



COVINGTON
CITY CENTER PARKING GARAGE

REQUEST FOR PROPOSAL

CITY CENTER PARKING GARAGE

FOUR-STORY HORIZONTAL EXPANSION
DEFERRED MAINTENANCE +
ELEVATOR MODIFICATIONS

DESIGN BUILD

24 E. 7TH STREET • COVINGTON, KENTUCKY

OWNER'S REPRESENTATIVE



HUBBARD
STRATEGIC PARTNERS

COVINGTON MOTOR VEHICLE PARKING AUTHORITY (CMVPA)	
Issue Date	Monday - August 24 th 2026
Proposal Due	Friday, September 30 th , 2026 – 2:00 p.m.
Procurement Contact (CMVPA Executive Director)	Jack Monts De Oca – Jack.MontsDeOca@covingtonky.gov
Owner's Representative	Hubbard Strategic Partners (HSP) – bo@Hubbardsp.com

Procurement Summary

CMVPA invites qualified teams to provide integrated design, preconstruction and construction services for the City Center Parking Garage Project. Scope includes a four-story expansion; potential vertical-expansion options verified by structural assessment; an elevated Scott Street façade facing the new Covington City Hall; deferred-maintenance repairs; and elevator modifications. The Design-Build delivery and GMP requirements are defined in Sections 3 and 7.

Item	Information
Project	City Center Parking Garage – Four-Story Expansion, Vertical-Expansion Options, Scott Street Façade, Deferred Maintenance and Elevator Modifications
Location	Covington, Kentucky
Delivery Method	Design-Build with open-book preconstruction and negotiated GMP
Selection Criteria	Team qualifications, technical approach, team, schedule, fee and interview
Anticipated Budget	\$6,500,000.00

Tentative Procurement Schedule

Milestone	Date / Time
RFP issued	August 24 th 2026
Deadline for RFI's	September 8 th 2026 @ 4:00PM
Addendum 1	September 11 th 2026
Proposals due	September 30 th 2026 @ 2:00 PM
Shortlist notification	October 7 th 2026
Interviews	October 14 th 2026
Notice of intended selection	TBD
Contract authorization / notice to proceed	TBD

CMVPA may revise this schedule by addendum and may cancel or reissue the solicitation in accordance with applicable law and CMVPA procurement requirements.

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1. Invitation and Project Overview

1.1 Invitation

CMVPA seeks a Design Build Construction Manager at Risk (Design-Builder) entity that will be contractually responsible for coordinating and delivering all required architectural, engineering, specialty parking, vertical-transportation, preconstruction, procurement, construction, commissioning, closeout and warranty services. The selected Design-Builder may be a contractor-led team, designer-led team, joint venture, or other lawful entity capable of accepting the required contractual responsibility.

1.2 Project Description

The Project is anticipated to include the design and construction of an approximately four-story expansion to the existing City Center Parking Garage. During validation, the Design-Builder shall also develop design options for potential vertical expansion of the existing structure. Feasibility must be verified through a structural assessment of the existing framing, connections, lateral system and foundations, including required testing, analysis and identification of strengthening measures. The final expansion configuration, structural system, number of new spaces, tie-in locations, access points and limits of work will be validated during preconstruction and design. The Project also includes an elevated, civic-quality Scott Street façade appropriate to the garage frontage facing the new Covington City Hall; investigation and completion of deferred-maintenance repairs throughout the existing facility, and modifications to the existing elevator system required to serve the expanded garage and provide safe, reliable and accessible vertical circulation.

1.3 Project Objectives

- Increase public parking capacity while providing safe and intuitive vehicular and pedestrian circulation.
- Integrate the expansion with the existing garage without compromising structural performance, waterproofing, operations or long-term maintainability.
- Evaluate potential vertical expansion of the existing garage through a documented structural assessment and comparative design options defining capacity, strengthening, cost, schedule and operational implications.
- Create an elevated, civic-quality Scott Street façade appropriate to the garage's prominent frontage facing the new Covington City Hall.
- Identify, prioritize and complete deferred-maintenance work using a documented, risk-based approach.
- Modify or replace elevator components as necessary to serve all required levels and achieve code-compliant accessibility, reliability and maintainability.
- Maintain practical garage access and operations during construction, except for approved shutdowns.
- Establish transparent, open-book cost control and obtain competitive subcontractor and supplier pricing.
- Advance design, permitting, long-lead procurement and early work rapidly enough to support CMVPA's aggressive schedule.
- Deliver durable, low-maintenance systems appropriate for a municipal parking structure and the local climate.

1.4 Owner's Team

Role	Entity / Responsibility
Owner	Covington Motor Vehicle Parking Authority (CMVPA)
Owner's Representative	Hubbard Strategic Partners (HSP)
Design-Builder	Selected through this RFP; responsible for integrated design, preconstruction and construction
Owner-Retained Consultants	Survey, geotechnical, subsurface utility, environmental, structural peer review, testing or other services as identified by CMVPA

2. Procurement and Communications

2.1 Governing Requirements

This procurement will be administered under CMVPA's applicable procurement policies, funding requirements and Kentucky law. Proposers are responsible for identifying and complying with all requirements applicable to their team and proposed delivery approach. CMVPA's legal counsel will approve the final procurement and contract documents before issuance or execution.

