

# City of Russellville, Kentucky

## SOLICITATION FOR THEIR

### Second Street Sidewalk Improvements Project

FEDERAL PROJECT NUMBER: 4000-182

SOLICITATION ISSUED: February 26, 2025  
CLOSING DATE: March 2, 2025, AT 11:00 AM

DBE Certification Required – 3.0%

DBE Plan/Subcontract Request Included?

Required Bid Proposal Guaranty: Not less than 5% of the total bid.

Check guaranty submitted (mark one): Cashier's Check  Certified Check  Bid Bond

WHEN SUBMITTED, BID BONDS WILL BE RETAINED WITH THE PROPOSAL

Chris Wilcutt, PE  
Project Engineer – McGhee Engineering, Inc.  
chris.wilcutt@mcgheeengineering.com  
270.483.9985

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Partial Preview

## PART 1 - Scope of Work

Partial Preview

## Section 1 - Invitation

**City of Russellville, Kentucky** (hereinafter referred to as “the LPA”) is now accepting responses for their **Second Street Sidewalk Improvements Project** (hereinafter referred to as “the Project”). Careful attention must be paid to all requested items contained in this Solicitation. Contractors are invited to submit responses in accordance with the requirements of this Solicitation. Please read the entire package before submitting a proposal.

A Pre-Bid Conference will be held at **4:00 PM on March 10, 2025**, at Russellville City Hall, 168 South Main Street, Russellville, Kentucky for all prospective bidders. Following the Pre-Bid Conference, questions or inquiries will not be accepted after **March 14, 2025 at 5:00 PM CDT**. All questions must be submitted in writing with all questions being answered in one response.

The process of accepting bids and choosing the successful bidder shall be by Competitive Sealed Bidding.

The purpose of this Solicitation is to request Contractor responses in order to provide this Project under contract to the LPA. It is anticipated that this will result in a single award. It is also to provide the minimum specifications and requirements for the completion of the Project that meets the needs and desires of the LPA. This Solicitation may result in no contract being awarded should the LPA feel that this is in its best interest.

Each bidder shall comply with all Federal, State & Local regulations concerning this type of service or good. All services performed under contract shall be in accordance with the terms and provisions of this Solicitation and any resulting Contract. It will be the LPA’s responsibility to ensure that such services rendered are performed and are acceptable.

This project will follow the Kentucky Transportation Standard Specifications for Road and Bridge Construction, current edition.

All provisions of this Solicitation shall be part of any resulting Contract. The Contractor agrees that a resulting Contract is the complete and exclusive statement of the agreement between the parties, which supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Solicitation.

## Section 2 - Inquiries

Contact with LPA agents for information specific to response procedures and regulations shall be limited to the LPA Contact. Administrative questions or concerns regarding the Solicitation may be answered over the phone or in writing. Contractors and Subcontractors requiring clarification or interpretation of the technical specifications shall make a written request via letter or email no later than August 12, 2022 at 5 PM CDT. Site visits may be arranged during normal duty hours by making an appointment in advance.

### LPA Contact:

Name, Co.: Mike Blick, Public Works Director  
Address: 168 South Main Street, Russellville, KY 42276  
Phone: 270-726-5042  
Fax: 270-726-5043  
Email: [mblick@russellvilleky.org](mailto:mblick@russellvilleky.org)

### Specification/Technical Contact:

Name, Co.: Chris Wilcutt, PE (McGhee Eng.)  
Address: PO Box 267, Guthrie, KY 42234  
Phone: 270-483-9985  
Fax: 270-483-9986  
Email: [chris.wilcutt@mcgheeengineering.com](mailto:chris.wilcutt@mcgheeengineering.com)

The Contacts listed above shall be the sole point of contact throughout the procurement process. Contractors SHALL NOT communicate with any LPA staff or official concerning this Solicitation, except the

contacts listed. Potential Contractors should clearly understand that any verbal representations made or assumed to be made during any oral discussions held between representatives of potential Bidders and a LPA employee or official are not binding on the LPA. Open discussions by the Contractor with the LPA regarding the Solicitation or the specifications may be ground for the Contractor to be considered non-responsive.

