



REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING SERVICES

This document constitutes a Request for Qualifications for Professional Engineering Services performed under contract from qualified individuals and organizations to furnish services as described herein for the City of Elsmere, Kentucky.

I. PROJECT DESCRIPTION

The City of Elsmere, Kentucky, desires to hire a Civil Engineering firm to: (i) serve as the City Engineer providing on-call engineering services including but not limited to providing the planning and design of roadway and sidewalk projects, and (ii) provide support and services related to various grant programs including but not limited to writing Local Public Agency (LPA) grant applications, designing LPA projects that are awarded, and ensuring all LPA guidelines are followed. Other duties may include but are not limited to landslide mitigation, pavement management inventory and roadway maintenance, traffic signal and signage recommendations, capital improvement planning and design, bidding, utility infrastructure review, conducting public meetings, and coordination with the Kentucky Transportation Cabinet regarding any issues on state routes located within the City.

II. PROJECT INFORMATION

Project Manager: Chris Zerhusen
Title: Director of Public Works
Project Funding: City Funds and Grant Funds

III. PURPOSE AND NEED

The City does not have a full-time engineer on staff and seeks to hire a firm to handle the engineering needs of the City. The selected firm will be independent contractors and will not be

an employee, as such there will not be any additional benefits. This firm will be tasked with day-to-day engineering needs, detailed design and surveying, and administering grant projects from the application process through design and construction.

IV. SCOPE OF WORK

The selected Consultant must be pre-qualified with the Kentucky Transportation Cabinet and have the capacity and experience needed to address the City's needs. The selected consultant will need to provide services that include but that are not limited to: surveying, preliminary and final design, grant writing and administration, roadway audits, planning studies, public engagement, traffic signal and signage recommendations, striping recommendations, utility relocations and permitting, storm water mitigation and planning, and construction administration/inspection; and the other duties indicated herein.

V. SPECIAL INSTRUCTIONS

The City may elect to retain any of the advertised services to be performed by in-house staff or resources.

VI. RIGHT TO REJECT

The City retains the right to reject any and all proposals.

VII. METHOD OF DESIGN

The selected Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of highway plans.

VIII. ENVIRONMENTAL

Any necessary environmental services will not be included as part of this contract and will be handled separately.

IX. PHOTOGRAMMETRIC SERVICES

The City and/or KYTC may be able to provide mapping and LIDAR data for certain projects. The selected Consultant shall supplement any mapping and LIDAR provided by the City or KYTC and will need to provide any necessary surveying as needed.

X. STRUCTURE DESIGN

Small scale structure design may be required on certain projects. Prequalification in the area of Structure Design for spans under 500 feet is required to be identified in the Consultant's Response to Announcement.

XI. GEOTECHNICAL SERVICES

Geotechnical services will not be required as part of this contract and will be handled on an individual basis should the need arise.

XII. TRAFFIC

Any available traffic projects will be provided for each project that is assigned. The selected consultant will be responsible for performing any necessary traffic studies and must be prequalified through KYTC in “Traffic Operations.”

XIII. UTILITIES

The selected consultant will be responsible for locating existing utilities and coordinating the relocation of existing utilities on projects where avoidance is not an option. The selected consultant must be prequalified through KYTC in “Highway Design – Utilities.”

XIV. RIGHT-OF-WAY

The selected consultant will be responsible for performing right of way work for LPA projects. This will include performing right of way negotiations, acquiring temporary and permanent easements, and acquiring right of way. The selected consultant is expected to work collaboratively with the City attorney or other designated legal services provider. The selected consultant must be prequalified through KYTC in “Right-of-Way Services.”

XV. PREQUALIFICATION REQUIREMENTS

To respond to this project the Consultant must be prequalified with the Kentucky Transportation Cabinet (KYTC) in the following areas by the response due date of this advertisement:

ROADWAY DESIGN

- Roadway Design – Urban
- Roadway Design - Rural
- Surveying

TRANSPORTATION PLANNING – PEDESTRIAN & BICYCLE FACILITY PLANNING & DESIGN

STRUCTURE DESIGN

- Spans under 500 feet

HIGHWAY DESIGN - UTILITIES

TRAFFIC OPERATIONS

RIGHT-OF-WAY SERVICES

XVI. PROCUREMENT SCHEDULE

- Bulletin Posted: March 18, 2024
- Response Date: April 8, 2024
- Selection: April 18, 2024
- Hourly Fee Proposal/Negotiation: May 3, 2024
- Notice to Proceed – May 20, 2024

XVII. PROJECT SCHEDULE

Assignments to be given as needed.

XVIII. EVALUATION FACTORS

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

1. Familiarity with the City of Elsmere and the surrounding area. (20 Points)
2. Capacity of staff assigned to the project and meet project timelines. (15 Points)
3. Past record of performance on similar tasks and projects. (15 Points)
4. Familiarity and Experience with LPA Projects and Guidelines. (20 Points)
5. Proximity of Consultant's office where work is to be performed. (15 Points)
6. Established relationships with regional and state agencies. (15 points)

XIX. SELECTION COMMITTEE MEMBERS

1. Chris Zerhusen, Public Works Director
2. Michael Bartlett, City Administrator
3. Marty Lenhof, Mayor

XX. CITY RIGHTS

The City of Elsmere reserves the right to reject any and all proposals. The City reserves the right to engage in competitive negotiation with the civil engineering firm.

XXI. INSTRUCTIONS TO BIDDERS

1. Proposals shall be produced on standard 8.5 x 11 inch paper with font size no smaller than ten (10) point.
2. **Conciseness is encouraged.** Proposals shall be limited to no more than (20) pages.
3. Required content includes:

- a. Firm's contact information
 - b. Letter of interest including firm's availability to undertake this work and acknowledgement of any and all addenda issued for this RFQ
 - c. A written summary of the proposer's approach to the project with relevant experience
 - d. Provide three (3) examples of LPA projects that have been performed including client references.
 - e. Resumes of individuals who will be assigned to the City and the location of the office where the work will be performed.
 - f. Overview of staff capacity.
 - g. Recommendations and examples of communication best practices between client and engineering services.
4. Any questions shall be submitted by email to Chris Zerhusen by March 29, 2024.
 5. Proposals shall be submitted by delivering a sealed response packet to the City of Elsmere attn: Katie Hehman, City Clerk no later than 11:00 AM Eastern Daylight Time on Monday April 8, 2024.