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# CITY OF NEWPORT

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## **Request for Qualifications**

6-451: Phase I US 27 South Monmouth  
and  
Phase II US 27 Monmouth Underpass

**2019**

Dated: February 5, 2019

# INVITATION TO BIDDERS LEGAL NOTICE

The City of Newport, Kentucky, is Requesting Proposals from KYTC Prequalified Professional Engineering firms for the purpose of providing Engineering and Design Services for the Phase I US 27 / South Monmouth and Phase II US 27 / Monmouth Underpass Improvement projects.

Sealed Statements of Qualifications will be received at the office of the City of Newport, Kentucky until 10:00am Friday, March 1, 2019. SOQs received after the deadline will be unopened. SEALED PROPOSALS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky, 41071, until 10 o'clock am. EDT, on Friday, March 1, 2019 and then publicly opened and read aloud in the Multi-Purpose Room, 1<sup>st</sup> Floor of the Newport Municipal Building at 998 Monmouth for the following project:

Copies of the text of the Request for Qualifications may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky 41071 or at [www.newportky.gov](http://www.newportky.gov) . Inquiries regarding this RFP should be directed to: Larisa Sims, Assistant City Manager at [lsims@newportky.gov](mailto:lsims@newportky.gov).

Pursuant to specifications on file in the Office of the City Clerk of the City of Newport two copies of proposals are to be submitted in a sealed envelope labeled as follows:

***“6-451: Phase I US 27 South Monmouth  
and  
Phase II US 27 Monmouth Underpass  
Improvement Projects”***

All firms submitting an RFP must be prequalified with the Kentucky Transportation Cabinet by the time of the proposal opening.

The City of Newport is an Equal Employment Opportunity Employer. Successful vendor must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs.

Successful vendor must obtain an Occupational License from the City Finance and Administration Department prior to commencing work and shall be responsible for payroll tax during the period of work.

CITY OF NEWPORT, KENTUCKY  
Amy Able, City Clerk

Published online at [www.newportky.gov](http://www.newportky.gov) on February 5, 2019, and in the Campbell County Recorder newspaper on February 7, 2019

**A REQUEST FOR QUALIFICATIONS  
FOR  
ENGINEERING SERVICES CONTRACT FOR**

City of Newport, Kentucky  
6-451: Phase I US 27 South Monmouth  
and  
Phase II US 27 Monmouth Underpass

This document constitutes a Request for Qualifications from the City of Newport for a Professional Service Contract from qualified individuals and organizations to furnish those services as described herein. Sealed Statements of Qualifications will be received at the office of the City of Newport, Kentucky until 10:00am Friday, March 1, 2019. SOQs received after the deadline will be unopened. SEALED PROPOSALS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, Kentucky, 41071, until 10 o'clock am. EDT, on Friday, March 1, 2019 and then publicly opened and read aloud in the Multi-Purpose Room, 1<sup>st</sup> Floor of the Newport Municipal Building at 998 Monmouth.

Consultant Questions and Inquiries: Interested firms' questions and inquiries on the specifications of the SOQ shall be directed to:

Larisa Sims  
998 Monmouth Street  
Newport, KY 41071  
859-292-3664  
lsims@newportky.gov

**I. PROJECT DESCRIPTION**

County -	Campbell, Newport, Ky
Project Description -	Phase I: South Monmouth / US 27 Engineering and Design Services: From Newport/Southgate City Limits to Carothers Road - Improve/add sidewalks, access management, street lighting, utility relocation, smart technologies, improve safety.  Phase II: Monmouth Underpass / US 27 Engineering and Design Services: Underpass of the CSX Railroad Bridge between KY 1120 and KY 1892 - Improve for pedestrians by replacing obsolete stairs/walkway with 10' sidewalk, lighting, bus stops

**II. PROJECT INFORMATION**

Project Manager	Larisa Sims
Project Funding	Surface Transportation of Northern Kentucky (SNK)
Project Length/Area	Phase I: South Monmouth: .59 Miles Phase II: Monmouth Underpass: .25 Miles

### **III. PURPOSE AND NEED**

This project seeks to address the following identified problems in the project area south of the intersection of Carothers Road and US 27 to the Newport/Southgate city limits.

