

**CITY OF DAYTON, KENTUCKY
REQUEST FOR QUALIFICATIONS
FOR PERSONAL SERVICES CONTRACT
FOR ENGINEERING SERVICES**

This document constitutes a Request for Qualifications (RFQ) for a personal services contract from qualified individuals and organizations to furnish engineering services as described herein for the City of Dayton, Kentucky.

I. PROJECT DESCRIPTION

The City of Dayton, Kentucky (City) desires to hire a civil engineering firm (Consultant) to act as the city engineer and provide a variety of engineering services to the City.

II. PROJECT INFORMATION

Project Manager:	John Jay Fossett
Title:	City Administrator
Project Funding:	City Funds and Grant Funds

III. PURPOSE AND NEED

The City does not have a full-time engineer on staff and seeks to hire a firm to handle its engineering needs. This firm will be tasked with providing the city with its day-to-day engineering needs, detailed design and surveying services, and administering grant projects from the application process through design and construction, among other things.

IV. SCOPE OF WORK

The selected Consultant must be pre-qualified with the Kentucky Transportation Cabinet and have the education, training, certifications, and experience needed to address the City's needs. The selected consultant will need to provide planning, design, and supervision for city roadway, sidewalk, and public-infrastructure projects, including, but not limited to, writing Local Public Agency (LPA) grant applications; designing projects; ensuring compliance with LPA guidelines; pavement management inventory and roadway maintenance; traffic configuration, signalization, and signage recommendations; capital improvement planning and design; engineering work associated with City's riverfront floodwall and levee system; landslide mitigation; storm-water management and mitigation; contract bidding, review, and administration; utility infrastructure review and coordination; conducting public meetings; coordinating with the Kentucky Transportation Cabinet (KYTC) regarding any state transportation projects within the City; municipal planning and development; and engineering services related to USACE, FHWA, and FEMA projects in the city. Design and management of public works projects may require general land-surveying and/or general civil-engineering services.

V. SPECIAL INSTRUCTIONS

The City may elect to retain any of the advertised services to be performed by in-house personnel.

VI. RIGHT TO REJECT

The City retains the right to reject any and all proposals.

VII. METHOD OF DESIGN

The selected Consultant shall utilize the most recent standards specifications and regulations of the Kentucky Transportation Cabinet and/or any codes and regulations imposed by city and county ordinances and/or state and federal laws.

VIII. ENVIRONMENTAL SERVICES

Any necessary environmental services will not be included as part of this contract and will be handled separately.

IX. PHOTOGRAMMETRIC SERVICES

The city and/or KYTC may be able to provide GIS mapping and LIDAR data for certain projects. The selected Consultant may need to supplement any mapping and LIDAR data provided by the city or KYTC and will need to provide any surveying services as needed.

X. STRUCTURE DESIGN

Small-scale structure design may be required for certain projects. Prequalification in the area of structure design for spans under 500 feet is required to be identified in the Consultant's Response to this RFQ.

XI. GEOTECHNICAL SERVICES

Geotechnical services will not be required as part of this contract and will be handled on an individual basis should the need arise.

XII. TRAFFIC OPERATIONS

The selected Consultant will be responsible for performing any necessary traffic studies and must be prequalified through KYTC in "Traffic Operations".

XIII. UTILITIES

The selected Consultant will be responsible for locating existing utilities and coordinating the relocation of these utilities on projects, if necessary or when avoidance is not an option. The selected Consultant must be prequalified through KYTC in "Highway Design – Utilities".

XIV. RIGHT-OF-WAY

The selected Consultant will be responsible for performing right-of-way work for LPA projects and possibly other engineering projects. This will include performing right-of-way negotiations, acquiring temporary and permanent easements, and acquiring right of way. The selected consultant must be prequalified through KYTC in “Right-of-Way Services.”

XV. PREQUALIFICATION REQUIREMENTS

To respond to this project, the Consultant must be prequalified with the Kentucky Transportation Cabinet (KYTC) in the following areas by the response due date of this advertisement:

ROADWAY DESIGN

- Roadway Design – Urban
- Roadway Design - Rural
- Surveying

TRANSPORTATION PLANNING – PEDESTRIAN & BICYCLE FACILITY PLANNING & DESIGN

STRUCTURE DESIGN

- Spans under 500 feet

HIGHWAY DESIGN - UTILITIES

TRAFFIC OPERATIONS

RIGHT-OF-WAY SERVICES

XVI. PROCUREMENT SCHEDULE

- Bulletin Posted: 3/25/21
- Response Date: 4/16/21 by 4 p.m. EST
- Selection: 4/23/21
- Hourly Fee Proposal/Negotiation: 4/30/21
- Notice to Proceed – 5/3/21

XVII. PROJECT SCHEDULE

Assignments to be given to selected Consultant on an as-needed basis.

XVIII. EVALUATION FACTORS

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

1. Familiarity with the City of Dayton and the surrounding area. (15 Points)
2. Capacity of staff assigned to the project and ability to meet project timelines. (15 Points)
3. Past record of performance on similar tasks and projects. (15 Points)
4. Familiarity and experience with LPA projects and guidelines. (15 Points)

5. Familiarity and experience with floodwall and levee engineering issues and FEMA and USACE projects. (15 Points)
6. Proximity of Consultant's office where work is to be performed. (15 Points)
7. Established relationships with regional and state agencies. (10 points)

XIX. SELECTION COMMITTEE MEMBERS

1. John Jay Fossett
2. Donna Leger
3. Ben Baker

XX. CITY RIGHTS

The City of Dayton reserves the right to reject any and all proposals. The City also reserves the right to engage in competitive negotiations with the selected Consultant.

XXI. INSTRUCTIONS TO BIDDERS

1. Proposals shall be produced on standard 8.5- x 11-inch paper with font size no smaller than ten (10) points.
2. **Conciseness is encouraged.** Proposals shall be limited to no more than (20) pages.
3. Required content includes:
 - a. Firm's contact information;
 - b. Letter of interest, including firm's availability to undertake this work and acknowledgement of any and all addenda issued for this RFQ;
 - c. A written summary of the proposer's approach to projects with relevant experience;
 - d. A written summary of proposer's past experience dealing with river floodwall and levee systems and USACE and FEMA projects;
 - e. Provide three (3) examples of LPA projects that have been performed, including client references;
 - f. Resumes of individuals who will be assigned to the City and the location of the office where the work will be performed; and
 - g. Staff capacity.
4. Any questions shall be submitted by email to City Clerk/Treasurer Donna Leger by April 9, 2020. Please note that questions and answers may be shared by the city with other applicants.
5. Proposals shall be saved as a PDF and submitted by email to Donna Leger at dleger@daytonky.com by 4 p.m., Eastern Standard Time, on April 16, 2021.