

CITY OF FRANKFORT, KENTUCKY
RFP NO.
BLANTON'S LANDING FEASIBILITY RFP



The City of Frankfort, Kentucky, is soliciting competitive, sealed Proposals, from experienced and qualified Respondents who are interested in entering into a contract to develop design specifications and construction estimate/feasibility study for the construction of an expanded public floating dock system located at the City owned riverfront property commonly referred to as “Blanton’s Landing” as well as a boardwalk along the riverbank between the Singing Bridge and Capital Avenue Bridge. This project will consist of developing designs, specifications and construction estimates for facilities that would be able to accommodate the uses as proposed in the responses to the City’s previous RFP for the Blanton’s Landing Waterfront Revitalization Project. Sealed proposals will be received in the Office of the Purchasing Division, City Hall, 315 West Second Street, Frankfort, Kentucky, until 2:00 p.m. EST, Friday May, 26 2020.

PHYSICAL RESPONSES: All physical responses must be mailed in to the Office of the Purchasing Division, City Hall, 315 West Second St., Frankfort, KY, no later than 2:00 pm EST on date of Response opening. Responses cannot be accepted at any other location. Responses must be received by the designated date and time and none will be considered thereafter. A postmark showing the date of response will not qualify as meeting the deadline.

ELECTRONIC RESPONSES: Electronic Responses submitted through DemandStar will also be accepted for this project and they are encouraged. Responses must be signed and submitted in same required format. Submit one (1) electronic copy if using DemandStar. After uploading your response, Respondents are encouraged to verify the successful upload of the document(s). Responses must be received by the designated date and time and none will be considered thereafter.

Responses will be prepared per the requirements detailed within the RFP document. Documents are available at no charge with registration through DemandStar (<https://www.demandstar.com/registration>) or a copy can be obtained in the Office of the Purchasing Division, City Hall, 315 West Second St., Frankfort, KY.

The City of Frankfort reserves the right to reject any and all responses received, and to select that response which it determines to be in its best interest. The City also reserves the right to enter into negotiations which could lead into a contractual relationship(s) with one or more respondents which may have submitted responses which meet a part but not all of the City's goals and objectives of the project.

All responses, information, and specifications regarding this RFP are available from the Office of the Purchasing Division. Respondents must clearly mark the sealed response with the RFP number and description listed above. The City of Frankfort is not responsible for the premature opening of, or the failure to open, a sealed response not properly addressed or identified.

Respondents will not be invited to be present for the opening of the responses submitted.

FOR THE CITY OF FRANKFORT,

Angie Disponette, Purchasing Agent
City of Frankfort

BACKGROUND AND PROJECT OVERVIEW

This RFP is the third step of a process to plan for and implement strategies to maximize the utilization of the Kentucky River as a resource for quality of life and economic development.

Step 1: Downtown Master Plan

The first step of this process was the completion of a Downtown Master Plan. The Master Plan contains a number of public projects and improvements to be implemented over time to support the continued success of the downtown economy and quality of life. Included in those improvements is a continued focus on our riverfront development as well as improvement of access to the river from downtown. Specifically, the Master Plan included the following:

- The Construction of a Community Boathouse
- The Construction of a floating community boardwalk/dock along the “south riverfront”
- Increasing viewsheds of the river from multiple points in downtown Frankfort.
- Increasing access to boat slips for both local boaters and visiting boaters with a need for overnight dockage
- Increasing river related tourism and economic development

Step 2: Blanton’s Landing Waterfront Revitalization Project RFP

Following the completion and adoption of the above referenced Downtown Master Plan the City advertised an RFP for “Blanton’s Landing” Revitalization Project. The purpose and result of this RFP was to solicit for proposals to engage and energize the Blanton’s Landing Riverfront area and dock facility in accordance with the Downtown Master Plan. This solicitation gave us several different ideas for how the expansion of the existing floating public dock, improvement and energizing of the existing parking lot, and construction of new docks/boardwalks in the downtown area could be used by the private sector to provide goods, activities and services for the public.

Step 3: Blanton’s Landing Dock Feasibility and Design RFP

The City now finds itself with the need to procure the services of a firm with the knowledge and experience to prepare feasibility reports, design, estimate, prepare construction documents and possibly construction inspection for proposed riverfront facilities. The successful consultant chosen to provide these services will use the information contained within this RFP, the information contained within the responses to the previous RFP, and input from City Staff to prepare feasibility report(s) including budget estimates for the various proposed facilities before potentially being asked to develop formal designs, estimates and construction documents as approved by the City. The City intends to negotiate a fee to cover the Feasibility Study and if a viable alternative is found then negotiate another fee with the same consultant to complete the remaining work in order to bid out the project. As such, all firms will be ranked based on their ability to complete the Feasibility Study, Design, Estimates, Construction Documents, and possibly Construction Inspection.

