

**A REQUEST FOR PROPOSAL
FOR
PROFESSIONAL SERVICES CONTRACT**

City of Frankfort, Kentucky
Singing Bridge (US-60X) Over the Kentucky River
Preliminary Engineering and Environmental Assessment

This document constitutes a Request for Proposals for a Professional Service Contract from qualified individuals and organizations to furnish those professional services as described herein for the City of Frankfort, Kentucky. This work is being advertised by and for the City of Frankfort while using some Kentucky Transportation Cabinet (KYTC) forms and procedures.

I. PROJECT DESCRIPTION

County - Franklin
Location - In Frankfort: Singing Bridge (US-60X, MP 0.000-0.077) over the Kentucky River between Bridge Street and St. Clair Street
Bid Number - 2222302-745
Project Description - Preliminary Engineering and Environmental Assessment to Improve the Existing Historic Structure

II. PROJECT INFORMATION

Project Manager - Katie Beard, Director, Public Works, City of Frankfort, KY
Owner - Kentucky Transportation Cabinet
Project Funding - State Funds
Project Scope - Preliminary engineering, an approved environmental document, and community engagement for a future construction project

III. PURPOSE AND NEED

The purpose of this study is to identify and evaluate alternatives for improving the level of service and extending the service life of the historic Singing Bridge (US-60X) over the Kentucky River in downtown Frankfort. The existing Singing Bridge is a two-lane, 410-foot steel through truss with an open grate deck and concrete sidewalks on each side. The bridge currently has a 9 ton weight limit. It is located in the Downtown Frankfort Historic District. This study will help the Kentucky Transportation Cabinet and the City of Frankfort make decisions concerning the future use and aesthetics of the Singing Bridge.

Due to its historic nature, there will be extensive community engagement in this study. The goal is to structurally strengthen and restore the existing Singing Bridge and maintain its historic characteristics while continuing to serve pedestrian, bicycle, and vehicular traffic.

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 (page 7) in the Response to Announcement to convey this plan. A maximum of 3 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultant will be required to provide professional engineering and environmental services. These services will include planning, preliminary engineering, an approved environmental document, and community engagement activity. The selected Consultant will perform numerous activities including, but not limited to, the following:

- Complete needs assessment of the existing structure (substructure, superstructure, and deck)
 - Inventory existing structural components (including deficiencies and possible constraints) and environmental resources
 - Collect and analyze traffic volume data
 - Project future traffic volumes, including planned improvements in downtown Frankfort
 - Conduct public and stakeholder outreach and involvement activities
 - Conduct preliminary utility coordination
- Develop range of alternatives to structurally strengthen and restore the existing structure
 - Address bicycle and pedestrian sidewalks
 - Address bridge lighting
 - Address structural coatings
 - Provide planning-level cost estimates for all phases (D, R, U and C) for each alternative
- Approved Environmental Document
 - Cultural, historic, and archaeological
 - Socioeconomic
 - Endangered species
- Utility Planning
 - Incorporating planned utility upgrades, if any
- Preliminary Engineering
 - Conduct field survey and right-of-way determination
 - Advance preliminary design on viable alternatives identified
 - Continued community engagement with local officials, stakeholders and general public
 - Provide preliminary cost estimate for all phases (D, R, U and C) of the preferred alternative

The deliverables will comply with the Kentucky Transportation Cabinet's Highway Design Manual – HD-203. The deliverables will include, but not be limited to, preliminary bridge plans, community engagement documentation, environmental reports, and an approved

environmental document.

The final scope and fee for the described services above shall be negotiated after a qualifications-based selection.

The selected Consultant could be asked to provide Final Structure Design and Construction Services, which would be added by contract modification when Preliminary Engineering and Environmental Services are complete. The scope and fee for these future, additional services shall be negotiated between the City of Frankfort and the selected Consultant.

VI. SPECIAL INSTRUCTIONS

The response to this RFP must follow the City of Frankfort Professional Services Response Instructions found in Appendix A. The City of Frankfort Professional Services Response Instructions are based on evaluation information required in KRS 45A.745.

VII. METHOD OF DESIGN

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

VIII. ENVIRONMENTAL

The selected Consultant will provide any required environmental services.

IX. GEOTECHNICAL SERVICES

The selected Consultant will be responsible for conducting any necessary Geotechnical Services required for the project.

