

REQUEST FOR PROPOSAL – ENGINEERING SERVICES

City of Hartford 116 East Washington Hartford, KY 42347

The City of Hartford is accepting proposals from firms to perform engineering services for the TE 21 Downtown Sidewalks project. The project is funded by a Transportation Enhancement (TE) reimbursable grant through the Kentucky Transportation Cabinet (KYTC).

PROJECT OVERVIEW

The project involves eight blocks of replacement sidewalks in downtown Hartford, Curb Ramps on Main Street, and one block of replacement sidewalks on Clay Street.

Consideration will be given only to professional engineering firms with complete in-house capabilities that have a demonstrated ability to deliver this project in a timely manner in accordance with an owner approved schedule and budget.

Examples of professional engineering services to be provided shall include, but not be limited to, the following:

1. Monitoring of the project is by a qualified engineer.
2. All design and environmental activities as stipulated between the Transportation Cabinet Agreement and the City.

PROPOSAL SUBMITTAL DEADLINE

The City of Hartford will accept Proposals until Friday, June 4, 2010 at 2:30 p.m. CST. Proposals must be sealed and clearly marked on the outside, "REQUEST FOR TE 21 DOWNTOWN SIDEWALKS PROPOSAL, ENGINEERING SERVICES". Late submittals will not be considered under any circumstance and will be returned unopened. The City of Hartford reserves the right to reject any or all Proposals and reserves the right to issue a subsequent Request For Proposal or cancel the entire Request For Proposal process. Three (3) copies of the Proposal and supplemental documentation shall be submitted. Each proposal, including supplemental documentation, should be no more than 25 double-sided pages in length. Submittals properly received and considered will NOT be returned to Respondent and shall become the property of City of Hartford. Electronic submission of Proposals will not be accepted.

EVALUATION OF PROPOSALS

The City of Hartford representatives will evaluate Proposals based on requirements of this RFP. All proposals will be reviewed and evaluated (by a Task Force designated for this purpose by the City of Hartford, on Friday, June 4, 2010, at 2:30 P.M. During the evaluation no on-site interviews will be conducted. Telephone interviews may be conducted. Following this evaluation, the Task Force may invite one or more of the most highly qualified respondents to attend a formal interview at City of Hartford to allow further discussion of proposals and to respond to questions from City of Hartford representatives. City of Hartford will make public the name of firm it selects after City of Hartford has negotiated an agreement with the firm.

Proposals will be evaluated and ranked on the basis of the following considerations:

1. Ability of the Firm to perform the required tasks within an allotted time frame.....20 points
 2. Experience of proposed project principals.....20 points
 3. Recently completed projects of similar scope.....20 points
 4. Familiarity and understanding of the KY Transportation Cabinet's Interim Federal-Aid Project Development Guide for Local Public Agencies..... 15 points
 5. A brief profile of the firm's history, principals, staff and facilities.....10 points
 6. Technical Approach/Understanding of Project 15 points
- TOTAL.....100 points

SUBMISSION REQUIREMENTS

Proposals shall include, but not be limited to:

1. A statement that the principal firm is registered in the State of Kentucky and licensed to perform the above services along with the firm's Federal Identification Number.
2. A statement that neither the firm nor any of its principals or licensed staff has ever been disbarred, suspended or otherwise prohibited from professional practice;
3. A statement on the firm's ability to provide the professional services listed above. Evidence shall be submitted in the form of project profiles and recently completed relevant projects of similar scope. Descriptions of previous projects must identify the firm's principal and staff who were primarily assigned to such projects along with owner representative and contact numbers;
4. Firms shall provide evidence that their services meet or exceed the Secretary of Interior's Standards for services of this type;
5. Firms are required to include proof of insurance coverage for errors and omission and professional liability insurance. The insurance must be from A.M. BEST, with a minimum rating of A and a minimum coverage of \$1,000,000. The firm selected will be required to submit an original certificate of insurance as evidence of such coverage listing both the owner and the project manager as additional insureds;

POINT OF CONTACT

All questions and contacts regarding this RFP should be addressed to: City of Hartford, 116 East Washington St., Hartford, KY 42347.

Any inquiry that directly affects an interpretation or change to this RFP will be issued in writing by the City of Hartford as an addendum and faxed or mailed to all parties recorded by the City of Hartford as having responded to this RFP. Receipt of all such addenda must be acknowledged by the respondent in its Proposal.

The City of Hartford is an Equal Opportunity Employer.