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# **REQUEST FOR PROPOSALS**

## **For Design-Build Services**



**Renovations to Covington ISD  
Softball Field**

**DATE: June 17, 2024**

**Covington Independent Schools  
25 East 7<sup>th</sup> Street  
Covington, KY 41011**

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END OF INDEX

## SECTION 10 INSTRUCTIONS

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### PART 1 - COMMUNICATIONS

- 1.1 Questions: ALL QUESTIONS SHALL BE SUBMITTED IN WRITING TO THE SR PROJECT MANAGER, MARK PERRY, EMAIL: [mperry@EMBOSSdesign.com](mailto:mperry@EMBOSSdesign.com)
- 1.2 All communication until contract approval by the School Board of Covington Independent Schools shall be through the Sr. Project Manager. Any Design- Builder who contacts any school employee or School Board Member of Covington Independent Schools during the qualification and selection process for this project is subject to being disqualified.

### PART 2 – PROJECT INFORMATION

- 2.1 Project Information:
  - A. Project or Work: Renovations to the Softball Field, Covington Independent School District, property location: 519 West 19<sup>th</sup> Street, Covington, KY 41014
  - B. Owner or School Corporation: Covington Independent School District, 25 East 7<sup>th</sup> Street, Covington, KY 41011
  - C. Sr. Project Manager: Mark Perry, 906 Monmouth Street, Newport, KY 41071  
Email: [mperry@EMBOSSdesign.com](mailto:mperry@EMBOSSdesign.com)

### PART 3 – SUBMITTAL REQUIREMENTS

- 3.1 Qualitative Proposal and Price Proposal:
  - A. Proposals must be submitted in two (2) separate packages as follows:
    1. A Qualitative Proposal.
    2. A Price Proposal.
- 3.2 Proposal Requirements:

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- A. The Qualitative Proposal and the Price Proposal shall be submitted simultaneously in separately sealed and identified packages. The Price Proposal will remain sealed until opened in public.

3.3 Submittal Packages:

- A. Due Date and Time: **July 12, 2024 @ 3pm**

Send To:

Ken Kippenbrock  
Executive Director of Human Resources & Operations  
25 East 7th Street  
Covington, KY 41011

- Certified Postage (with confirmation receipt)
  - Packages can be shipped via FedEx or other carrier, so as a delivery date/time receipt can be maintained to ensure submittals meet the listed deadline
  - Packages can also be hand-delivered, so as a signed receipt by the school admin office receptionist with date/time is maintained so as to ensure submittals met the listed deadline.
- B. Number of Copies Required for Qualitative Proposal: five (5) physical copies of Qualitative Proposal in 8-1/2" x 11" three-ring binders. Provide dividers for each category. Provide electronic copies of the Qualitative Proposal on five (5) separate thumb drives.
- C. Number of Copies for Price Proposal: One (1) hard copy (digital copy not required) of the Price Proposal, which shall be submitted in a separate sealed security envelope, clearly labeled "Price Proposal, Do not open until AFTER the Scoring on 7/22/2024 with the Design-Builder's name identified.

**END OF SECTION 10**

**SECTION 20**  
**ADMINISTRATIVE REQUIREMENTS**

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**1.1 PROJECT BUDGET:**

- A. The Covington Independent Board of Education has adopted the Design-Build procurement method for this project, and is prepared to approve the project scope of work as listed below.

**1.3 DESIGN-BUILD CONTRACT**

- A. AIA Document A141-2014 (Kentucky Version) as revised shall be used as the Form of Agreement between Owner and the Design-Builder.
- B. General and Special Conditions shall be Article 3 General Requirements of the Work of the Design-Build Contract AIA Document A141-2014 as revised by the Design Criteria Developer.
- C. The Design-Builder shall provide:
1. All architectural, engineering and related design service required for the Project.
  2. All labor, materials, and other construction services for the Project including:
    - a. Permits and filing fees required for the project.
    - b. Design-Builder's overhead and profit.
    - c. Contingency allowances for design and construction.
    - d. Accounting.
    - e. Temporary facilities used for construction.
    - f. Testing agency and geotechnical investigation costs.
    - g. Any costs associated with variance requests.
    - h. Survey layout services
    - i. Utility location services.
    - j. Printing costs.
    - k. Mileage and postage.
    - l. Deliveries.
    - m. Removal and disposal of waste.

