

CITY OF VILLA HILLS, KENTUCKY

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

I. INVITATION

The City of Villa Hills requests that firms submit qualifications (RFQ) for ongoing City engineering services. Qualified firms will have broad expertise and experience in a range of civil engineering specialties, including capital improvement design and construction, pavement management, road design and traffic management, site and subdivision development plan review, regulatory compliance issues, mapping and surveying, geographic information systems, and project planning.

The City desires to enter into a long-term relationship with a highly qualified engineering firm for day-to-day assistance and long-term capital planning and pavement management. This invitation presents an excellent opportunity for a firm to work in a community that is dedicated to improving its infrastructure. The City of Villa Hills plans to invest heavily in its capital infrastructure during the upcoming years.

II. THE VILLA HILLS COMMUNITY

Villa Hills, with approximately 7,500 residents, is a 4.5 square mile community located in northwest Kenton County.

The City is transversed by KY-371 (Collins Road/Amsterdam Road), KY-8 (River Road), and Highwater Road, among others. Villa Hills is located one-mile north of the I-71/75 Buttermilk Pike exit. It enjoyed steady growth throughout the late-20th century which will continue as new construction is built. Today it is a residential bedroom community featuring strong, stable neighborhoods.

The City, has recognized the need to address the maintenance and improvement of the city's roadways. In addition to a dedicated tax that may only be spent on city's roads and streets, the city consistently sets aside additional funds for improvements and maintenance. The City has invested approximately \$ 2,500,000 over the past five years in its roadway infrastructure.

Water service is provided by the Northern Kentucky Water District. Sanitary sewers and water treatment are provided by Sanitation District No. 1 which also manages the underground facilities of the city's storm water system. The City has approximately 34 centerline miles of roads, including approximately 6 miles of State Routes. The City's roadways have varying proportions of curb, gutter, and sidewalks.

The City operates under a Mayor-Council form of government. The successful firm will need to work with City officials, employees, as well as citizen groups and City boards and commissions. The successful firm will also be required to work with other City consultants on various projects to facilitate City goals and objectives.

III. SCOPE OF WORK

The City of Villa Hills seeks ongoing, as-needed professional engineering services to assist with day-to-day operations. The evaluation criteria that the City of Villa Hills will use to analyze qualifications for the ongoing consulting services are included in Section VI of this document. The City of Villa Hills reserves the right to alter this scope of work during fee negotiations with the best-qualified engineering firm.

IV. SUBMITTALS

Proposals shall be submitted to:

Mayor Heather Jansen
City of Villa Hills
719 Rogers Road
Villa Hills, KY 41017

Two (2) copies of qualification statements are due by 4:30 p.m. on August 6, 2021. Postmarked packages arriving later than this time will not be accepted. For more information, please contact Mayor Heather Jansen by e-mail at hjansen@villahillsky.org

V. CONTENT OF QUALIFICATIONS

In order to facilitate evaluation of qualifications, the submitting firm is instructed to follow the outline below in responding. Firms that do not follow the outline, or do not provide the required information may be considered as unresponsive. The response is due in two parts, to be sealed separately in different envelopes.

1. Statement of Qualifications, Experience and Understanding of Work, etc.
Submittal shall include:

- a. Understanding of the Request: Provide a statement of your understanding of the City's request for services. Include experience and resources of the proposing company, ownership, history, primary contact, information relating to financial viability, etc.
 - b. Personnel: Identify key personnel who will provide the required services directly to the City under this request, including their qualifications, education, and relevant experience. Because this service is expected to be ongoing, firms should provide detailed information regarding the key employee(s) who will be working most often with City officials. One qualified member of the firm will be designated the "City Engineer".
 - c. References: Provide for personnel assigned to Villa Hills, a curriculum vitae along with a list of three (3) references of current or prior local governments (or substantially similar organizations) served. The firm shall also provide a list of three references of current or prior local governments (or substantially similar organizations) it has served with substantially similar scopes of services. Reference information should include:
 1. Contract duration, including dates
 2. Services performed
 3. Name, address and telephone number of contracting agencies which may be contacted for verification of all data submitted
 - d. Statement of Qualifications: Experience and resources of the firm, including the ownership and financial wherewithal to assume the work identified herein.
 - e. Signature: The proposal shall be signed by an official authorized to bind the proposer and shall contain a statement to the effect that the proposal is a firm offer for a sixty (60) day period. The proposal shall provide the following information:

Name, title, address and telephone number of the individual(s) with authority to contractually bind the company, and also who may be contacted during the period of proposal evaluation for the purpose of clarifying submitted information.
2. Pricing – to be submitted in a separate envelope marked "Sealed Price for Services Proposal – ONGOING CITY ENGINEERING SERVICES." Pricing should assume approximately 30 to 40 hours per month of professional consulting services, and shall include hourly rates for various services not normally part of City engineering services. The hourly rates should reflect the wages and salaries of the employees who are actually going to be working with the City of Villa Hills on an ongoing basis.

