

***Request for Proposal to Provide General Contracting Services  
for the Kentucky League of Cities, Inc. Building***

**I. About Kentucky League of Cities**

**The Kentucky League of Cities (KLC)** is a membership association of over 370 Kentucky cities. The KLC office is located at 100 East Vine Street in Lexington, Kentucky. KLC owns the eight-story commercial office building located in the heart of downtown Lexington and occupies approximately 31% of the office building. The remaining office space is comprised of GSA (52%) and banking (27%).

**II. Purpose for Request for Proposal**

The purpose of this Request for Proposal is to solicit proposals from qualified general contractors to construct three offices at the office location indicated below. Proposals will be evaluated in accordance with the criteria set forth in this RFP.

Address:	100 East Vine Street Lexington, Kentucky 40507
Built:	1980
Contract Start Date:	January 1, 2025

The building's public office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. However, employees with flexible schedules are in the building from 7:30 a.m. to 7:00 p.m. most days. Most of the tenants recognize all State and Federal holidays.

KLC is seeking general contracting services inclusive of all the required labor, equipment, tools, supplies and materials as outlined in the more detailed Scope of Work section of this RFP. Scaled drawings may be obtained by emailing Lynn Pearson at [Lynnpearsoncfm@gmail.com](mailto:Lynnpearsoncfm@gmail.com).

The bid shall be quoted giving as much detail as possible including but not limited to labor, supervision, materials and fees needed to complete the project as outlined in the Scope of Work document included in this RFP. The bid should also include an estimated time frame for completing the project in addition to the hourly rate for any ad hoc work requested that is outside the regular scope of work.

A minimum of two (2) references from customers with comparable downtown properties should be included with the bid proposal.

**III. Qualifications**

The general contractor must be bonded and insured with a minimum of five (5) years experience in providing general contracting services for commercial office buildings located in the Central Business District (CBD). Safety Training should be a requirement for all staff and updated/refreshed routinely. All bidders must hold a current General Contractor License with the Commonwealth of Kentucky and be registered with Lexington Fayette Urban County Government.

***The federal government requires KLC to consider the small business status of all contractors in its required reporting. All proposals should include the completed Small Business Concern form attached to this RFP.***

#### IV. Scope of Work & Pricing Outline (see attached)

#### V. Overview of the Process and Timetable

The process begins with this Request for Proposal (RFP). Submitted proposals will be reviewed by an internal selection committee. The committee will make a recommendation to the KLC Executive Team for approval.

The following will be considered in evaluating the proposals:

- Experience in commercial general contracting services; outlining equipment, materials and supplies the contractor will provide for the service.
- Familiarity with servicing downtown office buildings.
- Demonstrated ability to perform all required tasks in a proactive and highly coordinated manner.
- Qualifications and experience of key personnel responsible for delivering services.
- References from current and former clients.
- Project bid quoted per the pricing outline including the additional projects noted and an hourly rate for any ad-hoc work requested that is outside the regular scope of work.

Activity	Completion Date
Issuance of RFP	November 18, 2024
Pre-bid walk thru	Week of Nov 25 <sup>th</sup> and Dec 2 <sup>nd</sup>
RFP response deadline	December 16, 2024
Notification of selection	On or around January 1, 2025

#### VI. Proposal Submission Requirements

1. Questions about this RFP will be addressed prior to and after each contractor walk thru. Please reach out to Lynn Pearson at 859-983-7577 to schedule walk through of bid areas.
2. Proposals must be received no later than 5:00 p.m. EST on December 16, 2024. Proposals must be received via email to [dkubala@klc.org](mailto:dkubala@klc.org) or by mail or overnight mail, clearly marked “**RFP New Office Construction Project**” and include the bidder’s return address. No exceptions will be permitted. Please submit mailed proposals to:

Kentucky League of Cities  
ATTN: Demita Kubala  
Executive Assistant  
100 East Vine Street, Suite 800  
Lexington, KY 40507  
Email: [dkubala@klc.org](mailto:dkubala@klc.org)

If emailing the proposal, it is the bidder’s responsibility to ensure it has been received by the deadline. If no reply email has been received from KLC, the bidder should call to ensure electronic delivery has been received at the number below:

Phone: 1-800-876-4552 (toll free) or 859-977-3750 (direct)

Any costs associated with the proposal will be the sole responsibility of the vendor.

