# A REQUEST FOR PROPOSAL
# FOR
# PERSONAL SERVICES CONTRACT

City of Villa Hills, KY
Collins at Amsterdam (#06-00376)
Professional Services Procurement

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the City of Villa Hills.

## I. PROJECT DESCRIPTION

| | |
|---|---|
| County - | Kenton |
| Route - | KY 371 - Collins at Amsterdam |
| Project Description - | Reconstruction intersection, new sidewalk, and new traffic signal. LPA Project #06-00376. |

## II. PROJECT INFORMATION

| | |
|---|---|
| Project Manager - | Craig Bohman |
| Agency - | City of Villa Hills |
| Project Funding - | General Fund (Construction through Surface Transportation Northern Kentucky (SNK)) |
| Project Length - | Approximately .25 miles |

## III. PURPOSE AND NEED

Traffic from the nearby schools and the recent residential development has brought the need for improvements to the intersection of Collins and Amsterdam. There are areas where additional sidewalk is needed to provide better pedestrian connectivity. Drainage improvements will also be necessary.

## 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 4 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 Final Roadway Design, including the preparation of any design studies, drainage design, final right of way plans, construction plans, traffic control plans and cost estimates as necessary to provide final Grade, Drain and Surfacing Plans for the project. It is also possible that the selected consultant will need to purchase right of way.

## VI. METHOD OF DESIGN

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

## VII. ENVIRONMENTAL

Any necessary Environmental Services will be provided by KYTC.

## VIII. PHOTOGRAMMETRIC SERVICES

The selected Consultant shall supplement existing LIDAR data with conventional surveying as needed.

## IX. GEOTECHNICAL SERVICES

The selected Consultant may provide all Geotechnical Services required for the project. The 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.

## X. TRAFFIC

The Traffic projections and related information will be provided by KYTC.

## 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
- Rural Roadway Design
- Urban Roadway Design
- Surveying

## XIII. PROCUREMENT SCHEDULE

- Bulletin Posted – March 10th, 2023
- Response Date – April 3rd, 2023 by 1:00 PM ET

## XIV. PROJECT SCHEDULE

Final Plans – April 15, 2024

## XV.  EVALUATION FACTORS

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

1.  Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (15 Points)

2.  Capacity to comply with project schedule. (10 Points)

3.  Past record of performance on projects similar in type and complexity. (15 Points)

4.  Project approach and proposed procedures to accomplish the services for the project. (20 Points)

5.  Familiarity with Project Area (20 Points)

6.  DBE Participation Plan. (4 Points)

7.  Consultant's offices where work is to be performed. (2 Points)


## XVI.  SELECTION COMMITTEE MEMBERS

1.  Heather Jansen
2.  Craig Bohman
3.  Seth Thompson
4.  Buck Yelton
5.  Jim Cahill
6.  Brian Jansen
7.  David Reibold

# Preliminary Alignment