- Unsafe and unfriendly pedestrian and bicycle connections;
- High rate of pedestrian / bicycle accidents in the corridor (Nine bicycle pedestrian accidents, six with injuries, between 2010 and 2015);
- Inadequate lighting;
- Unsafe and uncontrollable vehicular site access;
- Lack of a united corridor;
- Bus stops that are not well identified and most are without shelters;
- Visual clutter, overhead powerlines and oversized signage;
- Difficulty for low income and elderly residents to access shopping, jobs, access to social service, and government services without a vehicle;
- Vacant and underutilized commercial properties;
- Large, unsightly and often failing retaining walls;
- No buffer between land uses;
- Need for integration of smart technologies;
- Lack of curb and gutter control.

The goals of this project are:

Phase I South Monmouth: Increase accessibility to those without motorized transportation; Increase safety for pedestrians by creating consistent and continuous sidewalks; increase vehicular, bicycle and pedestrian safety by consolidating curb cuts; increase bicycle safety through increasing awareness the US 27 is a bicycle corridor; increasing safety through improved street lighting; Increased use of public transportation by making improvements to bus stops; increasing safety of vehicles and pedestrians by removing utility poles underground; making use of smart technology in design of future lighting and utilities; mitigate congestion and air quality by making public, pedestrian, and bicycle transportation a more attractive option in the corridor and expanding sidewalks to 10 feet where possible to accommodate north and south bound pedestrian traffic; spur economic development by investing in infrastructure as a catalyst for the redevelopment of vacant and underutilized commercial properties.

Phase II Underpass: All the above, and to address deficiencies of the US 27 underpass as a bicycle and pedestrian route by removing the obsolete stairs and walkway at the southwest corner of 11<sup>th</sup> Street and US 27, and the obsolete stairs and walkway at the southwest corner of 15<sup>th</sup> Street and US 27 and replace them with ADA Accessible sidewalks.

### **IV. SCOPE OF WORK**

Phase I and II: The selected Consultant Team will be required to provide design services, including, but not limited to the preparation of engineering studies, design studies, Section 106 review, environmental review, identification of appropriate typical sections, identifying any utility relocation and impacts, performing drainage design, archaeology, final right-of-way plans, construction plans, traffic control, developing dependable cost estimates, conducting and preparing documents for public meetings.

**V. AVAILABLE STUDIES**

South Monmouth and Carothers Road Master Plan.  
2015 Newport Comprehensive Plan

**VI. METHOD OF DESIGN**

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

**VII. ENVIRONMENTAL**

Environmental documents may be completed by the KYTC District 6 in conjunction with KYTC's Division of Environmental Analysis (DEA).

**VIII. PHOTOGRAMMETRIC SERVICES**

The selected Consultant Team shall provide surveying as needed.

**IX. STRUCTURE DESIGN**

The Consultant Team shall do the necessary engineering service to submit to the District Office an Advanced Situation Folder(s) for the appropriate applicable structure(s). Structure Design Services may be added by Contract Modification. Prequalification in the area of Structure Design is required to be identified in the Consultant Team Team's Response to Announcement.

**X. GEOTECHNICAL SERVICES**

The selected Consultant Team may provide all Geotechnical Services required for the project. The Preliminary Design contract will include preliminary geotechnical services to review available geological, mining, or other geotechnical information that could influence the selection of the preferred alternate. Geotechnical services necessary for the completion of Final Design may be added by contract modification at the appropriate time.

**XI. TRAFFIC**

The Traffic projections and related information may be provided by the District Office.

**XII. UTILITIES**

The Consultant Team will be responsible for determining the existing locations of utilities to determine feasibility of redesign or utility relocation and cost estimates.

**XIII. PUBLIC INVOLVEMENT**

The consultant will be required to assist with communication and involvement of businesses and residents along the corridor. This may include both group and/or one on one meetings with property owners regarding the design.