Step 4: Solicit bids for the Construction of Facilities

Following Step 3 the City will be able to determine which portions of the project as designed are feasible to send out to bid for construction. The City will then use the design specifications

created to solicit for bids for construction.

SCOPE OF SERVICES

This RFP seeks to identify a firm and negotiate with them to provide feasibility reports for a potential riverfront facility with the intention the City may choose to negotiate with the same firm for full design services following the feasibility study. More specifically the Scope of Services required by the successful respondent to this RFP are as follows:

1. Feasibility Report utilizing construction costs, maintenance costs, life span analysis, river levels and other factors to recommend a fixed and floating boardwalk/dock system from Blanton's Landing to the dead end of Ann Street. At minimum this study will investigate a safe pedestrian pathway along the river, ADA access, appropriate construction materials, transient and permanent boat slips, canoe/kayak facilities, floating commercial ventures, utility access, lighting, restrooms, other public amenities and operation of the facility.
2. Budget Cost Estimates for implementing different options identified in the feasibility study.
3. Presentation and question/answer session with the City Commission on the identified alternatives including the preparation of sufficient renderings and other slides.
4. If a viable option is identified from the feasibility study and approved by the City Commission then a new fee and scope will be negotiated to provide design, estimating, bidding and possible construction inspection. The consultant and final design may be required to follow certain federal, state, local or other grant guidelines if such grants are available.

PROJECT LOCATION



DELIVERABLES

The successful respondent will deliver the following items to complete the scope of services related to this RFP:

1. Bound feasibility reports with detailed analysis.
2. Budget cost estimates and conceptual renderings for proposed options.
3. Report on expected Facility Maintenance and expected replacement program/timeline.

PROPOSAL SUBMITTAL REQUIREMENTS

RFP responses should include the following:

1. Documentation of the experience of the Respondent in executing similar projects.
2. Work Plan for Scope of Service including Feasibility, Design and Construction assistance.
3. Qualification of Personnel
4. References

PROCEDURES AND PROVISIONS

PHYSICAL SUBMITTALS: A. An Offeror must submit an original and six (6) copies of the Response in a sealed envelope marked “**RFP #2020-** for “**BLANTON’S LANDING” DESIGN FEASIBILITY RFP**

to the Office of the Purchasing Division, City Hall, 315 West Second St., Frankfort, KY, no later than 2:00 pm EST on date of Response opening. Responses cannot be accepted at any other location. Responses must be received by the designated date and time and none will be considered thereafter.

ELECTRONIC SUBMITTALS: Electronic Responses/Proposals submitted through DemandStar will also be accepted for this project. Responses/Proposals must be signed and submitted in same required format. Submit one (1) electronic copy if using E-Bidding. After uploading your proposal, Proposer’s are encouraged to verify the successful upload of the document. Responses must be received by the designated date and time and none will be considered thereafter.

Responses/Proposals will be prepared per the specifications detailed within the RFP document. Responses/Proposal documents are available at no charge with registration through DemandStar (<https://www.demandstar.com/registration>) or a copy can be obtained in the Office of the Purchasing Division, City Hall, 315 West Second St., Frankfort, KY.

The City of Frankfort must receive any Responses on or before 2:00 p.m., Eastern Standard Time, on **May 26, 2020**.

B. This RFP does not commit the City of Frankfort, Purchasing Division to award a Contract to any Offeror or to pay any costs incurred in the preparation or mailing of a Response.

C. The City of Frankfort reserves the right to the following:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFP;
3. Obtain information concerning any or all Offerors from any source;
4. Request an oral interview before the selection review Committee from any or all Offerors;
5. Select for Contract negotiation and/or award an Offeror other than that with the highest score if, in the judgment of the City of Frankfort, its and the public’s best interest shall be served; and
6. Negotiate with the successful Offeror with respect to any additional terms or conditions of the Contract.