2.2 Single Point of Contact

All communications concerning this RFP must be directed in writing to the Procurement Contact identified on the cover. From issuance through award, proposers shall not contact CMVPA board members, officers, employees, evaluation committee members, consultants or other representatives regarding this procurement except through the authorized contact. Unauthorized contact may be grounds for disqualification.

2.3 Pre-Proposal Conference and Site Walk

A mandatory pre-proposal conference and site walk is anticipated. Proposers shall inspect observable conditions and become familiar with access, operations, adjacent properties and logistical constraints. Site access does not relieve the selected Design-Builder from completing the investigations required by the Contract.

2.4 Public Records and Confidentiality

Proposals may become public records. Proposers must clearly identify material claimed to be protected and provide the legal basis for the claim. Marking an entire proposal confidential is not acceptable. CMVPA will make disclosure determinations under applicable law.

2.5 CMVPA Reservations

- Reject any or all proposals; waive minor irregularities; request clarification; conduct discussions or interviews; verify references and qualifications; negotiate with the highest-ranked proposer; cancel, amend or reissue the RFP; and award in CMVPA's best interest.
- CMVPA is not responsible for proposal preparation, interview, travel or negotiation costs.
- Selection does not authorize work. Work begins only after approval and execution of the applicable agreement and written notice to proceed.

3. Project Objectives and Delivery Model

3.1 Design-Build Structure

The selected Design-Builder will initially perform design and preconstruction services under a negotiated agreement. The Design-Builder will progressively develop the design, validate existing conditions, prepare estimates and schedules, package early work when authorized, and submit one or more GMP proposals. Construction will proceed only through CMVPA-approved GMP amendments or other written authorizations.

3.2 Contractual Responsibility

The Design-Builder will hold and manage the design subcontracts and construction subcontracts unless CMVPA approves another arrangement. The Design-Builder remains responsible for design coordination, constructability, procurement, construction means and methods, safety, schedule, quality and delivery of the complete Project. Nothing in CMVPA's reviews transfers design or construction responsibility to CMVPA, HSP or an Owner-retained consultant.

3.3 Open-Book Requirements

All estimates, bids, proposals, labor rates, quantity takeoffs, allowances, contingencies, insurance, bonds, general conditions and fee calculations must be open to review and audit by CMVPA and HSP. The Design-Builder shall maintain cost

records in a mutually acceptable cost-code structure and disclose rebates, discounts, buyout savings and other credits attributable to the Project.

3.4 Off-Ramp

If CMVPA and the Design-Builder cannot agree on a GMP, schedule or other material terms, CMVPA may end the preconstruction engagement and procure completion through another lawful method. Compensation, transition cooperation and document-use rights will be governed by the agreement and Section 12.6.

4. Existing Conditions and Basis of Design

4.1 Available Information

Available CMVPA-furnished information will be in the link on page 15 and provided with the RFP or during preconstruction. The Design-Builder shall verify information as required by the Contract, promptly identify material gaps or conflicts, and propose the investigations needed to complete the basis of design.

4.2 Required Validation

- Field verification and selective measurement of the existing garage, including levels, bays, ramps, clearances, slopes, drainage paths, circulation and parking layout.
- Perform a structural assessment of the existing slabs, beams, columns, walls and bracing, connections, lateral system and foundations to determine capacity for and compatibility with potential vertical expansion. The assessment shall include record-document review, field verification, testing or material-property confirmation as needed, analytical modeling, applicable current-code loading and identification of reserve capacity, required strengthening, foundation modifications, erection constraints and conditions that would make an option infeasible or uneconomical.
- Concrete condition survey, sounding and mapping as appropriate; review of cracking, spalling, delamination, corrosion, joints, sealants, coatings, waterproofing and drainage.
- Verification of elevator type, controls, shaft, pit, overhead, machine space, power, fire-service interface, accessibility and ability to extend service to added levels.
- Code and accessibility analysis, including current requirements applicable to the alteration and expansion.
- Operational observations during representative periods and coordination with CMVPA's parking operator.

4.3 Owner-Retained Due Diligence

CMVPA has retain independent firms for ALTA/boundary/topographic surveying, geotechnical investigation, materials testing and special inspections. The Design-Builder shall cooperate with these firms, incorporate verified information into the design, identify additional needs and coordinate access. Unless the final responsibility matrix expressly assigns the complete vertical-expansion structural assessment to an Owner-retained consultant, the Design-Builder remains responsible for performing the assessment and validation required by Section 4.2.

