



# KENTON COUNTY

## SUBMISSION INFORMATION

### PROPOSAL: PROJECT MGMT. SERVICES

OPENING DATE: **September 23, 2016**

TIME: **2:00 P.M. EST**

LOCATION: **Purchasing Department**

Submit 1 original and 5 copies of the proposal.

BUYER: Holly Hill

DATE OF RFP: September 8, 2016

Kenton County Fiscal Court  
P.O. Box 792  
303 Court Street, Room 207  
Covington, Kentucky 41012-0792

## REQUEST FOR PROPOSAL INFORMATION

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

The signee hereby certifies that they have read and understand the contents of this solicitation and agree to furnish at the prices shown any or all of the services and items listed, subject to all instructions, conditions, specifications and attachments hereto. The signee affirms to the Kenton County Fiscal Court the ability to meet all requirements and further affirms that the work will be done in compliance with all Federal, State and Local codes, ordinances, and regulations.

**KENTON COUNTY FISCAL COURT  
REQUEST FOR PROPOSALS: TERMS AND CONDITIONS**

1. **AUTHORITY:** This Request for Proposals is issued pursuant to applicable provisions of the Kenton County Purchasing Ordinance.
2. **PROPOSAL OPENING:** Sealed proposals will be received at the Kenton County Purchasing Department until the date and time specified, at which time they shall be opened in public. Late proposals shall be rejected and returned unopened to the sender. Kenton County does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the proposals. **Facsimile proposals will not be accepted.**
3. **PROPOSAL PREPARATION:** Proposals which fail to furnish all information or certificates required may be rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals.
4. **PROPOSAL ENVELOPES:** Envelopes containing proposals must be sealed and addressed to the Kenton County Purchasing Department. The title of the proposal as specified in the RFP document must be shown on the outside of the envelope.
5. **ERRORS IN PROPOSALS:** Offerors are cautioned to verify their proposals before submission. Negligence on the part of the offeror in preparing the proposal confers no right for withdrawal or modification of the proposal after it has been opened.
6. **RESERVED RIGHTS:** Kenton County reserves the right at any time and for any reason to cancel this Request for Proposals, accept or reject any or all proposals or any portion thereof, or to accept an alternate proposal. Kenton County reserves the right to waive any immaterial defect in any proposal. Kenton County may seek clarification from any offeror at any time, and failure to respond promptly may be cause for rejection.
7. **INCURRED COSTS:** Kenton County will not be liable for any costs incurred by offerors in replying to this Request for Proposals.
8. **OCCUPATIONAL LICENSES:** All Offerors must have or obtain a Kenton County and Cities Occupational License prior to performing any work in Kenton County or any of its Cities, Kenton County Ordinance 225.19, Section III (a). Offerors must be in full compliance with all Kenton County and Cities' Occupational License Ordinances (KENTON COUNTY FISCAL COURT ORDINANCES 78-6-1, 220.8, 223.0, 223.7, 225.19, 225.25) prior to awarding of a contract. Kenton County shall have the right to reject any offers from Offerors that are not in compliance with Kenton County and Cities' Occupational License Ordinances.

9. **TAXES:** Kenton County is not subject to Federal Excise tax. Per Kentucky Administrative Regulation 103 KAR 30:225E, Kenton County is exempt from state and local taxes.
10. **INTERPRETATION OR CORRECTION OF BID DOCUMENTS:** Offerors shall promptly notify Kenton County 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 offeror shall ascertain prior to submitting a bid that all addenda have been received and acknowledged in the proposal.
11. **INDEMNIFICATION:** The Offeror shall indemnify and hold harmless Kenton County, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs and expenses which may accrue against Kenton County as a consequence of granting the contract.
12. **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. Further, the Contractor shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended.
13. **LAW GOVERNING:** This contract shall be governed by and construed according to the laws of the Commonwealth of Kentucky.
14. **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 Kenton County as co-insured must be submitted prior to execution of the Contract. The policy must provide that Kenton County (as co-insured) shall be given at least a 10 day advance written notice of any proposed cancellation or termination of the policy.
15. **WORKERS' COMPENSATION:** A Workers Compensation certificate shall accompany all bidding documents as proof of payment. Kenton County may request proof of Certification at such other times during the life of the Contract as it deems necessary.

# **KENTON COUNTY FISCAL COURT PROJECT MANAGEMENT SERVICES**

## **PURPOSE AND INTRODUCTION**

The purpose of this Request for Proposal (RFP) is for Kenton County Fiscal Court (Owner) to receive proposals from qualified individuals, firms and organizations capable of providing project management services to Kenton County Fiscal Court for the design and construction of a new County Administration Building.