**1.4 PROJECT SCHEDULE**

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A. Anticipated Schedule (all times listed as EDT):

<u>Date</u>	<u>Event</u>
June 14, 2024	Advertise project in local paper
June 17, 2024	Issue RFP
June 25, 2024 10:00am	Pre-Proposal Site Walk-Thru
<b>July 12, 2024 3:00pm</b>	<b>RFP Deadline</b>
July 22, 2024 12:00pm	Final Interviews
July 22, 2024 3:00pm	RFP Scoring
July 22, 2024 3:30pm	Public Price Proposal Opening
<b>July 25, 2024 5:30pm</b>	<b>Recommendation to Award to Board</b>
July 26, 2024	'Notice to Proceed' issued to Design-Builder

### 1.5 CODE AND ORDINANCE COMPLIANCE

A. The Design-Builder shall comply with all Federal, State and Local codes, ordinances, regulations, standards, rulings and interpretations that apply to this project including, but not limited to:

1. State of Kentucky
  - a. Kentucky Building Code
2. Federal Codes and Standards
  - a. American with Disabilities Act ("ADA")
  - b. ICC/ANSI 117.1 ("International Code Council / American National Standards Institute")
  - c. Occupational Safety and Health Administration ("OSHA")
  - d. National Fire Protection Association ("NFPA")
  - e. Sheet Metal and Air Conditioning Contractors' National Association ("SMACNA") Standards for Sheet Metal Work
  - f. Model Energy Code, ASHRAE Standard 90.1 (Latest)
  - g. American National Standards Institute S12.60 Standard for Classroom Acoustics
3. Local Jurisdiction Codes and Ordinance

### 1.6 DESIGN REVIEW MEETINGS

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- A. After award of the contract, the Design-Builder shall schedule all design meetings with Owner. The Design-Builder shall work with Owner to complete final design acceptable to Owner. The Design-Builder shall keep meeting minutes and distribute to all parties in a timely manner.

**1.7 COORDINATION AND PROJECT CONDITIONS TO BE PROVIDED BY THE DESIGN-BUILDER:**

- A. Coordinate scheduling, submittals, and work of various components of the Project to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, operating equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical work. Place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion and for portions of Work designated for Owner's occupancy.
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work to minimize disruption of Owner's activities.

**1.8 FIELD ENGINEERING TO BE PROVIDED BY THE DESIGN-BUILDER:**

- A. Employ land surveyor registered in state of the Project.
- B. Locate and protect survey control and reference points.
- C. Control datum for survey established by Owner provided survey.
- D. Verify set-backs and easements; confirm drawing dimensions and elevations.
- E. Provide field engineering services. Establish elevations, lines, and levels, utilizing recognized engineering survey practices.

- F. Maintain complete and accurate log of control and survey work as Work progresses.
- G. Protect survey control points prior to starting site work; preserve permanent reference points during construction.
- H. Replace dislocated survey control points based on original survey control.

#### **1.9 PRECONSTRUCTION MEETING**

- A. Prior to the start of any construction, the Design-Builder will conduct a pre-construction meeting with Owner.
- B. Agenda:
  - 1. Designation of Design-Build project manager and site superintendent.
  - 2. Review proposed project schedule.
  - 3. Review decision making processes.
  - 4. Use of premises by Owner and Design Builder, including any subcontractors of the Design-Builder.
  - 5. Owner's requirements.
  - 6. Security and housekeeping procedures.
- C. The Design-Builder will record minutes and distribute copies to participants.

#### **1.10 PROGRESS MEETINGS**

- A. The Design-Builder will schedule and administer meetings throughout progress of the Work at Bi-Weekly intervals.
- B. Agenda:
  - 1. Progress last 14 days.
  - 2. Anticipated progress next 14 days.
  - 3. Maintenance of progress schedule.
  - 4. Owner discussions, concerns and comments.
- C. The Design-Builder will record minutes and distribute copies to participants.

#### **1.11 COORDINATION MEETINGS**

- A. The Design-Builder shall schedule coordination meetings with its sub-contractors and distribute meeting minutes.

#### **1.12 QUALITY CONTROL**

- A. The Design-Builder shall be responsible for quality control.



- B. The Design-Builder shall hire and pay for a testing laboratory acceptable to Owner, to provide quality control services during construction.

### **1.13 TEMPORARY FACILITIES AND CONTROLS**

- A. The Design-Builder shall provide all temporary facilities and controls required for performance of the Work.
- B. The Design-Builder may use the Owner's electrical supply and water supply without metering or paying for usage.