5. Scope of Services

5.1 Project Management and Controls

- Designate an executive, project manager, design manager, preconstruction manager and superintendent with authority appropriate to each phase.
- Prepare and maintain a project execution plan, responsibility matrix, communication protocol, decision log, risk register, action-item log and document-control system.
- Conduct regular design/preconstruction meetings and, during construction, weekly OAC meetings and focused coordination sessions.
- Provide monthly reports addressing safety, design, permitting, schedule, cost, contingency, procurement, quality, risks, decisions and public impacts.
- Coordinate continuously with CMVPA, HSP, utilities, authorities having jurisdiction and adjacent stakeholders.

5.2 Design Services

Provide all professional design services necessary for a complete, permitted and constructible Project. The lead architect and engineers must be properly licensed in Kentucky. Disciplines shall include, as applicable: architecture; structural; civil; geotechnical coordination; mechanical; electrical; plumbing; fire protection; vertical transportation; lighting; security; communications; waterproofing; façade and building envelope; accessibility and landscape.

5.3 Parking-Garage Expansion

- Develop alternatives based on CMVPA's concept information and verified field conditions, documenting stall count, accessible parking, pedestrian paths, vehicular access, drive aisles, ramps, queuing, clearances and operational impacts.
- Develop multiple concept-level options for potential vertical expansion of the existing garage, including the number and location of added levels, parking yield, circulation, tie-ins, stairs and elevators, utilities, fire/life-safety systems, phasing and operational impacts.
- Support each vertical-expansion option with the structural assessment required by Section 4.2; identify existing reserve capacity, required strengthening or foundation work, construction access and conditions that would make an option infeasible or uneconomical.
- Compare vertical expansion with other expansion configurations using consistent criteria for capacity, code compliance, cost, schedule, risk, garage disruption, durability and future adaptability.
- Evaluate cast-in-place, precast and other appropriate structural systems, including erection logistics, connections to the existing garage, vibration, durability, schedule and lifecycle cost.
- Design foundations and structural systems based on verified geotechnical and existing-condition information.
- Provide code-compliant guards, barriers, vehicle-impact protection, stairs, elevators, egress, emergency systems and accessible routes.
- Coordinate drainage, snow and ice exposure, waterproofing, jointing, sealants, traffic-bearing membranes, corrosion protection and durability detailing.
- Provide lighting, power, controls, emergency lighting, fire alarm interfaces, security, cameras, access/revenue-control interfaces, EV infrastructure allowances and communications as directed.
- Provide signage, pavement markings, level identification, wayfinding and pedestrian-safety improvements.
- Coordinate exterior appearance and screening with the existing garage, surrounding development, applicable Covington requirements and approved CMVPA aesthetic criteria.

5.4 Scott Street Façade

Develop multiple design options for the Scott Street façade to create an elevated, civic-quality aesthetic appropriate to its prominent relationship with the new Covington City Hall. CMVPA will select a preferred concept during preconstruction for incorporation into the Project, subject to budget and authorization.

- Provide concept elevations and perspective renderings from pedestrian and City Hall-facing viewpoints, together with material palettes and day/night lighting concepts.
- Address articulation, scale, screening, openings and ventilation, pedestrian experience, signage and wayfinding, lighting, security and integration with the existing and proposed structural systems.
- Use durable, low-maintenance and graffiti-resistant materials and details suited to a parking structure; compare initial cost, lifecycle cost, constructability and maintenance.
- Coordinate façade alternatives with applicable zoning, building, fire, sightline and public-realm requirements and identify required approvals.

5.5 Deferred Maintenance

Deferred-maintenance work is part of the base Project scope. The Design-Builder shall validate existing conditions; coordinate with any Owner-retained structural assessor; develop a prioritized repair matrix; design repairs; price them transparently; and complete all CMVPA-authorized work. The proposal shall describe the team's approach to discovering concealed deterioration and managing repair quantities without creating avoidable change-order exposure.

- Concrete delamination, spalling, cracking and reinforcing-steel corrosion repairs.
- Structural member, connection, bearing, embed, weld, anchor and façade attachment repairs as identified.

- Expansion-joint, sealant, cove-joint, traffic-membrane, waterproofing and coating repair or replacement.
- Deck drainage, trench drain, floor drain, leader, piping and ponding corrections.
- Masonry, façade, screening, guard, barrier, stair, handrail and miscellaneous-metal repairs.
- Lighting, electrical, emergency systems, fire alarm, security and life-safety deficiencies.
- Striping, signage, wheel stops, bollards and accessibility corrections.
- Cleaning, surface preparation, corrosion protection and protective coatings.
- Other deficiencies documented in the final condition assessment or required for integration with the expansion.

5.6 Elevator Modifications

The Design-Builder shall engage a qualified vertical-transportation consultant and elevator contractor to evaluate and design the required elevator work. The preferred solution may include extending the existing elevator, modifying the hoistway and controls, replacing major equipment, or providing a new elevator, subject to feasibility, code, reliability, lifecycle cost and operational impact.

