

A REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES CONTRACT

City of Frankfort, Kentucky – Federal Transit Administration (FTA) Grants Transit Center and Parking Garage on Parcel B in Downtown Frankfort Independent Geotechnical and Construction Materials Sampling and Testing

This document constitutes a Request for Qualifications (RFQ) for a Professional Service Contract from qualified individuals and organizations to furnish those sampling and testing 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 - East of Capital Plaza Hotel Between Clinton Street and Mero Street
City Bid # - 22222301-745
KYTC Project #s - KY-2021-11-02; KY-2021-33-02
Project Description – Transit Center and Parking Garage on Parcel B

II. PROJECT INFORMATION

Project Manager - Chuck Knowles
Owner - City of Frankfort, Kentucky
Project Funding - FTA Funds (CARES and Section 5311) and Local Funds
Project Scope - Transit Center with a 300 space Parking Garage and 5,000 square feet of enclosed office space

III. PURPOSE AND NEED

The Commonwealth of Kentucky demolished the Capital Plaza infrastructure that included the Capital Plaza Tower, Frankfort Civic Center, Fountain Place Shoppes, and parking structures. A new state office building (Mayo-Underwood Building) has been constructed with an adjoining parking structure on what has been termed Parcel A (former tower and parking garage location). Parcel B (former civic center and shops location) was sold by the state to a private owner. There is a planned major redevelopment for Parcel B (see Section XVII for the project location and redevelopment vision for Parcel B). When the state sold Parcel B, one condition of that transaction was that a parking garage with 300 spaces would be constructed adjacent to the Capital Plaza Hotel within 24 months of the Design/Build Team (DBT) receiving a Notice to Proceed.

The City of Frankfort has agreed with the Parcel B developer that the City will be responsible for constructing a transit center and a parking garage at the location shown in Section XVII (Project Map and Redevelopment Vision). The City will use an FTA CARES grant in the amount of \$5.5 million, an FTA Section 5311 grant in the amount of \$1.25 million, and local funds for this project. This project will address the City's need to consolidate their public transit administrative offices and provide an all-season public waiting

facility in one central, downtown location. A general scope of the transit center/parking garage project may be found in Section XVIII (Transit Center and Parking Garage – Overall Scope).

The City will use a design-build contractor to design and construct the transit center and parking garage. The City has contracted with TRC Worldwide Engineering, Inc. to review the design-build team's (DBT) engineering and architectural plans as well as to ensure the project is constructed in accordance with approved plans and specifications.

In keeping with the City's and KYTC's interests in independently confirming: (1) the characteristics of the geotechnical materials that will be the basis for the structure's foundation design and (2) the quality of the project's construction materials, the City will use a professional services team to sample and test geotechnical and construction materials.

IV. SCOPE OF WORK

The selected Consultant will be required to provide a combination of geotechnical and construction materials sampling and testing services. The selected Consultant will perform numerous activities including, but not limited to, the following:

- Coordinate sampling schedule with DBT and TRC Worldwide Engineering, Inc.
- Conduct geotechnical materials sampling and testing
- Conduct construction materials sampling and testing
- Provide timely reports on the testing results to the City

The final scope and fee shall be negotiated after a qualifications-based selection (QBS).

V. SPECIAL INSTRUCTIONS

The response to this RFQ 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.

VI. 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 geotechnical and materials testing and sampling services listed in Section IV – Scope of Work.

VII. INSURANCE

WORKERS' COMPENSATION insuring the employers' obligations under Kentucky Revised Statutes Chapter 342 at Statutory Limits, and EMPLOYERS' LIABILITY, \$1,000,000 Each Accident/\$1,000,000 Disease - Policy Limit/\$1,000,000 Disease - Each Employee. The Consultant shall furnish evidence of coverage of all its employees or give evidence of self-insurance by submitting a copy of a certificate issued by the Workmen's Compensation Board.

PROFESSIONAL LIABILITY – The Consultant must provide proof of \$1,000,000 of professional liability.

VIII. PROCUREMENT SCHEDULE

- Bulletin Posted – August 24, 2022
- Response Date – September 16, 2022
- First Selection Committee Meeting – September 19, 2022
- Second Selection Committee Meeting – September 26, 2022
- Scope of Work Meeting – October 3, 2022
- Consultant Fee Proposal – October 10, 2022
- Contract Negotiations – October 12, 2022
- Notice to Proceed – October 25, 2022

Note: The City desires to accelerate the selection, notification, scoping, fee proposal, negotiation, and contract execution process. The selected Consultant will be expected to be responsive to this accelerated process.

IX. PROJECT SCHEDULE

The Transit Center and Parking Garage project is to be completed by the DBT and accepted by the City within 24 months of the DBT receiving a Notice to Proceed.