### **1.14 FINAL CLEANING**

- A. Execute final cleaning prior to Owner occupancy.
- B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- C. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
- D. Replace filters of operating equipment.
- E. Clean debris from roofs, gutters, downspouts, and drainage systems.
- F. Clean site; sweep paved areas, rake clean landscaped surfaces.
- G. Remove waste and surplus materials, rubbish, and construction facilities from site.

### **1.15 STARTING OF SYSTEMS**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Notify Owner seven days prior to start-up of each item.
- C. Verify each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions which may cause damage.
- D. Verify tests, meter readings, and specified electrical characteristics agree with those required by equipment or system manufacturer.
- E. Verify wiring and support components for equipment are complete and tested.

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- F. Execute start-up under supervision of applicable manufacturer's representative, Design-Builder's personnel and subcontractors in accordance with manufacturers' instructions.
- G. Permanent HVAC systems may not be used for temporary heat without the expressed permission of Owner, and when following appropriate SMACNA and LEED procedures for protecting duct internals.

**1.16 DEMONSTRATION AND INSTRUCTIONS**

- A. Demonstrate operation and maintenance of products to Owner's personnel two weeks prior to date of Substantial Completion.
- B. Demonstrate Project equipment by manufacturer's representative who is knowledgeable about the Project.
- C. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.
- E. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time.
- F. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

**1.17 PROTECTING INSTALLED CONSTRUCTION**

- A. Protect installed Work and provide special protection where required.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

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- E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- F. Prohibit traffic from landscaped areas.

**1.18 PROJECT RECORD DOCUMENTS**

- A. Maintain on-site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Design-Build Contract.
  - 5. Reviewed Shop Drawings, Product Data, and Samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress, not less than weekly.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  - 1. Manufacturer's name and product model and number.
  - 2. Product substitutions or alternates utilized.
  - 3. Changes made by addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  - 1. Measured depths of foundations in relation to finish first floor datum.
  - 2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - 3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  - 4. Field changes of dimension and detail.
  - 5. Details not on original Design-Build Contract drawings.
- G. Submit documents to the Owner.

**1.19 OPERATION AND MAINTENANCE DATA**

- A. Submit data bound on 8-1/2 x 11 inch pages, three D side ring binders with durable plastic covers, and electronic copies in .pdf format on disc or thumb drive.
- B. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of the Project, and subject matter of binder when multiple binders are required.
- C. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
- D. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- E. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
  - 1. Part 1: Directory, listing names, addresses, and telephone numbers of Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.
  - 2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of subcontractors and suppliers. Identify the following:
    - a. Significant design criteria.
    - b. List of equipment.
    - c. Parts list for each component.
    - d. Operating instructions.
    - e. Maintenance instructions for equipment and systems.
    - f. Maintenance instructions for finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
  - 3. Part 3: Project documents and certificates, including the following:
    - a. Shop drawings and product data.
    - b. Air and water balance reports.
    - c. Certificates.
    - d. Originals of warranties and bonds.

**1.20 MANUAL FOR MATERIALS AND FINISHES**

- A. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.

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- B. Submit two sets of final volumes in final form within ten days after final inspection.
- C. Building Products, Applied Materials, and Finishes: Include product data, with catalog number, size, composition, and color and texture designations. Include information for re-ordering custom manufactured products.
- D. Instructions for Care and Maintenance: Include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- E. Moisture Protection and Weather Exposed Products: Include product data listing applicable reference standards, chemical composition, and details of installation. Include recommendations for inspections, maintenance, and repair.

**1.21 MANUAL FOR EQUIPMENT AND SYSTEMS**

- A. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten days after acceptance.
- B. Submit two sets of final volumes in final form within ten days after final inspection.
- C. Each Item of Equipment and Each System: Include description of unit or system, and component parts. Identify function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and model number of replaceable parts.
- D. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- E. Include color coded wiring diagrams as installed.
- F. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and special operating instructions.
- G. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and

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reassembly instructions; and alignment, adjusting, balancing, and checking instructions.

- H. Include servicing and lubrication schedule and list of lubricants required.
- I. Include manufacturer's printed operation and maintenance instructions.
- J. Include sequence of operation by controls manufacturer.
- K. Include original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- L. Include control diagrams by controls manufacturer as installed.
- M. Include Design-Builders' and all of its subcontractor's coordination drawings, with color coded piping diagrams as installed.
- N. Include charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
- O. Include list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- P. Include test and balancing reports.

**1.22 SPARE PARTS AND MAINTENANCE PRODUCTS**

- A. Furnish spare parts, maintenance, and extra products in quantities specified in individual specification sections.
- B. Deliver to Project site and place in location as directed by Owner; obtain receipt prior to final payment.

