

Request for Proposals (RFP)

Owner's Representative Services for the Development of the New Kenton County Park

Issue Date: September ??, 2024

Proposal Due Date: October ??, 2024

Section 1: Introduction

The Kenton County Fiscal Court (County) is seeking proposals from qualified firms to provide Owner's Representative services for the development of the New Kenton County Park. The property, located at 604 Independence Station Road, Independence, KY 41051, encompasses approximately 225 acres and was formerly operated as an 18-hole golf course. Since the golf course's closure, the property has been open to the public for hiking, fishing, and passive recreation. The site is adjacent to Lincoln Ridge Park, a 78-acre park, with the plan being to connect these two areas and rebrand them as a unified recreational destination.

In April 2023, the Kenton County Fiscal Court completed a high-level master plan for the park, developed through public meetings and community surveys. The masterplan is included with the RFP as Appendix 1. The County is in the process of refreshing the master plan to refine the park's proposed facilities and update the cost estimates to reflect current market prices. The scope of services for refreshing the master plan is included as Appendix 2. The New County Park presents a unique opportunity to develop a significant recreational asset for the community, and the selected Owner's Representative will play a crucial role in ensuring the successful planning, design, and construction of the park.

Section 2: Scope of Work

The Kenton County Fiscal Court seeks a qualified and experienced Owner's Representative to manage the architectural, engineering, and construction teams involved in the development of the New Kenton County Park. The selected Owner's Representative will be responsible for overseeing all aspects of the project from inception through completion, including but not limited to:

A. Master Plan Assistance:

1. Assist in updating the master plan, including participation in public meetings and engagement efforts.
2. Provide recommendations on design, amenities, and facilities in alignment with community feedback and best practices.
3. Work with the County and other stakeholders to finalize the vision and goals that will guide the project.

B. Project Management:

1. Recommend and manage the construction process and project timeline, including potential phasing of the park's development.
2. Coordinate and manage the general contractor, design team, consultants, engineers, and other involved parties.
3. Attend project meetings, prepare and distribute exhibits and supporting information for meetings as required, prepare and distribute agendas and minutes for each meeting.
4. Communicate with and coordinate activities of all members of the Project team.
5. Prepare and regularly update a project schedule that will include milestones for decisions to be made by the County, work by the consultant, and level of completion
6. Attend meetings with the Owner to develop a mutual understanding of the project, identify roles and responsibilities, and develop working protocols and standards for the execution of the project.
7. Issue written progress reports on a regular basis (not less than monthly), providing status updates on scope, schedule, budget, and deliverables, and identifying additional input needed from the County.
8. Consult with the Owner regarding issues which impact the constructability and feasibility of the project.
9. Activate consultants architecture and engineering project team. Identify strategies and scopes of work to commence at each phase of the project.
10. Advance design through the development of Owner's Project Requirements, Master Plans, Conceptual design and schematic design.
11. Develop criteria for moving project from schematic design into design development and ultimately construction documents via the selected project delivery method.
12. Assist with preparation of requests for proposals for services of professionals not included on the OR-PM consultant team; review proposals from such professionals; assist in the preparation of contracts for the retention of such professionals; and recommend selection of such professionals. Review/negotiate with the Owner and its legal counsel, scope revisions within professional service agreements and help resolve disputes relating to such scope revisions with such professionals, which may include:
 1. Geotechnical firms
 2. Environmental firms
 3. Other specialty consultants and contractors as necessary
13. Provide appropriate Quality Control/Quality Assurance (QC/QA) procedures and documentation with review of the plans, drawings, specifications, and such other documents as prepared by

the design team for cost, constructability, adherence to schedule and consistency with the program. Confer with and advise the Owner of variances and recommendations for corrective actions to remedy any problematic issues. Assess and advise the Owner of impacts to the project budget and project schedule.