- Survey existing equipment, hoistway, pit, overhead, machine/controller space, entrances, electrical service, standby power interface, fire alarm and fire-service operation.
- Confirm required stops, travel, capacity, speed, cab size, door configuration and accessibility for the expanded garage.
- Evaluate remaining useful life, parts availability, warranty implications and compatibility of retained components.
- Provide architectural, structural, electrical, fire alarm, sprinkler, waterproofing and enclosure modifications needed for a complete installation.
- Coordinate inspections, testing, certifications, permits, temporary shutdowns, public notices and maintenance-of-access provisions.
- Provide emergency communications, signage, finishes, controls and security/access-control interfaces.
- Provide training, attic stock, keys, diagnostic tools or access, warranties and maintenance requirements.

6. Design and Technical Requirements

6.1 Design Phases and Reviews

Milestone	Minimum Content / Purpose
Validation / Concept	Existing-condition findings; structural assessment; vertical-expansion and Scott Street façade options; stall counts; circulation; elevator options; rough-order cost, schedule and risk comparison.
Schematic Design	Preferred expansion and façade concepts, code analysis, major systems, phasing, logistics, outline specifications, estimate and schedule.
Design Development	Coordinated systems, details, repair matrix, quantities, elevator basis, updated estimate, procurement plan and constructability review.
GMP / Permit Documents	Sufficiently complete and coordinated documents to support reliable pricing, permitting, scope definition and GMP assumptions.
Construction Documents	Final sealed documents incorporating approved GMP clarifications, permit comments and construction requirements.
Record Documents	As-built information, final models/drawings, O&M data and closeout records.

Unless otherwise approved, allow not less than ten business days for CMVPA/HSP review at major milestones. The Design-Builder shall maintain a consolidated comment log and document disposition of each comment.

6.2 Codes, Permits and Approvals

Identify all applicable codes, ordinances, standards, accessibility requirements, utility criteria and agency approvals. Prepare and submit permit documents, respond to review comments, attend meetings and obtain required permits and inspections. Permit fees shall be handled as defined in the final agreement and GMP.

6.3 Design Quality and Coordination

- Perform interdisciplinary page-turns and model/drawing coordination at each milestone.
- Maintain a design decision log and basis-of-design narrative.
- Conduct independent quality-control reviews by personnel not primarily responsible for producing the documents.
- Coordinate dimensions, elevations, slopes, drainage, joints, clearances, equipment access and construction tolerances.
- Identify delegated-design components and establish clear performance criteria and submittal responsibility.

7. Preconstruction and GMP Requirements

7.1 Estimating

- Prepare an initial validation estimate and milestone estimates at concept, schematic design, design development and GMP.
- Use a consistent cost-code structure showing quantities, unit costs, labor, material, equipment, subcontract amounts, general conditions, insurance, bonds, fee, escalation, allowances, contingencies and exclusions.
- Separate the selected expansion, vertical-expansion options and structural strengthening, Scott Street façade, deferred maintenance, elevator work, enabling/early work, Owner-requested alternates and other designated cost centers.
- Reconcile each estimate with the prior estimate and with any independent Owner estimate; explain scope, quantity, price and market changes.
- Identify escalation assumptions, bid climate, labor availability, tariff or supply risk, long-lead items and recommended procurement timing.
- Provide value-analysis comparisons without reducing required performance, durability, accessibility or safety.

7.2 Constructability and Logistics

Provide formal constructability reviews with HSP at each design milestone addressing vertical-expansion erection and structural strengthening, Scott Street façade installation, sequencing, temporary support, tie-ins, tolerances, waterproofing, access, utilities, elevator outages, public safety, winter conditions and operation of the existing garage. Track findings through closure.

7.3 Trade Procurement

Develop a procurement plan identifying bid packages, prequalification requirements, bidder outreach, advertisement, bid dates and award recommendations. Unless otherwise approved by CMVPA, obtain at least three responsive competitive bids for each material trade package. CMVPA and HSP may attend bid openings, review all bids and approve the recommended subcontractor. Self-performed work and work by affiliates must be disclosed and competitively supported or otherwise approved in writing.

7.4 GMP Proposal

Each GMP proposal shall be complete, auditable and remain open for the stated acceptance period. Provide every item listed below, together with any additional support needed to establish scope, price, schedule and risk allocation.

Minimum GMP Checklist

- Executed GMP cover and stated acceptance period.
- Detailed estimate and schedule of values.
- Complete list of basis documents.
- Scope narrative, clarifications, assumptions and exclusions.

- Trade bid tabs and award recommendations.
- Allowances and unit prices.
- Design-Builder contingency.
- General conditions detail and staffing plan.
- Fee, bonds, insurance, taxes and escalation.
- Proposed Owner-direct purchases, anticipated sales and use tax savings, related credits, and treatment of Design-Builder fee, bonds, insurance, contingency and other markups.
- Baseline schedule and cash flow.
- Permitting and design completion plan.
- List of alternates and deferred scope.

7.5 Contingency and Savings

The agreement will establish allowable uses, documentation and approval thresholds for contingencies. Contingency is not additional fee and may not be used to correct Design-Builder design errors, coordination failures, estimating omissions or nonconforming work except as expressly stated in the Contract. Unused contingency, allowances and buyout savings accrue to CMVPA.