**1.23 PRODUCT WARRANTIES AND SUBCONTRACTOR BONDS**

- A. Obtain bonds executed in duplicate by responsible subcontractors within ten days prior to commencement of applicable item of the Work.
- B. Obtain warranties from suppliers and manufacturers is submitted within ten days after completion.
- C. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
- D. Verify documents are in proper form, contain full information, and are notarized.

- E. Co-execute submittals when required.
- F. Include Table of Contents and assemble in three 'D' side ring binders with durable plastic cover.
- G. Time Of Submittals:
  - 1. Bonds shall be submitted at least ten days prior to commencement of applicable item of Work.
  - 2. Warranties shall be submitted within ten days after acceptance, listing date of acceptance as beginning of warranty period.

**1.24 MAINTENANCE SERVICE**

- A. Furnish service and maintenance of components indicated in specification sections.
- B. Examine system components at frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
- C. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by manufacturer of original component.
- D. Do not assign or transfer maintenance service to agent or subcontractor without prior written consent of Owner.

**1.25 APPLICATIONS FOR PAYMENT**

- A. Submit two copies of each application on a form acceptable to Owner.
- B. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
- C. Submit updated construction schedule with each Application for Payment.
- D. Payment Period: Submit at intervals stipulated in the Agreement.
- E. Submit with transmittal letter.
- F. Submit waivers required by Owner.
- G. Substantiating Data: When Owner requires substantiating information, submit data justifying dollar amounts in question. Include the following with Application for Payment:
  - 1. Current construction photographs.

2. Partial release of liens from major subcontractors and vendors.
3. Affidavits attesting to off-site stored products and insurance.
4. Construction progress schedules, revised and current.

#### **1.26 CHANGE PROCEDURES**

- A. The Design-Builder may propose changes by submitting a request for change to Owner, describing proposed change and its full effect on the Work. Include a statement describing reason for the change, and effect on Contract Sum/Price and Contract Time with full documentation and a statement describing effect on Work by separate or other Contractors.
- B. Stipulated Sum/Price Change Order: Based on Proposal by the Design-Builder's request for Change Order as approved by Owner.
- C. Document each quotation for change in cost or time with sufficient data to allow evaluation of quotation.
- D. Change Order Forms: As issued by the Design-Builder.
- E. Execution of Change Orders: Design-Builder will issue Change Orders for signatures of parties as provided in Conditions of the Contract.
- F. Correlation Of Contractor Submittals:
  1. Promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as separate line item and adjust Contract Sum/Price.
  2. Promptly revise progress schedules to reflect change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
  3. Promptly enter changes in Project Record Documents.
- G. Change Orders will only be effective if acceptable by Owner in its sole discretion on its requested change of scope of the Work by Owner and accepted by the Design-Builder

#### **END OF SECTION 20 - ADMINISTRATIVE REQUIREMENTS**



**SECTION 30**  
**PROJECT DESCRIPTION**

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- I. Project Location: 501 West 19<sup>th</sup> Street, Covington, KY 41011.
- II. Project Description:

This project includes renovations / additions to the existing Covington ISD softball field. The District's intent is to host KHSAA regular season and post-season competitions at the Softball Field and the Design-Builder shall include scope of work and specifications to meet these requirements.

See links later in this Section 30 for more information.

Included in the project scope of work is as follows (see graphic at end of section)

- A. Scope of Work:
  - a. New Turf Softball infield with fencing/netting to protect homes
  - b. New Softball Dugouts
  - c. New Softball Bullpens
  - d. New Entry Signage
  - e. New Press box / Restroom / Concessions with provisions for winterizing
  - f. New Grandstand spectator seating, scoreboards / sound system & field lighting
  - g. New Storage Building not to exceed 600 square feet
  - h. Resurface Existing Parking Lot
  - i. New paved vehicular Entries at north and south of property

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- j. New Batting Cage for Softball
- k. New parking lot lighting for parking areas.
- l. New field lighting for Softball
- m. New pedestrian Site lighting for all walking paths

III. KHSAA Post-Season Requirements and Specifications:

- A. Softball: <https://khsaa.org/softball-postseason-site-specifications/>

(see graphic layout next page)





**SECTION 40  
SCORING OF PROPOSALS**

- 1.1 The Technical Review Committee will rate the potential design-builders responding to this Request for Qualifications/Request for Proposals based on the rating system below.
- 1.2 Pass/Fail Criteria: Proposals must meet the following minimum criteria:
- A. Design-Builder shall provide list of names of professional along with their Kentucky Registration Numbers as required to design and construct the project.
  - B. Design-Builder shall provide a letter from Surety indicating capacity to bond the project.
  - C. Design-Builder shall provide Certificates of Insurance for amounts indicated in Section 60 Verified Statement of Qualifications and Request for Proposal.