#### **XIV. PREQUALIFICATION REQUIREMENTS**

To respond to this project proposal request, the **Prime Consultant Firm** must be prequalified in one of the major area(s) listed below by the *response due date* of this advertisement. The Prime Consultant Firm, as part of their Consultant Team may subcontract with other firms, who must also be prequalified for the discipline in which they will work.

##### ROADWAY DESIGN - URBAN AND/OR RURAL

- Roadway Design – Urban
- Surveying

##### TRANSPORTATION PLANNING – PEDESTRIAN & BICYCLE FACILITY PLANNING & DESIGN

##### ADVANCED TRAFFIC ENGINEERING DESIGN AND MODELING

##### UTILITY PRECONSTRUCTION COORDINATION SERVICES

##### STRUCTURE DESIGN

- Spans under 500 feet

##### GEOTECHNICAL SERVICES

- Drilling Services
- Engineering Service
- Laboratory Testing Services

##### ROW SERVICES

- If required, assist with easement and/or ROW acquisition in the coordination of acquisition services and the timely acquisition of easements and/or ROW.

##### TRAFFIC ENGINEERING SERVICES

- Isolated Traffic Signal and System Operation

##### ELECTRICAL ENGINEERING ROADWAY LIGHTING SERVICES

#### **XV. PROCUREMENT SCHEDULE**

Ad Posted Date	02/05/2019 online; 02/07/2019 newspaper
Response Date	03/01/2019
Selection Committee Date	03/04/2019
Pre-Design Conference	TBD
Fee Proposal	TBD
Contract Negotiations	TBD
Notice to Proceed	TBD

It is estimated that notice to proceed will occur no more than 60 days following Committee Selection Date.

## **XVI. PROJECT SCHEDULE**

Individual project schedules will be by Letter of Agreement

### **Proposal Format**

1. Proposals shall be submitted 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 thirty (30) pages.
3. Required content includes:
  - a. Firm's Contact information (form)
  - b. Letter of interest including firm's availability to undertake this project and acknowledgement of any and all addenda issued for this RFP.
  - c. A written summary of the proposer's approach to complete the tasks necessary for this project. A schedule shall also be included.
  - d. Detailed description of firm
  - e. Resumes of individuals anticipated to be assigned to the project with relevant experience.
  - f. Provide a minimum of two (2) client references for projects with services similar to the scope of services for this RFP.
  - g. One (1) original and four (4) copies shall be submitted.

## **XVII. EVALUATION FACTORS**

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

1. Relative experience of Consultant Team personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (2 Points)
2. Past record of performance on projects similar in type and complexity. (20 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
4. Current Workload and Projected project commitments of the firm. (10 points)
5. Minority or Female-Owned Firm. (5 Points)
6. Consultant Team's offices where work is to be performed. (5 Points)
7. Familiarity with the current (2016) KYTC LPA Project Guide (20 Points).

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.

The City may conduct discussions and require interviews with firms deemed to be the most

qualified according to the evaluation factors.

**XVIII. ADDITIONAL INFORMATION**

1. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this RFQ, unless clearly and specifically noted otherwise in the response and confirmed in the contract between the City and the Respondent. The City reserves the right to reject any or all Proposals. The City also reserves the right to enter into one or two separate contracts for both Phases of proposed work.
2. The vendor shall be required to indemnify and hold harmless the City of Newport from any and all claims that arise based on the actions of the vendor in its performance. The vendor shall be required to maintain Liability Insurance and Worker's Compensation to protect itself from such claims during the project period, and also name the City as an additional insured.
3. The City of Newport is an Equal Employment Opportunity Employer. Successful vendor must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs.
4. Successful vendor must obtain an Occupational License from the City Finance and Administration Department prior to commencing work and shall be responsible for payroll tax during the period of work.



**STATEMENT OF QUALIFICATIONS SUBMITTED BY:**  
Include this page in your RFQ response

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

I acknowledge receipt of the following Addendums:

Addendum #1: \_\_\_\_\_

Addendum #2: \_\_\_\_\_

Addendum #3: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**XIX. AREA MAP**