### Section 3 - Reporting Prohibited Contract Activities

TO REPORT BID RIGGING, BIDDER COLLUSION OR OTHER FRAUDULENT ACTIVITIES: The U.S. Department of Transportation (USDOT) maintains a Hotline Complaint Center and operates a toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, DBE fraud or other fraudulent activities should use the following hotline number or address to report such activities:

**Hotline Number:**

(202) 755-1855 or (800) 424-9071

**Hotline Address:**

Office of Inspector General, L'Enfant Plaza Station  
P. O. Box 23178, Washington, D.C. 20024-0178

The hotline is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of USDOT's Inspector General. All information will be treated confidentially and caller anonymity will be respected.

### Section 4 - Bidding Requirements and Conditions

The LPA, in accordance with the Regulations of the United States Department of Transportation 23 CFR 635.112 (h), hereby notifies all bidders that failure by a bidder to comply with requirements set forth in this Solicitation and the current Kentucky Standard Specifications, including but not limited to Delivery of Proposals, 102.13 Irregular Proposals, 102.14 Disqualification of Bidders, 102.09 Proposal Guaranty, may result in a bid being considered non-responsive, and thus not eligible to be considered for award. For more information, see page 8.

***Bidders and DBE subcontractors must be prequalified with the Kentucky Transportation Cabinet and possess a Certificate of Eligibility at the time of the bid opening. All other sub-contractors must be prequalified when accepting subcontracts.*** No public agency shall be permitted to bid in competition or to enter into subcontracts with private contractors.

The LPA reserves the right to refuse to accept bids from or award any additional work to any contractor who is behind schedule on any work in progress or who fails to perform acceptable work until such work is satisfactorily completed, or to accept bids from or award any work to any contractor who has shown a repeated inability to complete work on schedule or in an acceptable manner.

By submitting a Bid, the Contractor acknowledges and agrees to be bound by the terms and conditions of this Solicitation. The Contractor must examine the site of the proposed work, the Plans, Specifications, and forms before submitting a Bid Response. The LPA considers the submission of a Bid Response evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Solicitation.

Unit Pricing is required unless otherwise specified in this Solicitation. ***Prices are to be entered on the Bidder Information Sheet for each Line Item bid.*** The estimated quantities appear only for the purposes

of comparing Bids. The LPA will pay the Contractor only for the actual quantities of work performed and accepted or materials furnished according to the Contract.

Unless otherwise specified, only one price per Line Item may be proposed for each Line Item on this Solicitation. Contractors must determine their single best offering on the quality specified.

All offers submitted in response to this Solicitation shall be firm for a minimum of ninety (90) calendar days from the Bid Closing date, pending the evaluation of offers received and any resulting award of Contract.

***The LPA will require from the Prime bidder a performance and payment bond for the contract amount, the premium to be added to the submitted bid for the contract.***

## **Section 5 - Solicitation Submission Requirements**

Contractors shall submit one (1) copy of this **ENTIRE Bid Proposal Packet (all pages)** under sealed cover, which shall be received no later than the date and time indicated on the face of this Solicitation. **Fax response copies and Electronic responses are NOT acceptable for this solicitation and shall be considered non-responsive.** Contractors shall also provide descriptive literature, catalogs, sample materials, warranties, and complete specifications covering the products offered. Responses not meeting this requirement may be rejected.

**FORMAT OF SOLICITATION RESPONSE:** Failure to arrange and label your response in this manner may result in your proposal being considered non-responsive.