X. TRAFFIC

The selected Consultant will provide the analysis of the existing and proposed operations working closely with KYTC and City of Frankfort staff.

XI. UTILITIES

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

XII. PREQUALIFICATION REQUIREMENTS

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

ROADWAY DESIGN

- Urban Roadway Design
- Surveying

STRUCTURE DESIGN

- Spans Under 500 Feet

GEOTECHNICAL SERVICES

- Drilling Services
- Engineering Services
- Laboratory Testing Services

ENVIRONMENTAL ARCHAEOLOGY AND OTHER SERVICES

- Prehistoric Archaeology
- Historic Archaeology
- Highway Noise
- Air Quality Analysis
- Socioeconomic Analysis
- Cultural Historic Analysis
- EIS Writing and Coordination

TRANSPORTATION PLANNING

- Pedestrian & Bicycle Facility Planning & Design
- Traffic Forecasting
- Traffic Data Collection

TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting Services

XIII. PROCUREMENT SCHEDULE

- Advertisement Posted – October 3, 2022
- Response Date – October 28, 2022
- First Selection Committee Meeting – October 31, 2022
- Final Selection Committee Meeting – November 9, 2022
- Pre-Design Conference – November 16, 2022
- Consultant Fee Proposal – November 28, 2022
- Contract Negotiations – November 30, 2022
- Notice to Proceed – See Note below.

Note: The City of Frankfort is procuring these professional services prior to an executed Memorandum of Agreement (MOA) between the Kentucky Transportation Cabinet and the City of Frankfort. A Notice to Proceed will not be issued to the selected Consultant until the MOA is executed.

XIV. PROJECT SCHEDULE

The preliminary engineering and environmental assessment phase of the Singing Bridge Improvement Project is to be completed by the selected firm within 10 months after receiving a Notice to Proceed.

XV. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors totaling 100 possible points:

1. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (25 Points)

2. Capacity to comply with project schedule. (20 Points)
3. Past record of performance on projects similar in type and complexity. (25 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (25 Points)
5. DBE Participation Plan. (3 Points)
6. Consultant's offices where work is to be performed. (2 Points)

XVI. LICENSE AND REGISTRATION REQUIREMENTS

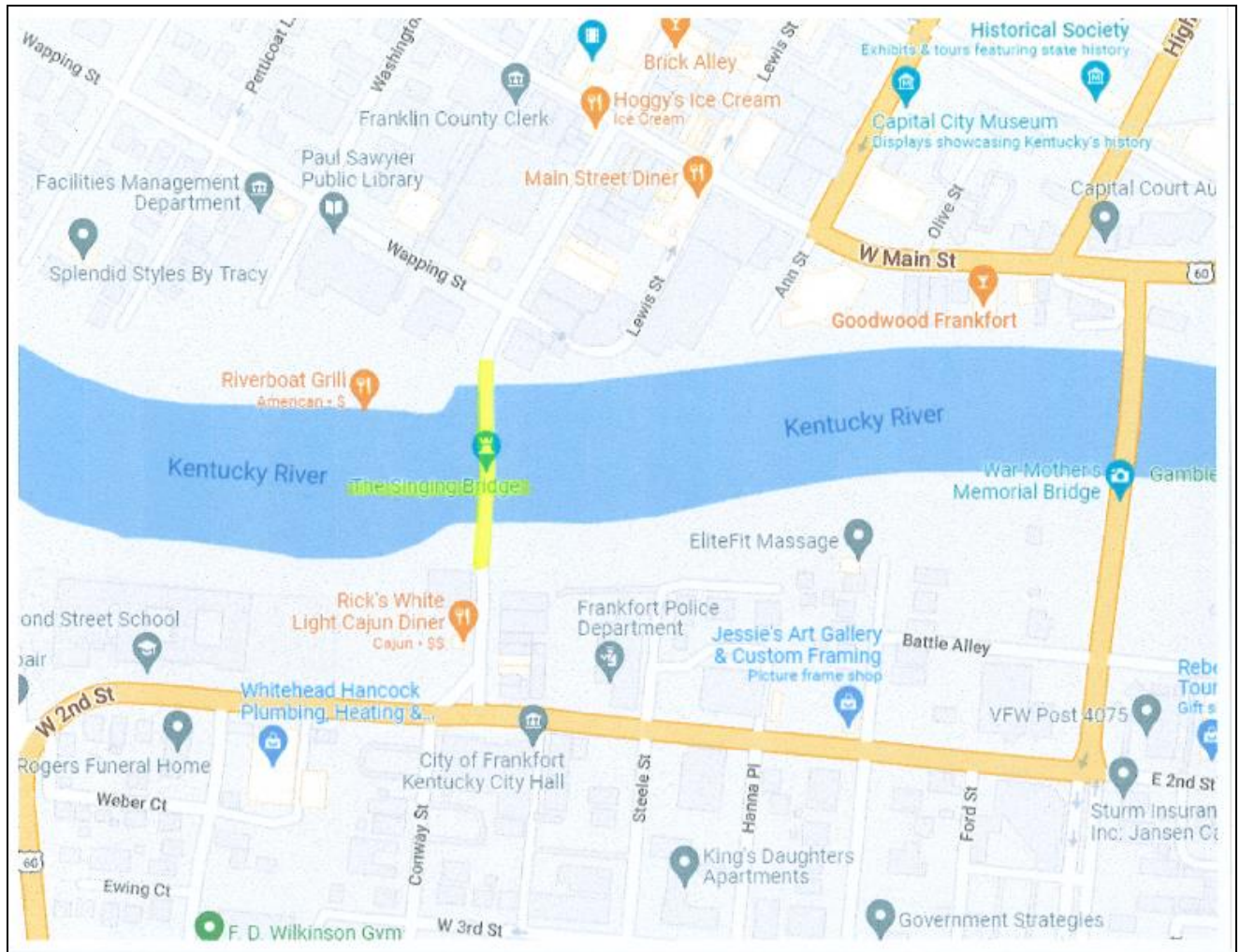
To respond to this project the Consultant's personnel assigned to the project team must be licensed and/or registered in Kentucky to perform the engineering services listed in Section V – Scope of Work.

