

## Covington's Central River Front Development Pre-Bid Meeting Q&A from 2/15/18 Pre-bid Meeting

**Q- Is there some guidance the city can provide for what the budget range of this project is?**

A- As a guide for us, here with the City of Covington, the City Commission has given staff direction to have around \$200,000--\$250,000 available for this process. Not all of this needs to be allotted for this specific part of the process. Since the project was issued as a Request for Qualifications, we are focusing on selecting the “best” firm or team for the process. Once a firm/team is chosen, we will negotiate the scope and fee.

**Q-Technical Question, How many physical and electronic copies?**

A- One (1) original signed copy; **twelve (12)** copies of the original; and one electronic copy in PDF format. **This is a change from what was listed in the original RFQ.**

**Q- Is there an overall timeline for the project itself?**

A- The project timeline will be determined in the negotiations with the chosen firm/team. Because the City envisions that the process will involve various avenues to seek input from the public, it is conceivable that the process will take a little over a year to complete.

**Q- How many examples of a firms work should be submitted?**

A- No more than 3-5 examples per firm involved in your team.

**Q- What is the communication to date with GSA and how they identify Covington as the recipient of the property?**

A- The most significant communication the City has received from the GSA is that the IRS Processing Center will close in August 2019. The GSA does have guidelines in disposing of real estate the federal government no longer needs. Our City process will help identify the market for this property that will lead to necessary zoning changes that the City will need to make. Various court decisions have always supported the tenet that land use decisions are local decisions.

B- Along with zoning changes, the City will look for this process to make any case for any public conveyances (i.e. public streets & sidewalks, expansion of the Northern Kentucky Convention Center, site for a new City Hall, open space in an urban environment, etc.).

C- The City has attached to this Q&A, two federal resources that discusses the GSA approach to disposing of excess federal property: “Overview of Federal Real Property Disposal Requirements and Procedures” from the Congressional Research

Service (2014) and “Real Property, Real Solutions: GSA Office of Real Property Utilization and Disposal” from the GSA. These are two good primers to gain an understanding of the GSA approach.

D- Finally, the City reserves the right to be the only contact with federal or state agencies and officials regarding this process. If you have a particular question, please forward them to David Johnston, Covington City Manager. He will do his best to either answer or get answers to your queries.

**Q- Will you require that each primary and sub consultants fill out legal requirements and Insurance requirements?**

A- Just the primary firm. We would assume you would have some internal working relationship agreements that will handle the liability and establish your work relationship together.

**Q- Do we anticipate the firm or chosen team to interact with regional federal officials?**

A- Yes, also with state officials. Both under guidance from City officials.

**Q- Can the city circulate a contact list of the people participating in this meeting?**

A- Yes.

**Q- Is there going to be a secondary cost proposal or a technical proposal?**

A- The first step of the process is to gather submissions from interested parties following the guidelines set forth in the RFQ. The second step of the process is primarily a technical proposal from those invited to continue with the review process by the City. Cost does not come until we are negotiating with a chosen firm/team. We are looking for qualifications first, -- then we will negotiate with the chosen firm.

**Q- Are you looking to shortlist s specific number from general submission to move to the next step?**

A- There is not a set number in mind. There are two things that will highly influence that, one is the quality of submittals, and the other is how many are actually submitted.

**Q- Are there any goals associated with sustainability, and are there any guidance materials available?**

A- Not really, that's one of things that have to come out of this process. We are open to hear about any ideas you have to offer, if that is part of your values as a firm. Again, please refer to the attached federal resources to gain insight to the federal government property disposal processes.