

# REQUEST FOR QUALIFICATIONS

## ENGINEERING SERVICES

The City of Winchester, Kentucky is requesting statements of qualifications for engineering design and inspection services from consulting engineers for the Lincoln Street Redevelopment Project – Phase I. Proposed infrastructure improvements include widening Lincoln Street to 30 feet of pavement to allow two-way traffic and installation of curb, gutter and sidewalks on both sides of the street and drainage facilities. The existing public water lines and sanitary sewer lines and related facilities will be replaced with new. Lincoln St. is about 900 linear feet in length. Engineering design will be done in consultation with City of Winchester and Winchester Municipal Utilities (WMU) representatives and shall meet their current design standards.

Engineering Services will include:

1. Design and preparation of cost estimates for infrastructure improvements including:
  - A. Street Construction
  - B. Sidewalks
  - C. Curb & gutter
  - D. Storm sewers/drainage facilities
  - E. Water lines
  - F. Sanitary Sewers
2. Preparation of construction drawings, specifications, plans, permits, etc. as well as bid documents, review of bids and recommendations for awarding bid to a construction contractor.
3. Construction inspection of infrastructure improvements after contract award.

The engineer will be required to provide professional services, which will include: review of environmental assessment material, preparation of bidding and contract documents, and engineering inspection/reporting during actual construction. Final plans, specifications and bid documents will be completed within 120 days of Notice to Proceed. Procurement of said services shall be in accordance with "The Common Rule." All engineers interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service.

The following minimum qualifications have been established to assure the Community of professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints:

- A. The principal responsible for project coordination must have a minimum of three years' experience with the Kentucky CDBG Program or other federal/state programs.

- B. The engineering firm must have successfully provided engineering services for a minimum of three similar type projects. The engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three previous clients for which the engineering firm has performed work (include address, telephone number and email address).

Technical qualifications for the engineer shall as a minimum include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project including resumes detailing qualifications and experience.
- C. The engineer's experience in the development, design and construction of similar projects.

All work to be undertaken as part of this proposed program must be undertaken in accordance with 24 CFR, Part 570; 24 CFR, Part 58; and other applicable State and Federal requirements. Please submit four copies of the qualifications. Proposals will be evaluated according to the following criteria: Professional qualifications 25%, capacity to perform work in a timely manner and on budget 25%, previous experience on similar projects including references 25%, familiarity with locality and community needs 20% and firm is minority owned, female owned, or small business 5%. Statement of Qualifications should be organized to address each evaluation criteria as listed above and shall not exceed 50 pages. The City of Winchester reserves the right to negotiate a contract with the engineering firm deemed the most qualified to perform the professional services required.

Attention is particularly called to the Federal requirements of employment to be observed under the contract including Title VI, Section 109, Age Discrimination Act Section 504, Conflict of Interest, Section 3, Executive Orders 11063 and 11246, the Clean Air Act, the Federal Water Pollution Contract Act and EPA regulations 40 CFR Part 15. Small, local, minority and female owned firms are encouraged to participate, and the qualifications shall state if you are such a firm. No person shall be excluded from participation in, denied benefits of, or be subjected to discrimination in the implementation of this program on the grounds of race, color, national origin, sex, sexual orientation, gender identity, familial status, age, religion or disability.

Qualifications will be evaluated on the basis of written materials and should be mailed to Kriss Lowry & Associates, Inc., Attention: Kriss Lowry, Project Manager, 227 S. Rays Fork Road, Corinth, KY 41010-3027. The phone number is (502) 857-2800, [kriss@krisslowry.com](mailto:kriss@krisslowry.com) (Kentucky Relay Service for the hearing and speech impaired: 1-800-648-6056). Qualifications must be received no later than 4:00 P.M. November 29, 2018. Any firm not meeting the minimum qualifications set forth in this request will be rejected. After review of qualifications, selected respondents will be interviewed, and the firm(s) judged most qualified will be asked to prepare a final proposal which would include fees for said services. The City reserves the right to reject any or all proposals.