XVII. SELECTION COMMITTEE MEMBERS

1. Katie Beard, City of Frankfort
2. Rebecca Hall, City of Frankfort
3. Eric Cockley, City of Frankfort
4. Vicki Birenberg, City of Frankfort
5. Sara Anderson, City of Frankfort
6. KYTC Representative – Ex Officio

See Project Map on Page 6.

XVIII. PROJECT MAP



APPENDIX A

City of Frankfort Professional Services Response Instructions

Firms interested in procuring engineering services from the City of Frankfort for the state-funded Singing Bridge preliminary engineering and environmental assessment project may submit a response to the City's announcement. Please note the responses are intended to follow the standard Kentucky Transportation Cabinet (KYTC) guidelines for responding to KYTC RFP's and references in this document to forms, certifications, registration and other items shall mimic KYTC requirements. The process of accepting Statements of Qualifications and choosing the successful Firm shall be by sealed Requests for Proposals ("RFP's") using Qualifications Based Selection under 23 CFR 172 and KRS 45A.730 to 45A750. The response must follow the following format:

- Each submitted response to this RFP will be a maximum of 21 pages in length. See the page format described below.
- Each page must be 8-1/2" x 11" with single-space type no smaller than 12 pitch (approximately 10 point "font") and may contain graphics and photographs where applicable (unless otherwise specified in the announcement bulletin).
- Printing should be double-sided. If single-sided printing is used, the backs of pages must be left blank.
- A single 11" x 17" page may be substituted for two 8-1/2" x 11" pages
- This response will be a "stand alone" document. No additional information may be attached or made reference to via webpage or other means.
- Sub-consultant work should be shown within the same context of the prime consultant project team. No additional pages are permitted for sub-consultant work unless specifically allowed for in the project advertisement.
- Binding covers front and back are allowed as well as a transmittal letter; however, information on the covers and transmittal letter will not be used for evaluating the proposal.
- The insides of front and back covers must be left blank. No writing, photos, graphs, etc., will be allowed on the inside of covers.
- Tabs between pages may be used; however, other than identification on the tab, the tab page must be blank.
- No writing, photos, graphs, etc., will be allowed on the tab pages.
- Proposals must include Campaign Finance Law Compliance Form for the Prime submitting firm only. See "REQUIRED AFFIDAVIT FOR BIDDERS OR OFFERORS" paragraph below.