7.6 Early Work

CMVPA may authorize limited early work through a separate amendment before the full GMP. Early packages must have a defined scope, price, schedule, insurance/bonding, design basis, permitting status, risks and effect on the remaining GMP. Potential packages include investigation, selective demolition, utility relocation, foundations, structural strengthening, structural procurement, façade mockups, elevator equipment, temporary protection and long-lead materials.

7.7 Kentucky Sales Tax and Owner-Direct Purchases

The Commonwealth of Kentucky does not permit CMVPA's sales tax-exempt status or tax identification number to pass through to the Design-Builder, subcontractors, suppliers or other parties performing Work on the Project. Accordingly, materials purchased by the Design-Builder or its subcontractors are generally subject to applicable Kentucky sales and use tax, regardless of whether the materials are ultimately incorporated into a publicly owned facility.

To realize available sales tax savings, CMVPA may, at its sole discretion, elect to purchase certain materials, equipment or fixtures directly from the applicable supplier. The Design-Builder may be required to identify materials and equipment appropriate for direct purchase, with particular emphasis on high-dollar items, large-quantity purchases and other purchases capable of generating meaningful tax savings. Each recommendation must identify the supplier, complete scope of the proposed purchase, quantities, pricing, anticipated tax savings, required delivery date, storage requirements and applicable warranty provisions.

The sole purpose of an Owner-direct purchase is to obtain the sales tax savings available to CMVPA. Except for issuing the purchase order and making payment directly to the supplier, an Owner-direct purchase does not transfer to CMVPA any responsibility otherwise assigned to the Design-Builder under the Contract Documents. The Design-Builder remains fully responsible for:

- Verifying quantities, dimensions, specifications, compatibility and compliance with the Contract Documents.
- Soliciting and evaluating supplier pricing and coordinating the purchase with the applicable subcontractor.
- Preparing all purchase documentation required for CMVPA to place the order.
- Coordinating submittals, approvals, fabrication, delivery, unloading, inspection, storage, protection, installation, testing, startup and commissioning.
- Managing lead times and ensuring that the purchase does not adversely affect the Project Schedule.
- Identifying shortages, damage, defects, nonconforming materials or delivery discrepancies and coordinating correction or replacement.
- Coordinating supplier and manufacturer warranties and ensuring that CMVPA receives all required warranties, operations and maintenance information and closeout documentation.
- Assuming the same responsibility for proper incorporation and performance of the materials or equipment as if purchased directly by the Design-Builder or its subcontractor.

7.8 Separate Cost and Schedule Reporting

The Design-Builder must separately identify and track every proposed or approved Owner-direct purchase in the Project cost reports, payment applications, procurement log and Project Schedule. Reporting must be sufficient for CMVPA to verify the

savings and confirm that no cost is billed twice or omitted from the overall Project forecast. At a minimum, the Design-Builder must:

- Maintain a separate log for each Owner-direct purchase showing the supplier, purchase scope, original bid or GMP value, direct-purchase amount, applicable tax avoided, credits or deductions to the Design-Builder or subcontract amount, approved changes, payments and remaining balance.
- Clearly identify the treatment of Design-Builder fee, bonds, insurance, contingency and other markups applicable to each Owner-direct purchase, consistent with the final Contract Documents.
- Use separate cost codes and supporting documentation so Owner-direct purchases can be reconciled to the GMP, subcontract values, supplier invoices, CMVPA payments and final cost report.
- Incorporate submittal approval, purchase-order issuance, fabrication, delivery, storage, installation, testing, startup and commissioning milestones into the Project Schedule.
- Report actual or anticipated delays, shortages, substitutions, price changes or other conditions affecting an Owner-direct purchase and promptly provide a mitigation or recovery plan.
- Include Owner-direct purchases in all cash-flow projections, procurement status reports, cost-to-complete forecasts and schedule updates without treating the purchases as a transfer of coordination or performance risk to CMVPA.

8. Construction-Phase Requirements

8.1 General

Provide all labor, supervision, materials, equipment, temporary facilities, testing coordination, permits, protection and services required for a complete and operational Project. Manage subcontractors and suppliers; enforce the Contract Documents; coordinate inspections; and promptly correct nonconforming work.

8.2 Safety and Public Protection

- Serve as controlling contractor and maintain a project-specific safety plan compliant with applicable requirements.
- Separate construction from public areas with secure barriers, overhead protection, signage and controlled access.
- Coordinate traffic, deliveries, cranes, erection zones and temporary closures with CMVPA and emergency services.
- Report incidents immediately and provide written follow-up documentation.
- Maintain housekeeping, snow/ice response, dust, noise and vibration controls appropriate to an operating public facility.

8.3 Quality Management

- Submit a project-specific quality-control plan before construction.
- Conduct preparatory meetings, mockups, first-work inspections and ongoing quality checks.
- Coordinate testing and special inspections; promptly resolve deficiencies.
- Maintain waterproofing, repair, embed, connection and pre-pour checklists.
- Track RFIs, submittals, observations, nonconformance items and punch-list work to closure.

