

# **Request for Letter of Interest For Professional Services for Roadway Improvements**

Due: December 3, 2014

The City of Edgewood is searching for a firm to provide professional engineering services in connection with the Edgewood-Dudley Road Improvements. The City will be receiving funding through KYTC and OKI for this project, which will ultimately extend from Winding Trails to Dixie Highway. The project scope will be split into multiple phases for funding purposes. The scope of work will include roadway pavement repair, curb, storm drainage, and localized sidewalk improvements. The consultant shall work with the City to develop phase budgets. Services will also include future construction services for the implemented improvements.

In general, the initial services shall include:

1. Topographic and Boundary Survey
2. Preliminary Design
3. Construction Documents
4. Bidding
5. Construction Administration

The City will assess the engineering consultant's qualifications in regards to this specific project based on the following criteria:

1. Overall Qualification of the Firm
2. Experience and Availability of Qualified Personnel
3. Previous experience with similar projects
4. Recent experience with KYTC/OKI funding
5. Previous experience with the City of Edgewood
6. Technical approach

The selection of the firm will be based upon on the presentation of the written responses of the aforementioned criteria. No financial proposals are required at this time. The City of Edgewood reserves the right to select a firm directly from the written proposals. Based on the rankings, the Selection Committee shall contact the highest-ranked firm and attempt to negotiate a financial proposal. If a financial proposal cannot be agreed upon, the second highest-ranked firm will be contacted to attempt to negotiate a cost proposal. The same procedure may follow with the third ranked firm if a financial proposal cannot be agreed upon. Unsuccessful firms will be notified as soon as possible. The City will complete the selection pursuant to KRS 45A.730-750.

Attachment A provides information in regards to the requirements for the letters of interest.

Questions should be directed to:

Brian Dehner, CAO  
385 Dudley Road  
Edgewood, KY 41017  
859-331-5910  
bdehner@edgewoodky.gov

## **ATTACHMENT A REQUIREMENTS FOR LETTERS OF INTEREST**

- A. General Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in hardcopy in the Letter of Interest Format, in the same order listed, and an original letter signed by an officer of the firm. Do not send additional forms, resumes, brochures or other material.
  2. Letters of Interest shall be limited to seven (7) single-sided pages (not including a cover letter).
  3. Please adhere to the following in preparing and binding letters of interest:
    - Provide a minimum of one (1.0) inch top margin on all sheets.
    - Page numbers must be centered at the bottom of each page.
    - Use eight and one half (8.5) inch by eleven (11) inch bond weight paper only. Minimum of ten (10) font size, single spaced.
    - Bind letters of interest by stapling at the upper left-hand corner only. Do not utilize any other binding system
    - Do not provide tabbed insets or other features that may interfere with machine copying.
  4. Faxed copies shall not be accepted.
  5. Letters of Interest must be received by 3:00 pm EST on the due date.
- B. Letter of Interest Format
1. Categorize your credentials including the Project Manager and other key staff members. Include a list of project engineers, technicians and other staff members that will be responsible for the project. Also indicate the number of such personnel available for assignment to this project.
  2. Provide a representative listing of services similar in scope and size to the proposed services that have been performed by the firm with client contact information for each.
  3. Briefly describe the experience of personnel within the firm on similar projects.
  4. Briefly describe the technical capability and expertise with the firm you believe is relevant and necessary for this project.
  5. In no more than one page, briefly describe your project approach.
  6. Based on your prior experience, briefly describe any potential issues with regard to completing the services and your approach to addressing them.
  7. List the present and projected workload of the firm relative to capacity and availability to provide requested services.

8. Respondents shall provide five (5) copies of their proposals.

Any questions should be directed to Brian Dehner, City Manager.

Interested firms should submit Letter of Interest by 3:00 pm, December 3, 2014 to:

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385 Dudley Road  
Edgewood, KY 41017  
859-331-5910  
bdehner@edgewoodky.gov