Page 1: Basic Project Information

- Firm Name
- Firm Address
- Firm Telephone Number
- Contact Name of individual responsible for this response to announcement
- Contact e-mail address
- Project Name – City of Frankfort Singing Bridge Preliminary Engineering and Environmental Assessment Project
- City Bid # 2222302-745
- Response Due Date
- Location of office(s) where work for this project would be performed
- Certification of authorized submitter that information contained within is correct. Include typed name and title, the clause "I certify that the information included within this document is, to the best of my knowledge, correct as of the date indicated", the signature (one copy must have original signature and the date).
 - Certification that the firm is currently registered with the Commonwealth of Kentucky in accordance with KRS 322.060 to perform the engineering services needed for this project and the firm's Kentucky Registration Number. This includes engineering sub-consultant firms. Additional pages are allowed to provide engineering sub-consultant certification of firm registration and Kentucky Registration Number.

Page 2 (A-B): Project Service and Staff Summary

- List of services firm and any sub-consultant(s) will be performing for this project.
- For services to be performed by the prime consultant, list the name(s) of the employee(s) intended to perform the work. For sub-consultant services, list the firm name. (Additional resumes may be allowed for sub-consultant personnel if indicated in the bulletin).

Page 3: Project Team Organizational Chart

Include an organizational chart illustrating the project manager and all other project team members for this project. One paragraph of verbiage may also be included to further define the roles and interaction of the project team members. This should include relationships and lines of responsibility with sub-consultants as well.

Page 4 (A-E): Relative Experience of Key Project Team Members

Include the resumes of the project manager and up to 9 other key project team members, including sub-consultants. Only include resumes for team members with significant

contributions to the project. Resumes may include but are not limited to education and experience, applicable technical training, personal photograph, responsibility for similar projects, familiarity with geographic area and resources, and special or unique experience. A total of 5 pages (A-E) are permitted for these resumes.

Page 5 (A-B): Available Team Workload Capacity

Demonstrate the availability of key personnel and the status of the current workload associated with active contracts. This section will include information on key project team members identified from Page 4 including key sub-consultant team members. Use charts and other illustrative tools as necessary to demonstrate current commitments and availability of key team members to be assigned to the project, for at least the next 10 months.

Page 6 (A-E): Relative Experience of Proposed Team

Describe up to five of the firm's or sub-consultant's most recent, similar type projects, and indicate the involvement of personnel identified on page 2. Include the following for each project: Agency for which work was performed, location, dates, project manager, evaluation score(s), and description (type of improvement, approximate fee, etc.) Descriptions may also include familiarity with geographic area and resources, special or unique experience and equipment, and any evaluations or awards pertaining to the project.

Page 7 (A-C): Project Approach

Describe how your firm or project team is the best qualified to perform the services required for this project for the City of Frankfort. At a **minimum** include discussion of your project team's intended approach to the project, ability to meet the project schedule with current workload, project staffing, familiarity of project, and knowledge of procedures required for this type of project. This narrative should also include the qualification, expertise and role of significant sub-consultants and involvement of any special requirements (i.e. DBE firms). DBE certifications should also be included with the proposal and will not count as additional pages. Additional pages may be permitted for graphics or charts if indicated in the advertisement bulletin.

Page 8 (A-B): Required Affidavit for Bidders or Offerors

Provide the completed, two-page "Required Affidavit for Bidders or Offerors" form. See the link to the form below under the Required Affidavit for Bidders or Offerors paragraph.

INAPPROPRIATE CONTACTS

Prime consultant and sub-consultant firms and their agents are prohibited from discussing the procurement bulletin with any City personnel or selection committee members. When inappropriate contact with City employees or selection committee members is made by a prime consultant or a sub-consultant or an agent of the prime consultant or sub-consultant the prime consultant's response for the project will be returned and the prime consultant response will not be considered by the selection committee for the project on which the contact was made.

CHANGES AND UPDATES

Please check the City of Frankfort RFP webpage for updates before submitting a response.

Updates will be posted up to four days before the responses are due.

RESPONSE FORMS AND DUE DATE

Interested consultant engineering firms desiring to provide these services should submit six (6) copies of "Responses to Advertisement for Engineering and Related Services" for this project to the address below. The response must be received no later than 2:00 p.m. EDT on Friday, October 28, 2022.