8.4 Cost and Payment Administration

Submit monthly preliminary applications for payment for review by HSP before formal submission. Applications shall include an updated schedule of values, cost report, contingency/allowance log, change log, Owner-direct-purchase log and reconciliation, stored-material documentation, certified payroll when applicable, lien waivers, schedule update and required supporting invoices. CMVPA retains audit rights through the period stated in the Contract.

8.5 Changes

No change is compensable without required written authorization, except emergency action necessary to protect life or property. Change proposals must identify cause, entitlement, detailed labor/material/equipment costs, subcontractor backup, markups, schedule effect and mitigation. The Design-Builder shall maintain a current potential-change log and notify CMVPA promptly of conditions that may affect cost or time.

8.6 Closeout and Warranty

- Develop and maintain a rolling punch list before substantial completion.
- Provide certificates, inspections, testing, elevator acceptance, warranties, O&M manuals, training, spare parts, keys, attic stock and record documents.
- Provide final cost reconciliation, consent of surety, releases and other closeout documentation.
- Conduct an eleven-month warranty review and correct warranty items promptly.
- Provide a minimum one-year correction period unless longer periods are specified or offered.

9. Schedule, Phasing and Garage Operations

9.1 Baseline Schedule

Within the period established after notice to proceed, prepare a resource-loaded critical-path schedule covering investigations, design, CMVPA decisions, permitting, procurement, early work, construction, elevator shutdowns, phased turnover, commissioning and closeout. Update it monthly and provide a recovery plan whenever a milestone is threatened.

9.2 Operational Continuity

- Maintain the maximum practical number of parking spaces and safe routes throughout construction.
- Submit a phasing and maintenance-of-operations plan showing closures, temporary circulation, pedestrian routes, accessible parking, signage, barriers and emergency access.
- Coordinate all shutdowns and closures in advance; identify required notice periods in the proposal.
- Maintain at least one code-compliant accessible route to each occupied portion unless CMVPA approves a temporary alternative.
- Sequence elevator work to minimize loss of accessible vertical circulation and clearly identify any unavoidable outage.
- Coordinate public communications and changing wayfinding with CMVPA; do not issue public statements without authorization.

9.3 Schedule Priorities

CMVPA intends to move quickly. Proposers shall identify a realistic path to early validation, concept confirmation, permitting, long-lead procurement and construction. The proposal should distinguish activities that can proceed concurrently from decisions or investigations that control the critical path.

10. Proposal Requirements

10.1 Format

The complete Proposal must include five (5) physical copies and one (1) electronic copy in searchable PDF format provided on a USB flash drive. One physical copy shall be clearly marked “Original” and contain all required original signatures.

The complete Proposal Package shall be submitted sealed and plainly marked on the outside as follows:

Design-Builder RFP – CITY CENTER GARAGE – DO NOT OPEN WITH REGULAR MAIL

Attention: Jack Monts de Oca, CMVPA Executive Director

The complete Proposal Package must be enclosed in a sealed package and physically delivered by the deadline identified in the Procurement Schedule. Proposals must be received by the submission deadline. Email or facsimile submissions will not be accepted.

**Covington City Hall
20 West Pike Street
Covington, Kentucky 41011**

10.2 Required Contents

Section	Required Information
A. Cover Letter	Commitment to perform; legal name; proposed contracting entity; principal contact; acknowledgment of addenda; signature by authorized representative.
B. Executive Summary	Understanding of the Project, differentiators, principal risks and proposed Design-Builder strategy.
C. Team and Organization	Organization chart; roles; firms; Kentucky licensure; key-person resumes; availability; Design-Builder contractual structure; work to be self-performed.
D. Relevant Experience	At least three comparable parking-structure expansion, occupied-garage, vertical-addition or structural-retrofit, façade, restoration and elevator projects; cost, schedule, delivery method, role and references.
E. Technical Approach	Validation; design management; vertical-expansion structural assessment and options; structural integration; Scott Street façade concepts; deferred-maintenance investigation; elevator solution development; durability; quality; and permitting.
F. Preconstruction / GMP	Estimating, reconciliation, cost transparency, trade bidding, contingency, allowances, unit prices, GMP and off-ramp transition.
G. Schedule / Phasing	Procurement-to-completion schedule; critical path; early work; long-lead items; garage operations; closures and elevator outages.
H. Safety and Construction	Safety performance, logistics, public protection, quality management and change control.
I. Fee Proposal	Complete the fee matrix issued with this proposal
J. Exceptions	Specific exceptions to RFP or proposed contract terms. Silence means acceptance, subject to final negotiation.
K. Required Forms	Signed certifications, conflicts disclosure, non-collusion, debarment, references, insurance acknowledgment and other CMVPA forms.

10.3 Key Personnel

At minimum, identify the executive-in-charge, project manager, lead architect, structural engineer, preconstruction manager, superintendent. Identify percentage availability and competing commitments. Replacement after selection requires CMVPA approval and an equal-or-better substitute.

