

CITY OF FORT MITCHELL, KENTUCKY REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES

I. INVITATION

The City of Fort Mitchell requests that firms submit qualifications for ongoing City engineering services. Qualified firms should have broad expertise and experience in civil engineering specialties, including capital improvement design and construction, pavement management, roadway design and traffic management, site and subdivision development plan review, regulatory compliance, mapping and surveying, geographic information systems, grant assistance, and project planning.

The City desires to enter into a long-term relationship with a highly qualified engineering firm for day-to-day assistance, long-term capital planning, roadway and infrastructure planning, and support for special projects. This invitation presents an opportunity for a firm to work with a community committed to maintaining and improving public infrastructure and providing responsive municipal services.

II. THE FORT MITCHELL COMMUNITY

Fort Mitchell is a residential community in northern Kentucky located in Kenton County. The City is situated near major regional transportation corridors, including I-71/75 and Dixie Highway, and includes established neighborhoods, commercial areas, schools, parks, and public facilities.

The City recognizes the importance of maintaining and improving its streets, sidewalks, stormwater infrastructure, traffic operations, and other public facilities. Fort Mitchell seeks engineering support that is practical, responsive, and capable of assisting with both routine municipal needs and long-term capital planning.

Water service is provided by the Northern Kentucky Water District. Sanitary sewer service and regional stormwater management are provided by Sanitation District No. 1. The successful firm will be expected to coordinate with these and other outside agencies as needed.

The City operates under a Mayor-Council form of government. The successful firm will work with elected officials, City staff, citizen groups, boards and commissions, consultants, contractors, utilities, and regional and state agencies to help advance City goals and objectives.

III. SCOPE OF WORK

The City of Fort Mitchell seeks ongoing, as-needed professional engineering services to assist with day-to-day operations and special projects. Services may include review of development plans, preparation of plans and specifications, project design, construction administration, roadway and sidewalk planning, traffic and safety analysis, pavement management, grant assistance, GIS and mapping support, cost estimating, inspection coordination, and attendance at meetings when requested.

The City reserves the right to alter this scope of work during fee negotiations with the best-qualified engineering firm.

IV. SUBMITTALS

Proposals shall be submitted to:
Edwin King, City Administrator
City of Fort Mitchell

2355 Dixie Highway
Fort Mitchell, KY 41017

Two (2) copies of qualification statements are due by 11:30 a.m. ET (10:30 a.m. CT) on October 9, 2026 marked 2026 Engineering Services and will be publicly opened at that time. Postmarked packages arriving later than this time will not be accepted. For more information, please contact City Administrator Edwin King by e-mail at eking@fortmitchell.com

V. CONTENT OF QUALIFICATIONS

In order to facilitate evaluation of qualifications, submitting firms are instructed to follow the outline below. Firms that do not follow the outline, or do not provide the required information, may be considered unresponsive. The response shall be sealed in an envelope.

1. **Understanding of the Request:** Provide a statement of your understanding of the City's request for services. Include the experience and resources of the proposing firm, ownership, history, primary contact, and related information.
2. **Personnel:** Identify key personnel who will provide the required services directly to the City, including qualifications, education, and relevant experience. Because this service is expected to be ongoing, firms should provide detailed information regarding the key employee or employees who will work most often with City officials. One qualified member of the firm shall be designated the "City Engineer."
3. **References:** Provide a curriculum vitae for personnel assigned to Fort Mitchell, along with three (3) references from current or prior local governments or substantially similar organizations served. The firm shall also provide three (3) references from current or prior local governments or substantially similar organizations served under substantially similar scopes of service. Reference information should include contract duration, services performed, and the name, address, and telephone number of contracting agencies that may be contacted for verification.
4. **Statement of Qualifications:** Describe the experience, resources, and capabilities of the firm.
5. **Signature:** The proposal shall be signed by an official authorized to bind the proposer and shall contain a statement that the proposal is a firm offer for a sixty (60) day period. The proposal shall provide the name, title, address, telephone number, and email address of the individual or individuals with authority to contractually bind the company and who may be contacted during proposal evaluation.

VI. KYTC PREQUALIFICATION REQUIREMENTS

1. Roadway Design
 - Urban Roadway Design
 - Surveying
2. Transportation Planning
 - Pedestrian and Bicycle Facility Planning and Design
3. Construction Engineering Services
 - Construction Project Supervision
4. Right-of-Way Services
 - Title Work
 - Appraisals
 - Acquisition

- Closings
 - Relocation
- 5. Utilities
 - Utility Preconstruction Coordination
- 6. Environmental and UST Services
 - UST and Preliminary Site Assessment (Phase 1)
- 7. Environmental Aquatic and Terrestrial Ecosystems Analysis
 - Botany
 - Fisheries
 - Freshwater Macroinvertebrates
 - Terrestrial Zoology
 - Water Quality
 - Wetlands
- 8. Environmental Archeology and Other Services
 - Air Quality Analysis
 - Cultural-Historic Analysis
 - Environmental Document Writing and Coordination
 - Highway Noise Analysis
 - Historic Archeology
 - Prehistoric Archeology
 - Socioeconomic Analysis
 - Stream and Wetland Mitigation
- 9. Geotechnical Services*
 - Geotechnical Engineering
 - Geotechnical Drilling
 - Geotechnical Laboratory Testing
- 10. Structure Design*
 - Spans under 500 Feet
- 11. Traffic Engineering*
 - Traffic Engineering Services
 - Electrical Engineering Traffic Signal Services
 - Electrical Engineering Roadway Lighting Services

Note – Geotechnical Services, Structure Design, and Traffic Engineering prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should any of these services become necessary during the delivery of the project, the selected Consultant team must obtain the required qualifications before providing those services. Geotechnical Services may also be selected as a standalone firm in addition to as part of a design team.