<b>1.1 Minimum Requirements</b>		<b>Score</b>
A. License and Registrations to complete project	Pass or Fail	
B. Capacity to obtain Performance & Payment Bonds	Pass or Fail	
C. Certificate of Insurance	Pass or Fail	
<b>1.2 Design-Builder's Team Qualifications (30 points possible)</b>		
A. Key staff	0-15 points	
B. Team Composition	0-15 points	
<b>1.3 Design-Builders Past Performance and Ability to Perform (30 points possible)</b>		
A. Similar K12 project experience	0-10 points	
B. Design-Build experience	0-10 points	
C. Ability to perform the work of the project	0-10 points	
<b>1.4 Proposed Schedule and Work Plan (30 points possible)</b>		
A. Proposed schedule and work plan	0-15 points	
B. Design-Builder's Understanding of the Project	0-15 points	
<b>1.5 Safety (10 points possible)</b>		
A. Safety record and plan.	0-10 points	
<b>Total Possible Points</b>	<b>100 Points</b>	

**END OF SECTION 40**

**SECTION 50  
SELECTION PROCESS**

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**1.1 PROCESS FOR COMMUNICATIONS**

- A. All communication shall be through the EXECUTIVE DIRECTOR OF HUMAN RESOURCES & OPERATIONS. Any Design-Builder who contacts any employee, School Board Member, or Technical Review Committee Member with Covington Independent School District during the qualification and selection process for this project is subject to being disqualified.

**1.2 TECHNICAL REVIEW COMMITTEE PROCEDURE**

- A. Covington Independent School District has appointed the following Technical Review Committee (TRC):

Voting Members of the Technical Review Committee

- Alvin Garrison - Covington ISD Superintendent
- Ken Ellis - Covington ISD Athletic Director
- Dan Curtis - Covington ISD Softball Coach
- Steve Gastright - Covington ISD Board Member
- Ken Mastin - Covington ISD Lead Maintenance Worker

- B. Procedure: The Technical Review Committee will rate the potential design-builders responding to the Request for Qualifications/Request for Proposals based on the rating system described herein. The Technical Review Committee will not consider cost related or price related evaluation factors when rating the potential design-builders.
- C. A single design-builder will be selected by the committee based on the formula of qualifications and final price proposal (not considered during the scoring and rating of qualifications) divided by the average TRC scoring of qualifications.

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**END OF SECTION 50**

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**SECTION 60**  
**VERIFIED STATEMENT OF QUALIFICATIONS AND REQUEST FOR PROPOSAL**

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**1.1 DATE:** \_\_\_\_\_

**1.2 DESIGN-BUILDER**

- A. Name of Design–Builder: \_\_\_\_\_
- B. Address: \_\_\_\_\_
- C. City/State/Zip Code: \_\_\_\_\_
- D. Telephone Number: \_\_\_\_\_
- E. Primary Contact Person: \_\_\_\_\_
  - a. Email: \_\_\_\_\_
  - b. Phone Number: \_\_\_\_\_
  - c. Cell Phone Number: \_\_\_\_\_

**1.3 DESIGN-BUILD TEAM QUALIFICATIONS**

- A. Provide a listing of all prime contractors and architectural and engineering firms that participate as part of team and their role as a team member.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- B. Provide information confirming team experience with design-build.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- C. Provide a statement that the Design-Builder or the team members have completed or demonstrated the experience, competency, capability, and capacity to complete the projects of similar size, scope, or complexity. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- D. Provide a list of projects completed by the Design-Build Team similar in size, scope and complexity of the proposed project. Include team performance record, quality, schedule and cost of each project.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- E. Provide a statement why this team should be considered a highly qualified Design-Builder including organizational resources and depth.

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- F. Provide a statement that key personnel have sufficient experience and training to competently manage and complete the design and construction of the project.

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- G. Provide resumes of each key personnel on the team under a separate tab.

- H. Provide your management plan for this project.

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- I. Describe your quality assurance plan for this project.

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- J. Describe your ability to complete the work of this project in a timely manner.