14. Conduct periodic progress meetings with the Owner and the appropriate design team members, contractors, equipment designers and suppliers, and other owner consultants and vendors. Prepare and distribute exhibits and supporting information for meetings as required. Prepare and distribute agendas and minutes for each project coordination meeting, which shall include updates on status of scope, schedule, budget, project issues, items requiring Owner or third-party input, and deliverables. Assure that a record of project team decisions is maintained.
15. Build comradery and teamwork across the project team while holding all parties accountable for contractual obligations.
16. Be the independent advocate and advisor to the County to coordinate all activities of the project team, manage project costs, accelerate project delivery, and optimize value for the County.
17. Ensure all project documentation is maintained in accordance with County requirements.
18. Develop a construction monitoring and oversight plan in coordination with the Owner and other project stakeholders.
19. Review the plans, drawings, specifications, and such other documents as prepared by the design professionals for cost, constructability, adherence to schedule and consistency with the program. Confer with and advise the Owner of variances and recommendations for corrective actions to remedy any problematic issues. Assess and advise the Owner of impacts to the project budget and project schedule.
20. Schedule and attend all design review meetings and review the design professional's agenda and minutes for accuracy and correct any errors within such documents.
21. Monitor and coordinate the activities of the design professionals, Design-Builder or construction manager, and other consultants and vendors for the completion of the work in accordance with the Owner's objectives for cost, schedule, and quality.
22. Schedule and conduct and/or attend pre-construction, construction, and progress meetings to discuss matters of procedures, progress, problems, and scheduling of the construction phase of the project.
23. Hold project team members accountable for deliverables. Monitor the progress and performance of the design professionals, Design-Builder or construction manager, specialty consultants and contractors and other vendors. Give notice and recommend courses of action to the Owner if the contractual requirements of the above-mentioned entities are not being fulfilled.

24. Assist in coordinating all aspects of the work with any public agencies or utility companies involved in the project.
25. Coordinate deliveries, installations and testing of Owner's items.
26. Monitor and review the design professionals' and the Design-Builder or construction manager's quality inspection control system so that the required standards of construction are achieved.
27. Provide and document routine on-site Quality Assurance observations and inspections to support other monitoring requirements.
28. Develop the protocol and conduct a comprehensive final inspection of the project to verify that the materials furnished and work performed are in accordance with the contract documents.
29. Receive from the contractor and deliver to the Owner all guarantees, warranties, and operating and maintenance manuals required by the contract documents.
30. Provide information as required by Owner for closing out the project contract(s).

C. Bidding and Procurement:

1. Assist in the bidding process for design services, construction, and utilities.
2. Coordinate with Owner on the development of a bidding strategy in accordance with County and Kentucky Revised Statute (KRS) bidding requirements.
3. Assist the Owner with the development, creation, and issuance of bidding and RFP documents throughout the project from inception to completion.
4. Coordinate all bidding, contracting and design activities, manage relationships, seek efficiency in all phases of the project, provide reports, and monitor/assure contractor compliance.
5. Verify that the milestone schedule requirements and other known and reasonably foreseeable steps necessary to perform and complete the project have been included and/or accounted for within the contract documents.
6. Coordinate and conduct, with the assistance of Owner and project team, pre-bid conferences with prospective bidders. Assist the Owner and project team with regards to questions from bidders and issuance of addenda.
7. Assist the Owner in the receipt and evaluation of bids or RFP's. Prepare bid analysis as needed.
8. Prepare an evaluation and recommendation for each general and specialty contract award and submit in a timely manner to the Owner for approval.
9. Identify all Owner's costs and responsibility line items and work with Owner to develop a procurement strategy and plan. Identify long lead-time items and recommend to the Owner methods of procurement to achieve the project schedule.

10. Prepare and coordinate American Institute of Architects (AIA) documents and assist in contract negotiations.

D. Budget and Financial Management:

1. Develop and manage the project budget in collaboration with the County.
2. Review all applications for payment from Owner's consultants, designers and engineers and provide recommendations to Owner for approval/revision/rejection.
3. Advise on disbursements, payments, and change orders according to County procurement policies.
4. Coordinate the update and review of the master project budget monthly. Include total project cost forecast and variances from budget, and status of change orders that are approved, pending, and/or anticipated
5. Recommend to the Owner necessary or desirable changes to the project; review requests for changes by design professionals, the Design-Builder or construction manager, specialty contractors and consultants, and equipment vendors; assist in negotiating proposals; determine whether changes are necessary, reasonable, and accurate; and submit recommendations to the Owner for approval.
6. Review applications for progress payments and final payments, and all documents in support of such applications and make the appropriate recommendations to the Owner.

E. Scheduling and Coordination:

1. Develop and maintain a detailed project schedule, monitor progress, and recommend adjustments as needed.
2. Schedule and attend all design review meetings and review the design professional's agenda and minutes for accuracy and correct any errors within such documents.
3. Schedule and coordinate formal Owner design reviews (at design development and construction drawing phases) to assure that sufficient time is provided in the overall project schedule for such reviews, and that the appropriate stakeholders are involved. Collect all Owner review comments and formally respond to the project architect and other project team leaders.
4. Consult with the Owner regarding issues which impact the constructability and feasibility of the project
5. Verify that the milestone schedule requirements and other known and reasonably foreseeable steps necessary to perform and complete the project have been included and/or accounted for within the contract documents.