X. EVALUATION FACTORS

The evaluation factors listed below are based on requirements found in KRS 45A.745 and 45A.750. Consultants will be evaluated by the selection committee based on the following, weighted factors totaling 100 points:

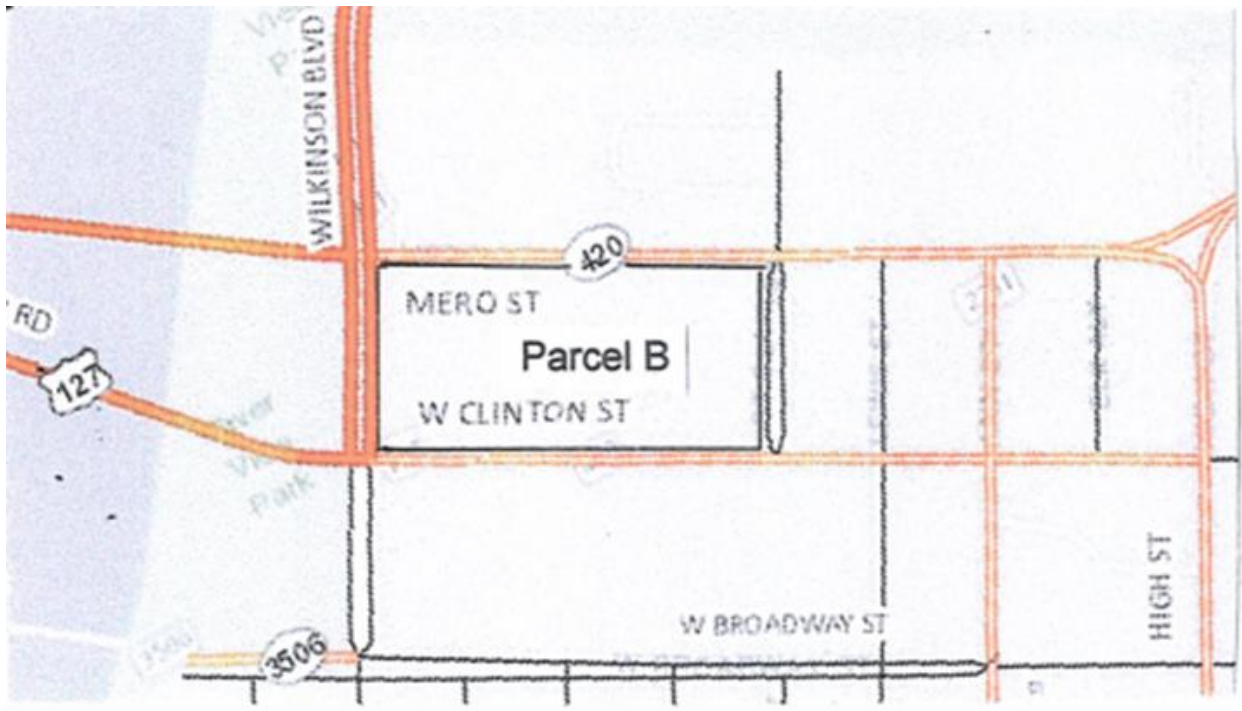
1. Relative experience of consultant personnel assigned to project team with projects of similar scope and/or federal, state or other local governmental agencies. (25 Points)
2. Past record of performance on projects similar in type and complexity. (25 Points)
3. Capacity to comply with project schedule. (20 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (25 Points)
5. Consultant's offices where work is to be performed. (5 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Katie Beard, City of Frankfort
2. Rebecca Hall, City of Frankfort
3. Eric Cockley, City of Frankfort
4. Jen Williamson, Frankfort
5. Chuck Knowles, City of Frankfort

XII. PROJECT MAP AND REDEVELOPMENT VISION

Below are a general project location map and a redevelopment vision for Parcels B and C on which the Transit Center and Parking Garage location is shown in pink.



XIII. TRANSIT CENTER AND PARKING GARAGE – OVERALL SCOPE

The City of Frankfort/Frankfort Transit plans to build a new Transit Center located in downtown Frankfort. The Transit Center will be comprised of a parking structure with 300 parking spaces and a 5,000 square foot enclosed building on the first (ground) level of the parking structure for Frankfort Transit administrative offices and transit user public space. Below is a general breakdown of the scope for each component of the Transit Center.

Parking Structure:

300 parking spaces

Parking spaces for transit vehicles, employees, and users

Parking spaces for general public use for nearby hotel and commercial development

Administrative Offices:

3,000 square feet of enclosed space on the first (ground) level of the parking structure

Space to provide administrative offices, training facility, dispatch center, staff lounge, and staff restrooms

Transit User Public Space:

2,000 square feet of enclosed space on the first (ground) level of the parking structure

Space to provide user waiting area, restrooms, vending area, and information kiosk

APPENDIX A

City of Frankfort Professional Services Response Instructions

Firms interested in procuring engineering related services in support of the City of Frankfort's federally-funded Transit Center/Parking Garage grant 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 RFQs and references in this document to forms, certifications, registration and other items shall mimic KYTC requirements. The response must follow the following format:

- 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.
- Responses 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, Transit Center/Parking Garage on Parcel B
- Federal Project #s: KY-2021-011-02; KY-2021-033-02
- City Bid # 22222301-745
- 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 and date (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-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 6 (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 up to the next 24 months.

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. 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

See Required Affidavit for Bidders or Offerors paragraph below.

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 RFQ 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 the response deadline identified with the project.

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 four (4) working days prior to the submission deadline, 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 Disadvantaged Business Enterprises will be afforded full opportunity to submit a response to this Request for Qualifications. 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.