**KLC has the right to reject any and all submissions and to waive any defect or any irregularities.**

**Pursuant to KRS 65.312, KLC is a “public entity.” Any submissions in response to this notification may be subject to Kentucky Open Records Act (ORA) laws. Any specific information which the proposer considers confidential and proprietary and possibly subject to exemption in accordance with ORA statutes, Kentucky Attorney General opinions and Kentucky case law, must be clearly designated as such. Please note that information designated as “confidential and proprietary” does not guarantee that it will be exempt from release, but will aid KLC in determining if any ORA exemptions apply. Please consult the ORA and/or your legal counsel regarding what information submitted, if any, may be exempt under the ORA.**

## SMALL BUSINESS CONCERN FORM

Dear Vendor - The Kentucky League of Cities (KLC) appreciates working with your company to provide services and/or products for the building located at 100 East Vine Street, Lexington, KY 40507. KLC leases space to three agencies of the federal government under the supervision of the General Services Administration (GSA). The GSA is now requiring KLC to meet certain subcontracting goals for their agencies' leased spaces to provide small and disadvantaged businesses access to subcontracting opportunities as defined in the federal regulations. This means that KLC needs your help to identify if your company is a small business as defined in FAR 52.219-8. A business can be represented in one or more of these categories. Please read through the definitions and check all that apply.

\_\_\_\_\_ **Small business concern** means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto. **To determine if your business qualifies as "small" for government contracting purposes, use the SBA's [Size Standards Tool](#).**

Note: SBA defines industry specific size standards based on the average number of employees over the past 12 months or average annual receipts over the past three years categorized using the North American Industry Classification System (NAICS) codes. Please visit the SBA website to determine [if your business qualifies](#) as a small business concern and to learn more [about NAICS codes](#) and to look up your industry's code(s).

While size standards vary from industry to industry, SBA uses the following general criteria to define a small business concern. A small business...

- Is organized for profit
- Has a place of business in the United States (U.S.)
- Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor
- Is independently owned and operated
- Is not dominant in its field on a national basis
- May be a sole proprietorship, partnership, corporation, or any other legal form

\_\_\_\_\_ **HUBZone small business concern** means a small business concern, certified by the Small Business Administration, that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

\_\_\_\_\_ **Service-disabled veteran-owned small business concern—**

(1) Means a small business concern-

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in [38 U.S.C.101\(2\)](#), with a disability that is service-connected, as defined in [38 U.S.C.101\(16\)](#).

\_\_\_\_\_ **Small disadvantaged business concern**, consistent with 13 CFR 124.1002, means a small business concern under the size standard applicable to the acquisition, that-

- (1) Is at least 51 percent unconditionally and directly owned (as defined at 13 CFR 124.105) by-
  - (i) One or more socially disadvantaged (as defined at 13 CFR 124.103) and economically disadvantaged (as defined at 13 CFR 124.104) individuals who are citizens of the United States; and
  - (ii) Each individual claiming economic disadvantage has a net worth not exceeding \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and
- (2) The management and daily business operations of which are controlled (as defined at 13.CFR 124.106) by individuals, who meet the criteria in paragraphs (1)(i) and (ii) of this definition.

\_\_\_\_\_ **Veteran-owned small business concern** means a small business concern-

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at [38 U.S.C.101\(2\)](#)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

\_\_\_\_\_ **Women-owned small business concern** means a small business concern-

- (1) That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

\_\_\_\_\_ **My business does not qualify as a small business.**

**If you currently have an NAICS code(s) that you use for your industry, please provide that code(s) and identify the industry below.**

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Thank you for taking the time to provide KLC with this information so it can comply with the GSA reporting requirements.