## **PROJECT DESCRIPTION AND SCHEDULE**

The Kenton County Fiscal Court is seeking the services of a qualified individual, firm or organization to provide project management services in support of the retrofit and/or construction of a new County Administration Building at 537 Pike Street – Jillian Way, Covington, Kentucky 41011, known as the Old Bavarian Building. The current structure on site is a five story industrial building of approximately 150,000 square feet.

The selected Project Manager will become a key responsible member of the Owner’s professional team for the selection, bidding, design, construction and management process associated with this project in order to assure that it is completed within budget and on schedule. At this time, the team for this project has not been selected, with components under consideration, but not limited, to:

- Construction, furnishing and equipping of an administration building.
- Upgrades, remodeling and improvements to the “Old Bavarian Building.”
- Possible demolition of selected portions of the building.

The following is an estimated project schedule

Project Manager Proposals Due	September 23, 2016
Project Manager Notice to Proceed	October 11, 2016
Design Phase	January 1, 2017 – July 1, 2017
Construction Phase	July 1, 2017 – December 31, 2018
Close-Out Phase	January 2019 – March 2019

## **SUBMISSION OF PROPOSALS**

All proposals are to be submitted to the Kenton County Fiscal Court:

Kenton County Fiscal Court  
Attn: Holly Hill  
303 Court Street, Room 207  
Covington, KY 41011

Proposals must be marked **“Request for Proposals – Project Management Services for Kenton County Administration Building Project”** and received no later than 2:00 p.m. (local time) on Friday, September 23, 2016. Proposals received after this time and date will not be accepted but will be returned to offeror unopened.

## **CONTACT PERSON**

All inquiries concerning this Request for Proposals should be submitted in writing via email to the following representative of Kenton County. Questions must be submitted in writing by 2:00PM on Tuesday, September 20, 2016.

Joe Shriver, County Administrator  
[Joe.Shriver@KentonCounty.org](mailto:Joe.Shriver@KentonCounty.org)

Responses to questions will be posted on the KentonCounty.org website under Transparency, then Procurement (bids/proposals) and then View Bid Postings.

## **DELIVERY METHOD**

The County is seeking a Project Manager to coordinate and manage the building process as a member of the team with the Owner, Architect, Engineers, Construction Manager and project consultants. The Project Manager should be skilled in all aspects of construction project management, in developing schedules, preparing estimates, performing value engineering and life-cycle costing, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, performing constructability reviews, sequencing of work, and coordinating and communicating construction activities throughout all phases to all members of the construction team.

## **RESPONSE FORMAT / SUBMITTAL REQUIREMENTS**

The proposal should be organized according to the following format. Information should be concise and specific to address each request. Include a table of contents and tabs to organize the material in the following order.

1. Letter of Interest: Provide a letter introducing your firm and proposal, to be no more than two (2) pages in length.
2. Qualifications: Provide a brief description of the history and capabilities of the firm. Describe the types of projects or services performed and identify similar major projects within the last five (5) years.
3. Presentation of the Project Manager: Describe the proposed Project Manager and all persons being proposed for the project. Provide the qualifications of the individuals who have been identified. Include length of time they have been with the firm, a description of the experience they have completed and any other information the selection committee might find useful in evaluating qualifications.
4. Specific Project Experience: List recent construction projects your firm has completed in the region that are relevant to the proposed project.

5. **Project Approach:** Present your understanding of the Project and the scope of services required. Include how your firm provides Project Management Services in the Design, Construction and Project Close Out phases.
6. **Quality Control:** Provide a brief summary of your firms approach to quality control during construction and pre-construction services.
7. **Fee:** Provide an estimated total fee and structure of compensation.

## **EVALUATION AND SELECTION**

A review team comprised of Kenton County executive staff and elected officials will evaluate each firm's submission based upon the criteria stated in the Request for Proposals and the ability to execute the services. The top applicant or applications will be invited to an interview process to further discuss their proposals and qualifications. Following the evaluation process, the team will then select the firm or person the County considers most qualified. The successful Proposer will be requested to enter into a consulting agreement as an independent contractor.

## **COST OF RESPONDING**

All costs incurred by the Proposer in preparation of responses to this RFP, including presentations to the County and/or for participation in an interview shall be the responsibility of the proposer; the County shall not be liable for any of these costs. At no time will the County provide reimbursement for submission of a response.

## **BID NOTICE**

Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to the County any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338, and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with statutory requirements, is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any County contracts for a period of two (2) years.