D. Any Interested Party may submit any question regarding this RFP in writing via mail, fax, or e-mail to Angie Disponette at the address given in this section, paragraph A. All questions are due by email at 4:00 p.m., Eastern Time, on **May 15, 2020**. Phone calls may not be accepted. The City of Frankfort Purchasing Division shall also send a copy of those questions and answers in

writing to all respondents by email. The City of Frankfort, Purchasing Division shall determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from Angie Disponette shall bind the City of Frankfort. No other means of communication, whether oral or written, shall be construed as an official response or statement from the City of Frankfort.

E. BUSINESS STATUS AND REGISTRATION REQUIREMENTS

In order to enter into a contract with the City of Frankfort, the Offeror must be properly licensed with the City of Frankfort to do business. If the offeror is already licensed, all of their applicable license accounts must be in “good standing” with the City. Good standing is defined as having all fees, including penalty and interest charges, relating to employee wages and business net profits, paid in full with appropriate reporting forms filed in the office of the City Occupational License Division. Inquiries can be directed to the City’s License Division at 502-352-2085.

F. LOCAL PURCHASING PREFERENCE

If applicable, a local purchasing preference shall be given to local businesses in accordance with City of Frankfort Ordinance §38.01 to 38.04.

G. CONFLICTS, GRATUITIES AND KICK-BACKS PROHIBITED

The City of Frankfort adheres to the provisions of KRS 45A.455, paragraphs (1) through (5) relative to conflicts of interests, gratuities, kick-backs and use of confidential information in all bid offerings.

H. INSURANCE REQUIREMENTS

The successful proposer covenants and agrees to maintain and keep in force during the term of the contract insurance policies in the following minimum amounts:

Type of Insurance Limits

Workers’ Compensation Statutory
Commercial General Liability \$1,000,000 occ/\$2,000,000 agg
Professional Liability \$1,000,000
Commercial Automobile Liability \$1,000,000
Commercial Umbrella \$1,000,000

On all liability policies of insurance, proposer shall have the City named as an additional insured and shall further require that their liability carrier(s) notify the City at least thirty (30) days prior to the effective date of any change(s) in or cancellations of said insurance policies.

A current copy of proposer’s insurance certificate providing proof of insurance as stated above must be on file in the Purchasing Department prior to the award. Submission of an

evidence of insurability from your provider or an insurance certificate copy may be included with the bid package.

HOLD HARMLESS AGREEMENT: The proposer covenants to save, defend, keep harmless, and indemnify the City and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney’s fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the proposer’s negligent performance or non-performance of the terms of the contract.

I. CERTIFICATION STATEMENT

The following shall be repeated in the Offeror’s Response and signed by an individual authorized to bind the Offeror. Failure to include and provide a manual signature of the certification statement shall result in a rejection of the Response.

“I agree to abide by all conditions of this RFP and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the Offeror and that the Offeror is in compliance with all requirements of the RFP, including but not limited to, the certification requirements stated in Section Five of this RFP.”

Authorized Signature

Printed name and title

EVALUATION PROCESS

The City Manager will form a Selection Committee to evaluate the Responses. The consultant should respond with all information and documentation pertaining to the ability to perform the feasibility portion as well as the design, estimating, bidding and construction portions. Selection Committee members shall evaluate the Responses independently based on the point system shown below. The Committee shall not use items without points assigned in computing the numerical score but shall use them as part of their evaluation and recommendation process, for informational purposes, as a basis for possible disqualification, and to break any tie. The Committee shall also use the various scored items as a part of its evaluation and recommendation process. The Committee may conduct one or more meetings during which members may discuss their evaluations, make any adjustments deemed necessary to best serve the interests of the residents of Frankfort, interview Respondents, and develop a recommendation or series of recommendations to the Board of Commissioners. The Committee may conduct oral interviews as part of the evaluation process to select the Respondent(s). The Committee may make a recommendation, in addition to providing the scoring information and the information from the non-scored items to the Board for the Board to use in making the final selection. The Committee and/or Staff may also give the Board a written and/or verbal narrative describing the reasons for any recommendation. The Board

may use the Responses, the Committee’s scoring, the non-scored items in the Responses, any other information or recommendation provided by the Committee or Staff, any oral presentations of Respondents and any other information the Board deems relevant in its selection of Respondents to whom to award a Contract. The points available for each of the items to be evaluated are as follows:

Item Reference

Maximum Points

A. <u>Project Approach and Proposed Procedures</u>	30
B. <u>Relative experience of firm and staff assigned to the project</u>	20
C. <u>Past record of performance on similar projects</u>	20
D. <u>Location of consultants main office for performing this work</u>	10
<u>Total Points Available</u>	80