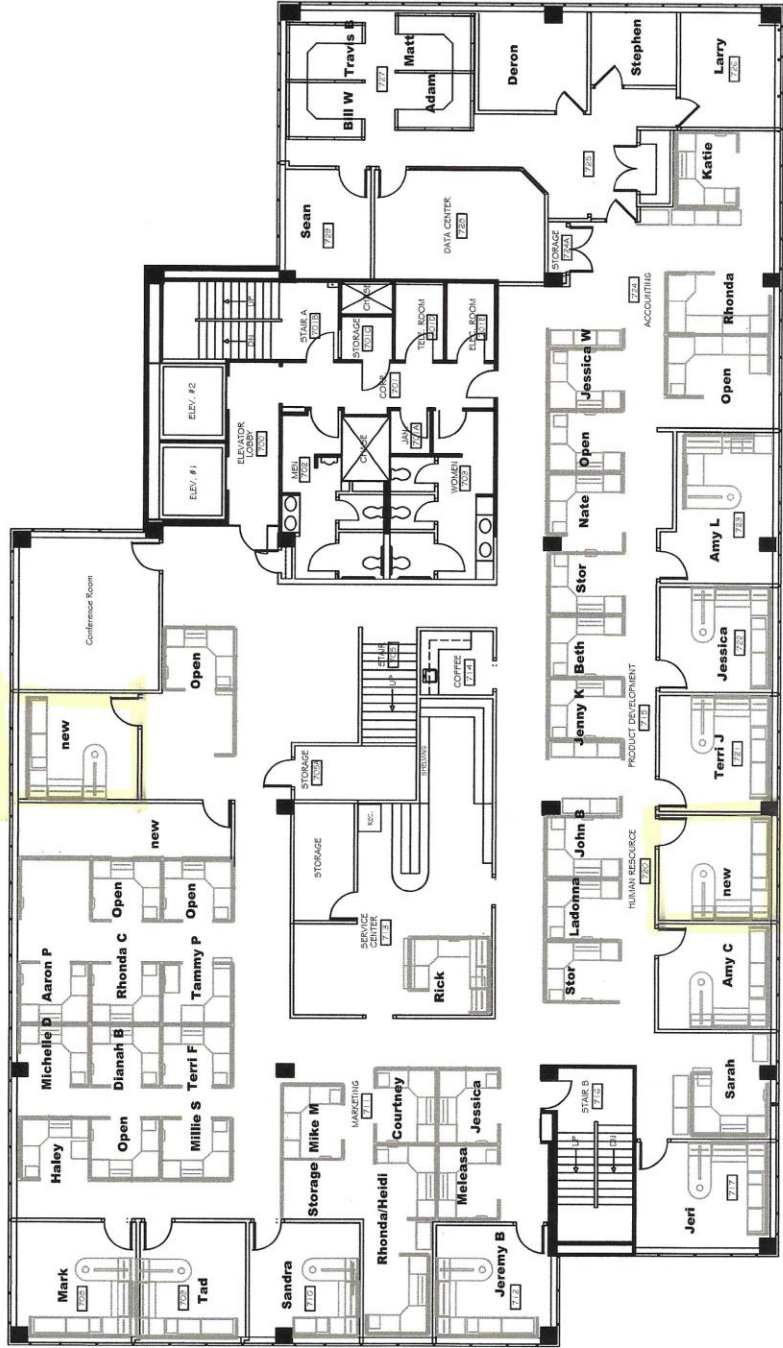
Sincerely,

Lynn Pearson  
Property Manager for KLC

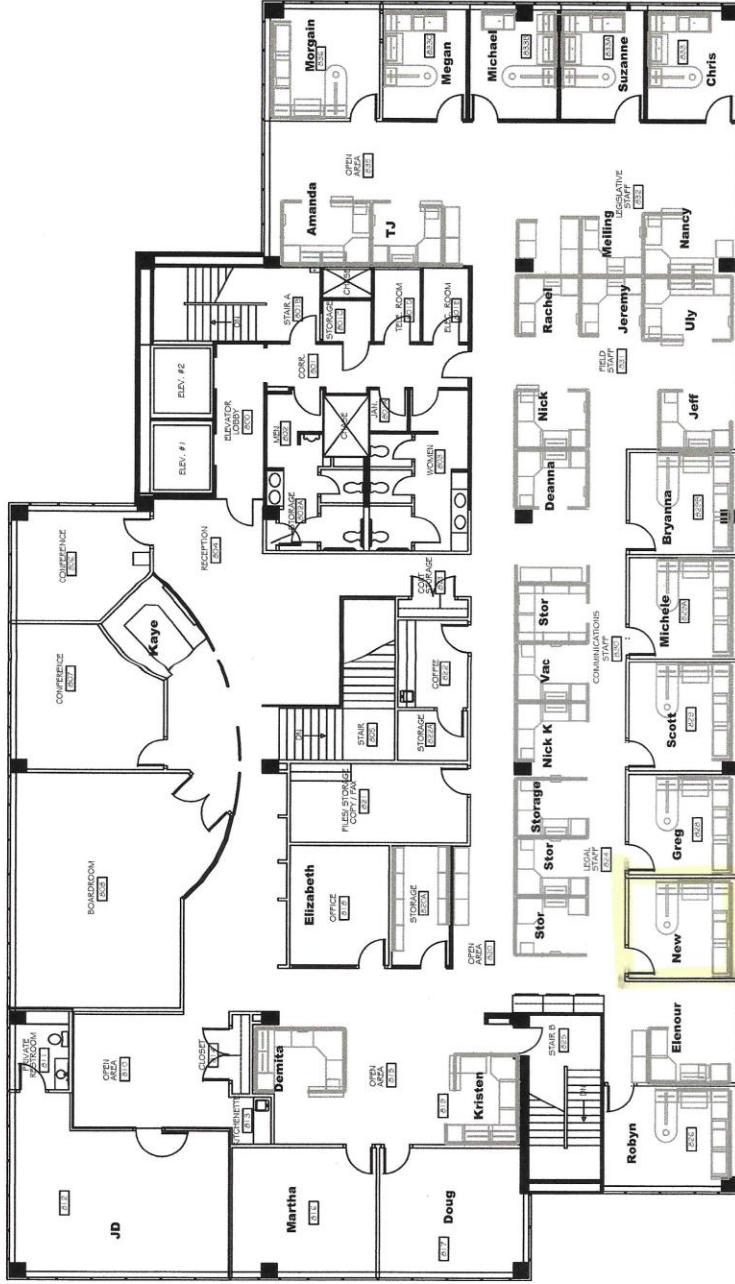
## **SCOPE OF WORK**

Project consists of constructing three new offices – 2 on the 7<sup>th</sup> floor and 1 on the 8<sup>th</sup> floor. All finishes should match existing areas. Data pulls to be included in bid along with any new electric needed. Any existing workstation removal or reconfiguration will be handled by Owner. Work can be completed during the day but any core drilling or work that would be very loud would need to be completed prior to employees arrival – which is estimated to be 8:00 am or after 5:00 pm. Also any work that would generate odors that may be annoying to staff would need to be done after hours. Any work to be done after hours should be scheduled with Facility Manager. Also included in the project will be the removal and replacement of the existing ceiling tiles and light fixtures in these three offices. Specifications for the new tiles and fixtures will be provided to contractor during walk thru.

Tammy C  
 Amanda W



SEVENTH FLOOR



EIGHTH FLOOR