



CITY OF PIKEVILLE

243 Main Street
Pikeville, Kentucky 41501
(606) 437-5100
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James A. Carter
Mayor

Donovan Blackburn
City Manager

REQUEST FOR QUALIFICATIONS - ENGINEERING SERVICES NOVEMBER 2, 2016

Proposal Instructions & Requirements

The City of Pikeville is soliciting qualifications from engineering firms to provide site development design services to facilitate the construction of a spec building at Marion Branch Industrial Park.

Sealed proposals will be received at Pikeville City Hall (243 Main Street, Pikeville, KY) until November 10, 2016 at 10 a.m.

Any proposal received after the specified time and date will NOT be accepted or considered. Five (5) copies of the proposal and one electronic copy in PDF format shall be returned in a sealed envelope labeled as **Spec Building – Engineering Services**. The copies are to be addressed to:

Christy Billiter, City Clerk
City of Pikeville
243 Main Street, Pikeville, KY 41501
606-437-5100

Questions regarding this solicitation should be directed to Philip Elswick, P.E., Deputy City Manager for Operations. Mr. Elswick can be reached at (606) 794-5814 or via e-mail at philip.elswick@pikevilleky.gov. No firm shall contact any other City of Pikeville official or employee in connection with this Request for Qualifications (RFQ). Such contact is prohibited and may be cause for disqualification of the firm.

This solicitation does not commit the City of Pikeville to award a contract, pay any costs incurred in the preparation of the consultant's submittal, or to procure or contract for services. The City of Pikeville reserves the right to reject any or all submittals.

Project Scope

The City of Pikeville plans to construct a spec building at the Marion Branch Industrial Park, which is a reclaimed surface mine. The building will be 60,000 square feet and expandable to 120,000 square feet. The building will include both office space and unfinished industrial space.

Water and sewer utilities are in place within the park.

Engineering services will be required for foundation preparation, extension of utilities to the site, all site design including but not limited to parking areas, drainage, cut/fill design, and any other site development services that may be required as part of the project.

The selected firm(s) will be responsible for delivery of construction drawings, bidding and negotiation, and construction administration.

A separate Request for Qualifications has been issued for architectural services, which will include the architect, structural engineer, and MEP engineer.

Submittal Requirements

Responses to this solicitation must include a civil engineer, surveyor, and geotechnical engineer. All services must be rendered by professionals licensed by the Commonwealth of Kentucky.

Statements of Qualifications should be limited to 30 pages or less (with single sided printing only) and address the following:

1. Firm name and location of office where work will be performed. If two or more firms partner to meet the requirements of this Request for Qualifications, information should be provided for all firms.
2. Brief overview and history of the firm(s).
3. A description of the approach to the project including a delineation of specific tasks and a project schedule showing starting and completion dates.
4. An organizational chart outlining the project manager and key staff member responsibilities. Resumes should be included for key personnel.
5. Project experience directly applicable to the City of Pikeville's engineering needs. Project outlines should not exceed one page and must include:
 - a. A brief description of the project including photos;
 - b. Extent of the work completed by the respondent;
 - c. Project location;
 - d. Estimated budget and as-bid budget; and
 - e. Client contact information.
6. In a table format, provide historical data on all governmental or industrial authority projects completed over the past 3 years showing schedule performance and change order history. Include the budget, pre-bid estimate, and final cost.
7. Quantitative data regarding other work commitments of the key personnel during the project timeframe.
8. In a clear, concise manner provide specific answers to the following questions:
 - a. What are three major issues to be addressed in the site development work as described in this document?
 - b. Provide an overview of your team's philosophy in working with local governments.
 - c. Describe the team's approach to long-term maintenance considerations.
 - d. Explain the firm's procedures for quality control and coordination of the various professional services in the review of design documents and specifications.
 - e. Describe your approach to the collaboration with the City of Pikeville and the design team relative to project design and materials/systems research that will assure a functional, aesthetic, and quality site.

- f. Describe your team's commitment to the success of the project and why you believe your assembled team is the best choice for the project.

Evaluation and Selection Procedure

Selection of the engineering team will be determined by the City of Pikeville Board of Commissioners with assistance from the City's staff. Selection will be based solely on the best overall Statement of Qualifications that is in the best interest of the City. The Statements of Qualifications will be assessed using the following criteria:

- Experience and capability of the firm 20 points
- Qualifications of professional personnel 20 points
- Past record of performance and experience with respect project cost, cost control, work quality, and ability to meet schedules 20 points
- Ability to meet time and budget requirements 20 points
- Technical approach/understanding of the project 20 points

A committee of individuals appointed by the City Manager will evaluate submittals and recommend an engineering consultant for this project. Shortlist interviews, if conducted, will be held on November 22, 2016.

Contract Negotiations

This Request for Qualifications is not to be construed as a contract or as a commitment of any kind. If this Request results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. If contract negotiations are not successful, the next most qualified engineering firm will be notified of fee negotiations.

Public Records

All information contained in the proposal may be a public record open to inspection and copying by the public under state and federal law.

Professional Liability Insurance

The successful respondent, upon award of contract, shall provide certificates of insurance of all appropriate liability insurance(s) in amounts equal to those imposed by the City of Pikeville.