The entire Bid Proposal Packet submitted by the Bidder shall specifically include the following:

1. Completed cover page of this Solicitation.
2. The completed and signed forms from Part 4 of this Solicitation.
  - a. **Bidder must certify their DBE goal in the proposal.**
  - b. **Bid Bond (5%).**
  - c. **Bidder Information Sheet (Bid Form)**
  - d. **DBE Sub-Contractor Bidders List**
  - e. **Provision Relative to Senate Bill 258**
  - f. **Statement of Incomplete Work**
  - g. **Required Affidavit for Bidders or Offerors**
  - h. **Non Collusion Certification**
  - i. **Certification of Organizations**
  - j. **Certification of Performance**
  - k. **Certification for Federal Aid Contract**
  - l. **Disclosure of Lobbying Activities**
3. Proof of Insurance. (A project specific Certificate of Insurance will be requested at a later date).

Contractor's notes and comments may be rendered as an attachment, provided the same format of this Solicitation text is followed. All notes and comments shall be made in ink or typewritten. Mistakes may be crossed out and corrections typed or written in ink adjacent thereto and must be initialed in ink by the person signing the Bid Response.

Purchase or Sales Agreements supplied by the Contractor making an offer in reply to the Solicitation will not be accepted. The only terms and conditions acceptable to the LPA are as outlined in this Solicitation. Bids not conforming will be considered non-responsive.

The outside cover of the package containing the Bid Proposal shall be marked:

Attention: Mike Blick (City of Russellville)  
168 South Main Street  
Russellville, Kentucky 42276  
'Second Street Sidewalk Improvements Project'

"NAME OF CONTRACTOR SUBMITTING BID RESPONSE"  
"BID CLOSING DATE & TIME"

Sealed Bid Responses will be received at the location listed above until the date and time specified on the cover of this Solicitation. Contractors shall be responsible for the actual delivery of the bid response during business hours (Monday-Friday, 8:00 am – 4:00 pm CST) to the address listed above. Bid Responses received after the deadline will be unopened. It shall not be sufficient to show that the bid response was mailed in time to be received before scheduled closing time for receipt of responses.

A bidder may withdraw or revise a Bid Response after depositing the Bid Response with the LPA, provided the LPA receives the request for such withdrawal or revision in writing before the time set for the opening of Bid Responses.

All materials submitted in response to the Solicitation will become the property of the LPA. One copy of a submitted Bid Response will be retained for official files and will become public record. Any material that a Contractor considers as confidential, but does not meet the disclosure exemption requirements of the Kentucky Open Records Act (ORA), should not be included in the Contractor's Bid Response, as it may be made available to the public.

If a Contractor's Bid Response contains materials noted or marked as confidential and/or proprietary that, in the LPA's sole opinion, meets the disclosure exemption requirements of the ORA, then that information will not be disclosed pursuant to a written request for public documents. If the LPA does not consider such material to be exempt from disclosure under the ORA, the material may be made available to the public, regardless of the notation or marking. If a Contractor is unsure if its confidential and/or proprietary material meets the disclosure exemption requirements of the ORA, then it should not include such information in its Response because such information may be disclosed to the public.

### **Section 6 - Opening of Responses**

The opening of responses is open to the public. All bids received in accordance with the terms of the advertisement shall be publicly opened and announced either item by item or by total amount. If any bid received is not read aloud, the name of the bidder and the reason for not reading the bid aloud shall be publicly announced at the letting. Negotiation with contractors during the period following the opening of bids and before the award of the contract shall not be permitted.

### **Section 7 - Method of Award and Process**

Federal-aid contracts shall be awarded as detailed in 23 CFR 635.114 and based on the lowest bid price as required by KRS 45A.365. The contract shall be awarded by written **Notice of Award** to the lowest responsive and responsible bidder whose bid offers the best value. After receipt of an acknowledged Notice of Award, a pre-construction meeting will be scheduled at which time the LPA and Successful Bidder will execute the required number of Agreements and Notice to Proceed.