VI. EVALUATION OF SUBMITTALS (maximum of 100 Points)

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| 20 Points | Demonstrated experience working with public sector clients on an ongoing basis in a City engineering function in a cost-effective and mutually beneficial manner. |
| 20 Points | Experience in capital planning, grant acquisitions, special projects coordination and other general City engineering tasks. |
| 15 Points | Experience in planning and designing roadway improvements and bridges, including curb and gutter, sidewalks, and streetscape improvements, as well as familiarity with SD1 cost sharing programs and storm water design requirements. |
| 15 Points | Experience in pavement management programs, their design, and preventative maintenance. |
| 10 Points | Familiarity with the subdivision and site plan review process under Kentucky Revised Statutes to ensure conformance with applicable ordinances, regulations, and other laws. |
| 10 Points | Experience in traffic engineering, traffic signal design and structural engineering. Bonus points will be awarded for KYTC pre-certification. |
| 10 Points | Experience in surveying, mapping and other similar tools and techniques to assist for the development of a maps, plans and other presentation materials. |

The City will independently evaluate the RFQs without prior knowledge of the sealed price for services. Once a quality-only ranking is determined, the sealed fee submittals will be opened. The City will interview and negotiate with the best firm(s) to develop a contract for services based on the total score, evaluating both experience and pricing.

VII. General Statement Regarding Evaluation of Responses

It is the policy of the City that contracts are awarded only to responsible proposers. In order to qualify as responsible, a prospective proposer must meet the following standards as they relate to this request.

1. Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance.
2. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
3. Be able to comply with the proposed or required time of completion or performance schedule.
4. Have a satisfactory record of performance.

A. CONTRACT AWARD

The City may award a contract based upon offers received, without additional submissions from the proposer. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the offeror can submit. However, the City reserves the right to request additional data, or oral discussions or presentations, in support of written submittals.

B. MODIFICATIONS AFTER AWARD

The City reserves the right to incorporate minor modifications, which may be required by the City, which do not change the scope or the cost of the work. If a proposed modification changes the scope or the cost of the work, the City and proposer shall enter into a written change order for such work.

C. LIMITATIONS AND RESERVATIONS

This Request for Qualifications does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract from services or supplies.

The City reserves the right to accept or reject any or all submittals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications, if in the best interest of the City to do so.

D. AWARD TIMING

The contract may be awarded as soon as practical after the proposal opening unless otherwise stated, but generally not before twenty (20) working days from the proposal opening. It is requested that interested parties refrain from making inquiries during this period.

E. RESERVATION OF RIGHTS

The City of Villa Hills reserves the right to waive any formality in the processing of submittals and retains the right to reject any or all submittals at its discretion when it is deemed to be in the best interest of the City. Likewise, the City reserves the right to accept the submittal that offers the best proposition for the City considering quality, service, adaptability to the needs of the City, and price.

F. DISQUALIFICATION OF SUBMITTING FIRM AND SUBMITTAL

Awards will not be made to any person, firm or company in default of a contract with the City, The Commonwealth of Kentucky, or the Federal Government. This includes default upon the payment of any financial obligation, including occupational licenses. Please contact the City in the event you are concerned about this possibility.

G. RECEIPT AND OPENING OF SUBMITTALS

Proposal statements shall be submitted prior to the time fixed in Section IV: Submittals. RFQ's received after the time so indicated shall be returned unopened.

H. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Bidder/Offerors shall promptly notify Villa Hills of any ambiguity, inconsistency or error which they may discover upon examination of the bidding documents. Interpretations, corrections and changes will be made by addendum. Each bidder/offeror shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the bid.

I. INDEMNIFICATION The Seller shall indemnify and hold harmless Villa Hills, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against Villa Hills as a consequence of granting the Contract.

J. EQUAL EMPLOYMENT OPPORTUNITY Contractor shall comply with the Kentucky Human Rights Act, HRA 344.150 – 344.270 as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity EEO 45.550 – 45.640 which is incorporated herein by reference. Furthermore, the Contractor shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended.

K. LAW GOVERNING This contract shall be governed by and construed according to the laws of the Commonwealth of Kentucky. The failure of a contractor to comply with any statutory requirements is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any Villa Hills contracts for a period of two (2) years.

L. LIABILITY INSURANCE Unless otherwise provided herein, Liability Insurance in the amount of \$1,000,000.00 must be maintained throughout the life of the contract. A Certificate of Insurance naming Villa Hills as co-insured must be submitted prior to execution of the Contract. The policy must provide that Villa Hills (as co-insured) shall be given at least a 10 day advance written notice of any proposed cancellation or termination of the policy.

M. WORKERS' COMPENSATION A Workers Compensation certificate shall accompany all bidding documents as proof of payment. Villa Hills may request proof of Certification at such other times during the life of the Contract as it deems necessary.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN

VIII. SELECTION

The Mayor will be responsible for negotiation and award of an agreement. The Mayor may seek assistance with this responsibility by qualified city staff, qualified staff at other municipal governments or regional development agencies, or a combination thereof.