

Questions and Corrections
Warren County - Beautifi-65 - Landscape Design RFP

3/29/19

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QUESTION: Regarding this passage on page 5 of the RFP – "The imposed page limit will not be counted to include all Sections, additional and/or supplementary information specifically sought by the Committee". Is there a page limit for the proposal?

ANSWER: No, the following excerpt from the RFP specifies no limit on the proposal length. However, the following excerpt is specific to the , "The cover letter shall be single sided, single-spaced 8 ½" x 11" paper using a minimum of 10 pt. type and not exceeding four pages in length." "The cover letter and Sections are to be bound, information submitted, and incorporated therein. The cover letter shall be single sided, single-spaced 8 ½" x 11" paper using a minimum of 10 pt. type and not exceeding four pages in length. This letter will serve as an introduction for the Selection Committee of the Respondent's qualifications and capabilities. It is not meant to limit a Respondent's submittal of other, supplementary and/or supporting information as described hereinafter. The imposed page limit will not be counted to include all Sections, additional and/or supplementary information specifically sought by the Committee."

QUESTION: Would you please provide the links to the KYTC landscaping permit guidance and regulations?

ANSWER: KYTC's Permit Guidance Manual is found online at https://transportation.ky.gov/Organizational-Resources/Policy_Manuals_Library/Permits.pdf. Chapter 20 provides a one-page overview of the landscaping encroachment permit policy. Give the unique location of this project, the RFP Scope of Services specifies the selected consultant will meet with KYTC up to three times to review progress and receive comment on the proposed design. The intent is for the selected consultant to participate in an on-going coordination with KYTC.

QUESTION: Could you please clarify the requirement for the "International Society of Arboriculture Certification" as far as a team member requirement?

ANSWER: KTYC has confirmed that an arborist will not be required for proposed tree clearing or trimming. This prequalification is no longer required.

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QUESTION 1: Our company is not currently registered to do business in the State of Kentucky and although I am licensed in Kentucky to practice Landscape Architecture my license is inactive. Would we need to register our business and activate my license prior to submitting our qualifications or can this be completed if we are selected?

ANSWER 1: Per the following, a company not meeting the qualifications or proposal requirements would be considered in Non-compliance and may be deemed as sufficient reason for disqualification:

“QUALIFICATION / PROPOSAL REQUIREMENTS

Respondent shall be a lawfully qualified to do business with and within the Commonwealth of Kentucky.

Respondents and sub-consultant firms shall be licensed to perform services in the Commonwealth of Kentucky as required by the respective Board of Registration.

Consultants of record shall be licensed to perform their respective discipline in the Commonwealth of Kentucky as required by the respective Board of Registration.

Respondent firms shall carry, maintain and provide a certificate of liability insurance for professional liability in the amount of \$1,000,000 minimum, of which a copy of your certificate to be attached.”

QUESTION 2: I also noticed on Page 5 under the Personnel Experience it sounds as if anyone listed as part of the team must be licensed in Kentucky – am I reading this correctly?

ANSWER 2: Per the following, No, not necessarily, only if Kentucky law requires such licensing:

“Project team members identified in Section “B” shall include registration or certification number(s) or other information evidencing current professional licensure in the Commonwealth of Kentucky when law requires such licensing.”

QUESTION 3: Based on the report prepared by Neel-Schaffer the project budget is \$2,114,476. This does not appear to include the cost for the “Welcome” Monument Signs or the “Horse Fence”. Has an over-all project budget been determined that includes these elements?

ANSWER 3: The Monument Signs or Horse Fence have not been estimated. This will need to be part of the A/E project scope when determining the schematic budget. No, an over-all project has not been determined including those two design elements.

QUESTION 4: Is it anticipated that this project will be phased?

ANSWER 4: No, the project is not anticipated to be phased.

QUESTION 5: Is survey / utility information available for each site or is that anticipated to be part of the project scope of work?

ANSWER 5: The Kentucky Transportation Cabinet has available archived plans that depict right of way and some utility information, but the consultant should anticipate locating utilities and providing topographic survey information where critical to the design.

QUESTION 6: Are the work zone requirements listed in the RFP required as a prequalification in the design portion of this project that is being advertised?

ANSWER 6: Yes. The consultant will be required to develop a maintenance of traffic scheme based upon their knowledge and experience of what is appropriate.