Responses should be delivered to the City of Frankfort Purchasing Agent, Angie Disponette, 315 West Second Street, P. O. Box 697, Frankfort, Kentucky 40601 by that deadline, unless otherwise specified.

CONFLICT OF INTEREST

In response to a legal opinion concerning the application of KYTC Official Order No. 102295, "CONFLICT OF INTEREST", consultants responding to this advertisement are required to identify any potential conflicts of interest in regards to any financial or other personal interest in a project and/or any financial or other personal interest in any real property that may be acquired for a project. In the case that a potential conflict is identified, the consultant will be asked to recommend a solution in dealing with this conflict. The selection committee may or may not reject a Response to Advertisement based upon this conflict.

PROJECT INQUIRES

Up to close of business on Monday, October 24, 2022, a consultant may submit specific questions about the project in this Procurement Bulletin in e-mail to Angie Disponette, Purchasing Agent, City of Frankfort at adisponette@frankfort.ky.gov.

DBE PARTICIPATION

The City of Frankfort hereby notifies all respondents that it will affirmatively ensure in any executed contract pursuant to this advertisement that certified and prequalified KYTC Disadvantaged Business Enterprises will be afforded full opportunity to submit a response to this Request for Proposals. The DBE respondents will not be discriminated against on the grounds of race, color, sex, religion, national origin, age or disability regarding the award of a contract.

REQUIRED AFFIDAVIT FOR BIDDERS OR OFFERORS

A. In accordance with the provisions of KRS 45A.110 and KRS 45A.115, each bidder or offeror shall swear or affirm under penalty of perjury that: (1) neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky, and (2) the award of a contract to the bidder or offeror or the entity which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.

B. I also hereby swear and affirm under penalty of perjury that the entity bidding is properly authorized under the laws of the Commonwealth of Kentucky to conduct business in this state; is duly registered with the Kentucky Secretary of State to the extent required by Kentucky law; and will remain in good standing to do business in the Commonwealth of Kentucky for the

duration of any contract awarded.

C. I hereby swear and affirm under penalty of perjury that the entity bidding, and all subcontractors therein, are aware of the requirements and penalties outlined in KRS 45A.485; have properly disclosed all information required by this statute; and will continue to comply with such requirements for the duration of any contract awarded.

D. I hereby swear and affirm under penalty of perjury that the entity bidding is not delinquent on any state taxes or fees owed to the Commonwealth of Kentucky and will remain in good standing for the duration of any contract awarded.

Click on the following link for the "Required Affidavit for Bidders, Offerors and Contractors" form:

<https://transportation.ky.gov/ProfessionalServices/Forms/Affidavit%20for%20Services%20-%20Campaign%20Finance%20Law%20Compliance%20Form.pdf>

Civil Rights and Equal Employment Compliance

The City of Frankfort and the **selected consultant** shall comply with Title VI of the Civil Rights Act of 1964 (42 USC) and all implementing regulations and executive orders, and Section 504 of the Rehabilitation Act of 1973 (29 USC 701) and the Kentucky Equal Employment Act 1978 (KRS 45.550 to 45.640) and the Americans with Disabilities Act (42 USC 12101). No person shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in relation to activities carried out under this contract on the basis of race, color, age, religion, sex, disability, or national origin.

Registration with the Secretary of State by a Foreign Entity.

Pursuant to KRS 45A.480(1)(b), an agency, department, office, or political subdivision of the Commonwealth of Kentucky shall not award a state contract to a person that is a foreign entity required by KRS 14A.9-010 to obtain a certificate of authority to transact business in the Commonwealth ("certificate") from the Secretary of State under KRS 14A.9-030 unless the person produces the certificate within fourteen (14) days of the bid or proposal opening. Therefore, foreign entities should submit a copy of their certificate with their solicitation response. If the foreign entity is not required to obtain a certificate as provided in KRS 14A.9-010, the foreign entity should identify the applicable exception in its solicitation response. Foreign entity is defined within KRS 14A.1-070.

For all foreign entities required to obtain a certificate of authority to transact business in the Commonwealth, if a copy of the certificate is not received by the contracting agency within the time frame identified above, the foreign entity's solicitation response shall be deemed non-responsive or the awarded contract shall be cancelled.

Businesses can visit <https://secure.kentucky.gov/sos/ftbr/welcome.aspx> to register with the Secretary of State.