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- K. Provide a statement that the design-builder or team members have the licenses, registrations, and credentials required to design and construct the project, including information on the revocation or suspension of a license, credential, or registration.

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- L. Provide a list of names of professionals on the Design-Build team who will provide the certifications necessary for this project along with their Kentucky Registration Numbers.

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- M. Provide a statement that the Design-Builder has the capacity to obtain all required payment and performance bonding, liability insurance and errors and omissions insurance.

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- N. Provide experience of Design-Builder dealing with bonding authorities and a letter from Surety indicating that the Design-Builder has the capacity to Bond a \$3,000,000 project.



O. Provide Certificates of Insurance under a separate tab in the following minimum amounts:

Worker's Compensation & Liability

Employer's Liability  
*Bodily Injury by Accident*  
\$500,000

Employer's Liability  
*Bodily Injury by Disease*  
\$500,000

Employer's Liability  
*Bodily Injury by Disease*  
\$500,000

Commercial General Liability (Occurrence Based)  
General Aggregate Limit (Per Job)  
*Other than products/completed operations*  
\$2,000,000

Products / Completed Operations \$2,000,000

Personal & Advertising Injury Limit \$1,000,000

Each Occurrence Limit \$1,000,000

Comprehensive Auto Liability  
Single limit – each accident  
*Owned, Hired & Non-Owned*  
*Bodily Injury & Property Damage*  
\$1,000,000

Umbrella Excess Liability  
Each Occurrence & Aggregate \$5,000,000

P. Provide the experience modifier rate, the United States Occupational Safety and Health Administration total recordable case incident rate (TCIR) and days away, restricted or transferred case incident rate (DART) for the design-builder and each design build team, and the average United States Occupational Safety and Health Administration TCIR and DART rates for the industrial classification of the design-builder and each design build team.

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Q. Provide a copy of the Design-Builder's Occupational Safety and Health Administration Form 300A, Summary of Work-Related Injuries and Illnesses for the most recent year available.

R. Provide information concerning the debarment, disqualification, or removal of the design-builder or a team member from a federal, state, or local government public works project.

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S. Provide information concerning the bankruptcy or receivership of the design-builder or a team member.

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T. Provide information concerning any litigation and disputes history of the Design-Builder and team members with School Districts.

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U. Provide a list of five client references with Name, phone number and email address.

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V. Under a separate tab, provide any additional information about the Design Builder and Team Members.

**1.4 Proposal response shall include the following:**

A. A fully developed project schedule and work plan.

B. Design-Builders Understanding of the Project

a. This can be illustrated through narratives, graphics (site plans and floor plans, concept sketches, renderings, etc.), and similar project examples

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the facts and information contained in this Verified Statement of Qualifications are true and correct.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

By: \_\_\_\_\_

\_\_\_\_\_  
(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )

) SS:

COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public, personally appeared the above named \_\_\_\_\_ and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

County of Residence: \_\_\_\_\_

**END OF SECTION 60**

**SECTION 80  
PRICE PROPOSAL FORM**

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To: COVINGTON INDEPENDENT SCHOOL DISTRICT

Project: ADDITIONS AND RENOVATIONS TO HOLMES SOFTBALL FIELD

Date: .....

Submitted by:.....  
(full name)

(full address) .....

.....

(phone number).....

1. OFFER

Having examined the Place of The Work and all matters referred to in the Combined Request for Qualification and Request for the above mentioned project, we, the undersigned, having become thoroughly familiar with local conditions affecting the performance and costs of the work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby offer to enter into a Contract to perform the Work for the Sum of Not More Than Two Million Nine Hundred Seventy Five Thousand (\$2,975,000.00) dollars, in lawful money of the United States of America.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for ninety days from the price proposal opening date.

If this bid is accepted by the Owner within the time period stated above, we will:

- Execute the Agreement within seven days of receipt of Notice of Approval of Agreement by School Board.
- Furnish the required bonds within seven days of receipt of Notice of Approval of Agreement by School Board.

REQUEST FOR PROPOSALS  
COVINGTON INDEPENDENT SCHOOL DISTRICT

- Commence work within seven days after written Notice to Proceed.

3. ADDENDA

The following Addenda have been received. The modifications to the Request for Proposal noted below have been considered and all costs are included in the Price Proposal.

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

6. BID FORM SIGNATURES

.....  
(Bidder - print the full name of your firm)  
was hereunto affixed in the presence of:

.....  
(Authorized signing officer Title)  
  
(Seal)

.....  
(Authorized signing officer Title)  
  
(Seal)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

**END OF SECTION 80**

