky to provide a safe and ADA compliant path connection for pedestrians.

IV. DBE REQUIREMENT

Consultants should include a DBE participation plan with their Response to Announcement. An additional page will be allowed with the Project Approach in the Response to Announcement to convey this plan. A maximum of 5 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The City of Erlanger, Kentucky, is requesting Proposals from professional roadway construction inspection providers with the following certifications:

- ACI Level I Certification
- Aggregate Sampling Technician
- Grade Level I Technician
- Asphalt Lay-Down Technician
- Structural Inspection Level I
- KEPSC-RI qualification

The City of Erlanger is seeking firms for the purpose of providing full-time (assuming 40 hours per week for 25 weeks) roadway construction inspection services for the Dolwick Drive Sidewalk Improvements Project.

DESCRIPTION OF WORK

Daily inspections will be conducted:

- Verify Temporary Traffic Control is in compliance with MUTCD and the Temporary Traffic Control Plan
- Verify general compliance with plans and specifications, including construction of retaining walls
- All necessary special inspections, as required for retaining wall construction.
- Verify construction progress consistent with progress payment requests
- Observe concrete placement
- Observe sub-grade prior to placement of base aggregate
- Verify compacted base
- Verify all disturbed areas are seeded and straw mulched
- Verify site cleanup at the end of each day
- Best Management Practices (BMP) plan available for review as needed
- BMP plan compliance by Contractor and maintain copies of BMP records
- Provide concrete testing as follows:
 - o Test first truck each day
 - o Additional test every 100 cubic yards poured daily.
 - o Test for air content, slump, temperature and cylinders (2-6x12's or 3-4x8's)
- Collect and verify load tickets for materials delivered to project site.

VI. PREQUALIFICATION REQUIREMENTS

To respond to this project, the Consultant must be KYTC Prequalified in the following areas by the response due date of this advertisement:

- Construction Engineering Services
 - o Construction Project Supervision
- Geotechnical Services
 - o Geotechnical Engineering
 - o Geotechnical Laboratory Testing

VII. PROCUREMENT SCHEDULE

- Bulletin Posted – 11/12/2024 and 11/19/2024
- Response Date – 12/05/2024 by 10:00 AM ET
- Fee Proposal – 12/30/2024
- Contract Negotiations – Spring 2025 (final contract approval will be prior to construction)
- Notice to Proceed – Estimated for Spring 2025 (once a contractor is selected for construction)

VIII. PROJECT SCHEDULE

- Construction Start – Spring/Summer 2025
- Substantial Completion – Estimated 6 months after construction start
- Final Completion (Punch List & Invoicing Complete) – Estimated 1 month after Substantial Completion

IX. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Relative experience of consultant personnel assigned to project team:
 - a. Experience with highway projects, or projects on another mode of transportation, or with intermodal transportation projects for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
3. Past record of performance on projects similar in type and complexity. (15 Points)
4. Capacity to comply with project schedule. (15 Points)
5. Familiarity with geographic areas and resources, and familiarity with the Community's needs. (15 Points)
6. Special or unique expertise or equipment. (5 Points)
7. DBE Participation Plan. (5 Points)
8. Consultant's offices where work is to be performed. (5 Points)

Total Maximum Points = 100 Points

Statement of Qualifications submittals should be organized to address each evaluation criterion as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included but are not required.

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

X. SELECTION COMMITTEE MEMBERS

1. Jessica Fette, Mayor
2. Tyson Hermes, City Council Member
3. Peter Glenn, City Administrator
4. Kevin Quinn, Public Works Director
5. Michelle Bollman, P.E., Viox & Viox, Inc.

XI. SUBMITTAL LOCATION AND DATE

Proposals must be placed in a sealed envelope with the RFP name on the front. Proposals may be delivered to the **City Clerk** at the City Building at 505 Commonwealth Avenue, Erlanger, KY 41018, or mailed to City Clerk at the City of Erlanger, 505 Commonwealth Avenue, Erlanger, KY 41018. Proposals **must be received by the City of Erlanger by December 5, 2024 by 10:00am ET.**

XII. AREA MAP (BELOW)