10.4 Fee Proposal

Fees are part of the best-value evaluation but are not the sole basis for selection. Do not include a premature lump-sum construction price. Provide transparent fee parameters that can be applied during preconstruction and GMP negotiation. State the proposed treatment of credits, Design-Builder fee, bonds, insurance, contingency and other markups for Owner-direct purchases, and identify how sales-tax savings will be calculated and reported.

11. Evaluation and Selection

11.1 Evaluation Criteria

Criterion	Points
Understanding, project approach and risk management	15
Team qualifications, organization and availability	15
Comparable parking, vertical expansion/structural retrofit, façade, restoration and elevator experience	15
Preconstruction, estimating, procurement and GMP approach	15
Schedule, phasing and maintenance of operations	15
Safety, quality and construction approach	5
Design Fee, Pre-Construction Fee, Contractor's Fee and, GR/GC's Costs	20
Total	100

CMVPA may adjust final weights by addendum before proposals are due. The evaluation committee may develop a shortlist and interview the highest-ranked teams.

11.2 Evaluation Process

1. Responsiveness review and verification of required forms.
2. Independent evaluation and scoring of written proposals.
3. Shortlisting, reference checks, financial/responsibility review and requests for clarification as needed.
4. Interviews.
5. Final ranking and negotiation with the highest-ranked proposer.
6. If negotiations are unsuccessful, termination of negotiations and commencement with the next-ranked proposer, as permitted.
7. Recommendation and authorization through CMVPA's required approval process.

11.3 Interview Expectations

CMVPA expects the people proposed to lead the work to participate. Interviews may include discussion of vertical-expansion feasibility and strengthening, Scott Street façade options, an existing-condition scenario, estimate reconciliation, elevator outage, occupied-garage phasing, GMP risk allocation and approach to an unacceptable trade bid or GMP.

12. Contract Requirements

12.1 Proposed Agreement

CMVPA anticipates using a modified AIA A141DB-2024 & AIA A210.

12.2 Insurance and Bonds

The selected Design-Builder and design professionals must maintain insurance meeting CMVPA requirements, anticipated to include commercial general liability, automobile liability, workers' compensation/employers' liability, professional liability, builders risk, umbrella/excess and other coverage appropriate to the Project. Performance and payment bonds will be required for construction work at the amounts required by law and the Contract. Final limits will be stated in the proposed agreement or by addendum.

12.3 Licensing and Registration

The Design-Builder and all professional firms must hold all licenses, registrations and authorizations required to perform in Kentucky and within Covington. Identify any pending licenses or registrations and the date by which they will be obtained.

12.4 Conflicts and Ethics

Disclose actual or potential conflicts of interest, organizational conflicts, relationships with CMVPA personnel, proposed consultants, suppliers or contractors that could affect impartiality, and any pending claims or investigations material to responsibility. The selected team must comply with applicable ethics requirements.

12.5 Wage and Funding Requirements

No project-specific DBE, MBE, WBE, SBE or VBE participation goals, local-participation targets or workforce-outreach requirements apply to this Project. The selected Design-Builder must nevertheless comply with generally applicable nondiscrimination and equal-employment laws.

12.6 Ownership and Use of Documents

The final agreement will provide CMVPA sufficient rights to use design and project documents to operate, maintain, alter, complete or procure completion of the Project, including after an off-ramp or termination, subject to appropriate risk protections for use without the author's continued involvement.

12.7 Records and Audit

Maintain complete Project records and make them available to CMVPA and authorized auditors during the Project and for the retention period required by the Contract, law and funding source. Records include bids, subcontracts, purchase orders, invoices, payroll, equipment, general conditions, insurance, bonds, fee calculations, change support and cost reports.

Anticipated CMVPA-Furnished Information

This matrix identifies the CMVPA-furnished information available to proposers and the selected Design-Builder. CMVPA will attach each available item or provide a controlled means of access. Absence from the matrix does not shift responsibility unless stated in the Contract.

Item	Status / Reference
Existing record drawings and specifications	Issued with RFP
Maintenance and repair history	Issued with RFP
Elevator records, inspections and maintenance agreement	Issued with RFP
Survey / ALTA / topographic information	In Progress
Utility records / subsurface utility information	In Progress
Geotechnical information	In Progress
Title, easement and property information	In Progress
Concept plan	Issued with RFP
Parking utilization and operating information	Issued with RFP
Fee Matrix	Issued with RFP
Contract Draft - Modified AIA A141PDB-2024	Addendum 1

All documents are located here:

[CMVPA Design-Builder RFP Documents](#)

13 Forms

All documents listed below must be fully completed, signed where indicated, and submitted with the Final Proposal. Failure to include any required document may result in the proposal being deemed non-responsive.