6. Expedite approvals and coordination issues between state and local agencies to obtain any required permits, licenses, and other approvals for the project.
7. Coordinate the procurement of materials in accordance with County protocols.

F. Meetings and Reporting:

1. Conduct all project meetings, set agendas, and record minutes.
2. Submit regular progress reports and present updates to the Fiscal Court as required.
3. Develop a format and template for the Monthly Progress Report for review and approval by Owner.
4. Set up and continuously manage a document sharing and storage system.
5. Implement, maintain, and upgrade as necessary, a web-based file sharing system to be used to receive and distribute project reports, project schedules, and other information as agreed with the Owner.

G. Needs Assessment and Branding Integration:

1. Needs Assessment: Conduct a comprehensive needs assessment for existing Kenton County parks, identifying opportunities for enhancement, improved accessibility, and community engagement.
2. Wayfinding and Branding: Develop a cohesive wayfinding and branding strategy that integrates existing parks into the new Kenton County Park. This strategy should ensure a unified identity across all County parks, including signage, marketing materials, and overall park experience.
3. Implementation Recommendations: Provide actionable recommendations for the integration of wayfinding and branding into existing parks, aligning them with the new park's design and identity.
4. Park Naming Coordination: Assist and coordinate with the County to finalize the name of the New Kenton County Park, ensuring it aligns with the overall branding strategy and community identity.

H. Contract Compliance and Risk Management:

1. Identify and manage project risks, coordinating risk mitigation efforts across the entire project team throughout the life of the project
2. Update the project risk matrix with input from all project team members. Identify, implement, and continue risk mitigation measures as needed to assure project success.

3. Consult with the County Attorney's office in the event of a default by any project participant and assist in finding solutions.

Section 3: Submittal Requirements

Proposals should be organized as follows:

- A. Cover:** Include project name, project location, consultant's name, address, telephone number, e-mail address, and proposal date.
- B. Table of Contents:** Include an identification of the material by section and page number.
- C. Letter of Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided. Provide an introduction to your company, including a statement of qualifications relevant to the scope of work.
- D. Organization's Experience:** Summarize at least three (3) similar projects, no more than five (5) completed within the past five years, highlighting the value your firm provided to the owner.
- E. Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal in Charge of this project must be clearly indicated in this section of the proposal, along with the name and title of the Project Manager. Provide a **resumé** for key staff members involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience, and qualifications.
- F. Subconsultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in as well as known services they would provide. Also state their past experience in the field.
- G. Project Approach:** Describe your approach to managing the project, including methodology, timeline, and key milestones
- H. Fee Summary:** Present your proposed fee structure, with a rationale for your approach. Fees may include, but are not limited to, a percentage of the cost of work, a fixed price, or a hybrid approach.

Section 4: Clarifications and Addenda

All questions regarding this RFP must be submitted in writing to Holly Hill, Purchasing Manager, by email at Holly.hill@kentoncounty.org

The deadline for submitting questions is October ??.

No responses will be issued after the deadline date. All questions and any addenda will be posted on the Kenton County website under Business, Bid Opportunities at www.kentoncounty.org.

Section 5: Submission of Proposals

All proposals are to be submitted in writing to the Kenton County Fiscal Court. Please provide four (4) hard copies and one electronic version on a USB drive in PDF format.

Kenton County Fiscal Court
Attn: Holly Hill
1840 Simon Kenton Way, Suite 5100
Covington, KY 41011

Proposals must be marked **“Owner’s Representative For New Kenton County Park** and received no later than 2:00 p.m. (local time) on **Friday, October ??, 2024.** Proposals received after this time and date will not be accepted but will be returned to offeror unopened.

Section 6: Evaluation Process

Proposals will be evaluated based on the following criteria:

Company Qualifications: 30 Points

Experience: 30 Points

Project Work Plan: 25 Points

Fee Summary: 15 Points

The Evaluation Committee composed of County staff or their designees will review the proposals. Vendors whose proposals are deemed reasonably susceptible to award may be invited to present their proposals to the Committee and/or the Fiscal Court. The Committee may engage in contract negotiations to obtain the best and final offers and conduct detailed reference checks. The County reserves the right to seek clarification on any proposals.

Proposers should recognize a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. The County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.