**LPA will verify that Contractor is not on excluded party list at [www.sam.gov/portal/public/SAM](http://www.sam.gov/portal/public/SAM).**



The resulting Contract shall constitute the entire agreement between the LPA and awarded Contractor. Unless contractually provided, LPA agencies utilizing this Contract will not be required to enter into nor sign further agreements, leases, company orders or other documents to complete or initiate the terms of a Contract resulting from this Solicitation. Any such documents so obtained will be non-binding on the LPA and agents of the LPA and will be cause for breach of contract.

### **Section 8 - Termination of Contracts**

The LPA reserves the right to terminate contracts for convenience when requirements under the contract no longer exist. A written notice will be given to the Contractor at least thirty (30) calendar days prior to such proposed termination date.

Other provisions of this Solicitation notwithstanding, the Contractor agrees, if funds are not appropriated to the LPA or are not otherwise available for the purpose of making payments hereunder, then the LPA shall be authorized, upon thirty (30) calendar days written notice to the Contractor, to terminate this agreement without obligation for the payment of any cancellation or termination charges which may be fixed by the agreement without any other obligation or liability hereunder.

### **Section 9 - Other Contracts**

The LPA may undertake or award other contracts for additional work at or near the site of the work under this contract. The Contractor shall fully cooperate with the other contractors and with LPA employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the LPA. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by LPA employees.

### **Section 10 - Contract Time**

The Project is scheduled to be completed within 180 calendar days of the Contractor receiving the **Notice to Proceed**. The Contractor shall commence the performance of this Contract once the Notice to Proceed is received and shall diligently continue its performance to and until the final completion of the Project. The Contract time shall not be modified except by Change Order as provided in the Contract.

### **Section 11 - Schedules for Construction Contracts**

The Contractor shall, within five days after the work commences on the contract or another period of time determined by the LPA, prepare and submit to the LPA for approval one copy of a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the milestones. The schedule shall be in the form of a progress chart of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. If the Contractor fails to submit a schedule within the time prescribed, the LPA may withhold approval of progress payments until the Contractor submits the required schedule. The Contractor shall enter the actual progress on the chart as directed by the LPA, and upon doing so shall immediately deliver one of the annotated schedule to the LPA.

### **Section 12 - Liquidated Damages**

The Contractor shall pay the LPA \$500.00 per day for each and every calendar day of delay in achieving the Contract Time. Any sums due and payable hereunder by the Contractor shall be payable, not as a