Document	Reference Number
CAMPAIGN FINANCE AFFIDAVIT OF PROPOSAL RESPONDENT	Attachment A
CERTIFICATION AGAINST CONFLICTS OF INTEREST, GRATUITIES, AND KICKBACKS	Attachment B
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS	Attachment C
CERTIFICATION REGARDING LOBBYING	Attachment D
NON-COLLUSION AFFIDAVIT OF PROPOSAL RESPONDENT	Attachment E

Attachment A
City Center Garage - DB/CMR RFP



CAMPAIGN FINANCE AFFIDAVIT OF PROPOSAL RESPONDENT

STATE OF _____:

SS:

COUNTY OF _____:

_____ being first duly sworn, deposes and says that (s)he is:

(Sole Owner, Partner, President, Secretary, Other Title - Specify)

of _____, who on _____, 202__

(Name of Submitter)

(Date Submitted)

submitted to the City of Covington a bid or proposal as set forth in the attached copy; that bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky ("Commonwealth") and the award of a contract to the submitter would not violate any provision of the campaign finance laws of the Commonwealth.

Signed: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____, 202__.

(SEAL OF NOTARY HERE)

Notary Public in and for

My commission expires _____.

Attachment B
City Center Garage - DB/CMR RFP



CERTIFICATION AGAINST CONFLICTS OF INTEREST,
GRATUITIES, AND KICKBACKS

Respondent certifies its understanding and compliance with *KRS 45A.455*, which states:

1. It shall be a breach of ethical standards for any employee with procurement authority to participate directly in any proceeding or application; request for ruling or other determination; claim or controversy; or other particular matter pertaining to any contract, or subcontract, and any solicitation or proposal therefor, in which to his knowledge:
 - (a) He, or any member of his immediate family has a financial interest therein; or
 - (b) A business or organization in which he or any member of his immediate family has a financial interest as an officer, director, trustee, partner, or employee, is a party; or
 - (c) Any other person, business, or organization with whom he or any member of his immediate family is negotiating or has an arrangement concerning prospective employment is a party. Direct or indirect participation shall include but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity.
2. It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment, in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or purchase standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling or other determination, claim or controversy, or other particular matter, pertaining to any contract or subcontract and any solicitation or proposal therefor.
3. It is a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
4. The prohibition against conflicts of interest and gratuities and kickbacks shall be conspicuously set forth in every local public agency written contract and solicitation therefor.
5. It shall be a breach of ethical standards for any public employee or former employee knowingly to use confidential information for his actual or anticipated personal gain, or the actual or anticipated personal gain of any other person.

By signing the below, Respondent certifies its ongoing adherence and understanding of the above.

(Print) Name

Signature

Date

Attachment C
City Center Garage - DB/CMR RFP



CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS

By the submittal of this proposal, the prospective primary participant certifies to the best of his/her knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not, within a three-year period preceding this proposal, been convicted of, or had a civil judgment rendered against them, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (B) of this certification; and
4. Have not, within a three-year period preceding this Request for Qualifications, had one or more public transactions (Federal, State or local) terminated for cause or default.

(Print) Name

(Print) Title

Signature

Subscribed and sworn to before me this ____ day of _____, 202__.

(SEAL OF NOTARY HERE)

Notary Public in and for

My commission expires _____.

Attachment D
City Center Garage - DB/CMR RFP



CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Print) Name

(Print) Title

Signature

Subscribed and sworn to before me this ____ day of _____, 202__.

(SEAL OF NOTARY HERE)

Notary Public in and for

My commission expires _____.

Attachment E
City Center Garage - DB/CMR RFP

NON-COLLUSION AFFIDAVIT OF PROPOSAL RESPONDENT

(Page 1 of 2)



STATE OF _____:

SS:

COUNTY OF _____:

_____, being first duly sworn, deposes and says that s/he is:

Indicate Official Title (*i.e., Sole Owner, Partner, President, Secretary, Other Title - Specify*)

of _____, who on _____, 20__

(Name of Proposal Respondent)

(Date Submitted)

submitted to the City of Covington, Kenton County, Kentucky a proposal as set forth in the attached copy; that all statements of fact in such proposal are true; that such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such proposal is genuine and not collusive or sham; that said bidder has not directly or indirectly, by agreement, communication of conference with anyone attempting to induce action prejudicial to the interests of the public body which is to award the contract, or of any other submitter or anyone else interested in the proposed contract; and further, that prior to the public opening and reading of proposals, said submitter,

(a) did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;

(b) did not directly or indirectly, collude, conspire, connive or agree with anyone else that said submitter or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;

(c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the bid price of said submitter or of anyone else, or to raise or fix any overhead, profit or cost element of his proposal price, or that of anyone else;

(d) did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership of other financial interest with said submitter in his business; and

(e) did not include in his bid price any fees, dues, charges, or assessments because required to do so by reason of his membership in or affiliation with any association, organization, corporation, partnership, company, individual or group of individuals, or because of any agreement or understanding with anyone that he would do so.

Attachment E
City Center Garage - DB/CMR RFP

NON-COLLUSION AFFIDAVIT OF PROPOSAL RESPONDENT

(Page 2 of 2)

Signed: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____, 20__.

(SEAL OF NOTARY HERE)

Notary Public in and for

My commission expires _____.