

# **A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT**

## **KY Route 8 Sidewalk Improvements Phase 2**

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 Silver Grove.

### **I. PROJECT DESCRIPTION**

County - Campbell  
Route - KY 8  
Item No. - 06-3214.00  
Project Description - KY Route 8 Sidewalk Improvements Phase 2

### **II. PROJECT INFORMATION**

Project Manager - Justin M. Verst, P.E  
User Division - Highway Construction Inspections  
Approximate Fee - \$40,000  
Project Funding - Federal (TAP) funds  
Project Length - Approximately 1,500 feet

### **III. PURPOSE AND NEED**

Replacement of curbs and sidewalks in the City of Silver Grove, KY to widen roadway shoulder for safety and widen sidewalks to be 5' wide and ADA compliant.

### **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 in the Response to Announcement to convey this plan. A maximum of 5 points will be considered in the Evaluation Factors for the DBE Participation Plan.

## **V. SCOPE OF WORK**

The City of Silver Grove, Kentucky, is requesting Proposals from professional roadway construction inspection providers with the following certifications:

- ACI Level I Certification
- Aggregate Sampling Technician
- Grade Level I Technician
- Asphalt Lay-Down Technician
- Structural Inspection Level I
- KEPSC-RI qualification

Firms for the purpose of providing full-time (assuming 40 hours per week for 8 weeks) roadway construction inspection services for the KY Route 8 Sidewalk Improvements Phase 2 Project.

### **DESCRIPTION OF WORK**

Daily inspections will be conducted:

- Verify Temporary Traffic Control is in compliance with MUTCD and the Temporary Traffic Control Plan
- Verify general compliance with plans and specifications
- Verify construction progress consistent with progress payment requests
- Observe concrete placement
- Observe sub-grade prior to placement of base aggregate
- Verify compacted base
- Verify all disturbed areas are seeded and straw mulched
- Verify site cleanup at the end of each day
- Best Management Practices (BMP) plan available for review as needed
- BMP plan compliance by Contractor and maintain copies of BMP records
- Provide concrete testing as follows:
  - o Test first truck each day
  - o Additional test every 100 cubic yards poured daily.
  - o Test for air content, slump, temperature and cylinders (2-6x12's or 3-4x8's)
- Collect and verify load tickets for materials delivered to project site.

## **VI. PREQUALIFICATION REQUIREMENTS**

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

- Construction Engineering Services
  - o Construction Project Supervision
- Geotechnical Services
  - o Geotechnical Engineering
  - o Geotechnical Laboratory Testing

## **VII. PROCUREMENT SCHEDULE**

- Bulletin Posted - April 8, 2024
- Response Date – April 29, 2024 by 10:00 AM ET
- Fee Proposal - May 13, 2024
- Contract Negotiations - May 20, 2024
- Notice to Proceed - June 8, 2024

## **VIII. PROJECT SCHEDULE**

- Construction Start – July 1, 2024
- Substantial Completion – August 26, 2024
- Final Completion (Punch List & Invoicing Complete) – September 25, 2024

## **IX. 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:
  - a. Experience with highway projects, or projects on another mode of transportation, or with intermodal transportation projects for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
3. Past record of performance on projects similar in type and complexity. (15 Points)
4. Capacity to comply with project schedule. (15 Points)
5. Familiarity with geographic areas and resources, and familiarity with the Community's needs. (15 Points)
6. Special or unique expertise or equipment. (5 Points)
7. DBE Participation Plan. (5 Points)
8. Consultant's offices where work is to be performed. (5 Points)

Total Maximum Points = 100 Points

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials maybe included, but are not required.

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

**X. SELECTION COMMITTEE MEMBERS**

1. Neal Bedel, Mayor
2. Joe Pelle, City Council Member
3. Ronda Sandfoss, City Clerk
4. Bob Yoder, Community & Economic Development Director
5. Justin Verst, P.E., City Engineer

**XI. SUBMITTAL LOCATION AND DATE**

Proposals may be delivered to the City Building at 308 Oak Street, Silver Grove, KY 41085, or mailed to City of Silver Grove, PO Box 428, Silver Grove, KY 41085. Proposals **must be received by the City of Silver Grove by April 29, 2024 by 10:00am ET.**

**XII. AREA MAP**