# CONSTRUCTION PLANS

for the

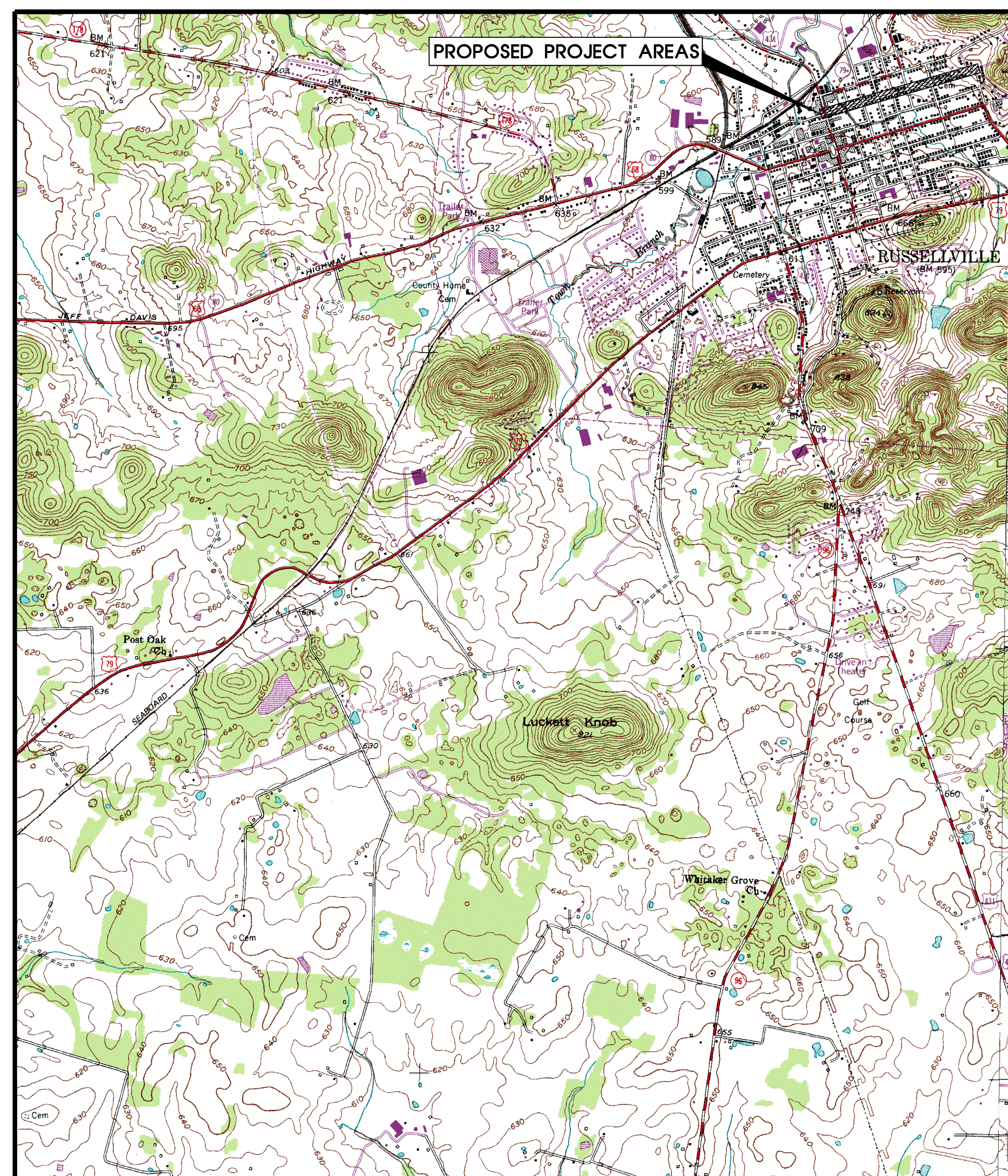
## Second Street Sidewalk Improvements Project

KYTC Project 03-03024

on behalf of the

### City of Russellville, Kentucky Logan County, Kentucky

VICINITY MAP



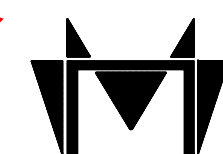
SHEET INDEX

#### Mayor & City Council

Mark Stratton	Mayor
Pat Bell	Council Member
Jimmy Davenport	Council Member
Bill Decker	Council Member
Sandra Kins	Council Member
Diane Walker	Council Member
Larry Wilcutt	Council Member

Russellville, Kentucky  
168 South Main Street  
Russellville, Kentucky 42276  
(270) 726-5000

#### Engineer



McGhee Engineering, Inc.  
202 Ewing St, Box 267  
Guthrie, Kentucky 42234  
(270) 483-9985

No	Revision	Date	By
1	FOR CONSTRUCTION	09-16-24	CWW
2	ADDED SHEET P-10	09-11-24	CWW
3	FOR KYTC REVIEW	09-11-23	CWW

REVISIONS

SEPT. 2023

- T-1 Title Sheet
- P-1 General Notes & Quantities
- P-2 Typical Sections
- P-3 Existing Utility Locations
- P-4 Right of Way Summary: Road Station 10+00 to Station 26+75
- P-5 Right of Way Summary: Road Station 26+75 to Station 43+00
- P-6 New Sidewalk & Improvements Layout: Road Station 10+00 to Station 26+75
- P-7 New Sidewalk & Improvements Layout: Road Station 26+75 to Station 43+00
- P-8 KYTC Standard Drawings
- P-9 KYTC Standard Drawings & Payment Specification
- P-10 KYTC Division of Structural Design: Pedestrian Bridge Modification Plan