VII. EVALUATION OF SUBMITTALS

Submittals will be evaluated based on the following criteria, for a maximum of 100 points:

- 20 points: Demonstrated experience working with public sector clients on an ongoing basis in a City engineering function in a cost-effective and mutually beneficial manner.
- 20 points: Experience in capital planning, grant acquisition, special project coordination, and other general City engineering tasks.

- 15 points: Experience planning and designing roadway improvements, sidewalks, curb and gutter, streetscape improvements, and related infrastructure, including familiarity with SD1 programs and stormwater design requirements.
- 15 points: Experience with pavement management programs, roadway maintenance planning, and preventative maintenance.
- 10 points: Familiarity with subdivision and site plan review under Kentucky law and applicable local ordinances and regulations.
- 10 points: Experience in traffic engineering, traffic signal design, roadway safety analysis, and structural engineering.
- 10 points: Experience in surveying, mapping, GIS, and similar tools to develop maps, plans, exhibits, and presentation materials.

Two bonus points may be awarded for each relevant KYTC prequalification area identified in Section VI that the applicant or proposed team holds.

VIII. GENERAL STATEMENT REGARDING EVALUATION OF RESPONSES

It is the policy of the City that contracts are awarded only to responsible proposers. To qualify as responsible, a prospective proposer must have the necessary experience, organization, technical and professional qualifications, skills, and facilities; be able to comply with the proposed or required time of completion or performance schedule; and have a satisfactory record of performance.

A. Contract Award

The City may award a contract based upon offers received, without additional submissions from the proposer. Accordingly, each offer should be submitted on the most favorable technical terms that the offeror can submit. The City reserves the right to request additional information, oral discussions, or presentations in support of written submittals.

B. Modifications After Award

The City reserves the right to incorporate minor modifications required by the City that do not change the scope or cost of the work. If a proposed modification changes the scope or cost of the work, the City and proposer shall enter into a written change order for such work.

C. Limitations and Reservations

This Request for Qualifications does not commit the City to award a contract, pay any costs incurred in preparing a response, or procure or contract for services or supplies. The City reserves the right to accept or reject any or all submittals, or to cancel this RFQ in whole or in part, if in the best interest of the City.

D. Award Timing

The contract may be awarded as soon as practical after the proposal opening unless otherwise stated, but generally not before twenty (20) working days from the proposal opening. Interested parties are requested to refrain from making inquiries during this period.

E. Reservation of Rights

The City of Fort Mitchell reserves the right to waive any formality in the processing of submittals and retains the right to reject any or all submittals at its discretion when deemed to be

in the best interest of the City. The City also reserves the right to accept the submittal that offers the best proposition considering quality, service, adaptability to City needs, and price.

F. Disqualification of Submitting Firm and Submittal

Awards will not be made to any person, firm, or company in default of a contract with the City, the Commonwealth of Kentucky, or the Federal Government, including default upon payment of any financial obligation, including occupational licenses. Please contact the City with any questions regarding this provision.

G. Receipt and Opening of Submittals

Qualification statements shall be submitted prior to the time fixed in Section IV. RFQs received after the time indicated shall be returned unopened.

H. Interpretation or Correction of RFQ Documents

Offerors shall promptly notify the City of Fort Mitchell of any ambiguity, inconsistency, or error discovered upon examination of the RFQ documents. Interpretations, corrections, and changes will be made by addendum. Each offeror shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged.

I. Indemnification

The selected firm shall indemnify and hold harmless the City of Fort Mitchell, its agents, officials, and employees from and against all injuries, losses, claims, suits, costs, and expenses that may accrue against the City as a consequence of granting the contract.

J. Equal Employment Opportunity

The contractor shall comply with the Kentucky Human Rights Act, KRS 344.150–344.270, as amended, and any rules and regulations promulgated in accordance therewith, including but not limited to applicable Equal Employment Opportunity requirements. The contractor shall also comply with applicable employment discrimination laws.

K. Law Governing

This contract shall be governed by and construed according to the laws of the Commonwealth of Kentucky. Failure to comply with applicable statutory requirements may be considered grounds for cancellation of a contract and disqualification from eligibility for City contracts for a period determined by the City.

L. Liability Insurance

Unless otherwise provided, liability insurance in the amount of \$1,000,000.00 must be maintained throughout the life of the contract. A Certificate of Insurance naming the City of Fort Mitchell as an additional insured must be submitted prior to execution of the contract. The policy must provide that the City shall receive at least ten (10) days' advance written notice of any proposed cancellation or termination of the policy.

M. Workers' Compensation

A Workers' Compensation certificate shall accompany all required contracting documents as proof of coverage. The City may request proof of certification at such other times during the life of the contract as it deems necessary.

NO TELEPHONE REQUESTS FOR RESULTS WILL BE ACCEPTED OR GIVEN.

IX. SELECTION

The Mayor will be responsible for award of an agreement and may seek assistance from qualified City staff, staff at other municipal governments or regional development agencies, or a combination thereof. Negotiations may occur with the selected firm as determined by the City.