



Campbell County Fiscal Court
1098 Monmouth Street, Newport, KY 41071

Request for Proposals – Public Safety Building Construction Manager At Risk (CMAR)

I. Bid Information

- A.** Issue RFP: October 16, 2025 County Website
- B.** Department: Administration
- C.** Additional Information Request Deadline: October 30, 2025
- County will provide information by: November 3, 2025
- D.** RFP submission: November 6, 2025 4 PM deadline

E. Bidder Information:

Bidders Name _____

Firm/Company _____

Firm/Co. Address _____

Firm/Co. Phone _____

Firm/Co. Email _____

The signee hereby certifies the ability to meet all requirements listed in this solicitation and further affirms that all work will be done in compliance with all Federal, State, and Local codes, ordinances, and regulations.

Authorized Signature _____

II. Instructions to Bidders – Terms and Conditions

The Campbell County Fiscal Court will accept proposals to serve as a Construction Manager at Risk (CMAR) for the construction of a new public safety building until the time and date listed above.

A. Authority

1. This Request for Proposals is issued in accordance with applicable provisions of the Campbell County Administrative Code Chapter 4 Purchasing and Contracts.
2. This is not an order. Please read all instructions, terms, and conditions carefully.

B. Transmission

1. Proposals should be submitted in a sealed envelope addressed to Campbell County Finance, 1098 Monmouth Street, Suite 322, Newport, KY 41071 or the front reception desk.
2. The envelope must be clearly marked with the RFP title "Public Safety Building CMAR".
3. Submissions will be received at the CCFC Finance department in Suite 322 until the date and time specified.
4. Late submissions, those not clearly marked, or those that do not follow the instructions will not be accepted.
5. Campbell County Fiscal Court will not be held responsible for any premature opening or failure to open any submission not properly addressed and identified as stated above.

C. Instructions

1. Proposal forms must be **signed in blue ink**. Forms may be typed but bidder signature should be wet signed in blue on page 1 of the RFP.
2. One original and one copy of the proposal must be submitted. Keep a copy of the proposal for your records. These will not be returned.
3. One digital copy must be submitted via USB drive. This will not be returned.
4. A list of qualifications and references are required. See Section III Part C ii 1.
5. Bidders should verify their proposals before submission. Errors in preparing the submission confers no right of withdrawal or modification after open.
6. Bidders are responsible for all costs associated with the preparation of response to the request for proposals. Campbell County is not liable for any costs incurred by bidders in their response to this request.
7. A pre-bid or pre-award interview may be required at the discretion of the Owner.

D. Pricing

1. Firm prices are required.
2. CCFC is KY sales and use tax exempt.

E. Regulatory Compliance

1. This contract will be governed by and construed according to the laws of the Commonwealth of Kentucky. Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to Campbell County Fiscal Court any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any Campbell County Fiscal Court contracts for a period of two (2) years.
2. All bidders must possess all federal, state, and local qualifications licenses to provide products or services in Campbell County, the Commonwealth of Kentucky, and the United States.
 - a. Including, but not limited to:
 - i. Business license issued by the Occupational License Department of Campbell County (see County website for application)
 - ii. Hazardous Communication Program (OSHA)
 - iii. Workers' Compensation Certificate
 - iv. Liability Insurance

1. Commercial General Liability not less than \$1,000,000 per occurrence
3. Successful bidder shall comply with the Kentucky Human Rights Act, HRA 344.150-344.270 as amended and any rules and regulations promulgated therewith, including, but not limited to the Equal Employment Opportunity EEO 45.550 – 45.640 which is incorporated herein by reference. Furthermore, the successful bidder shall comply with the Employment Discrimination Act, EDA 344.040, 344.050 as amended. Per Title VI of the Civil Rights Act of 1964, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise be subjected to discrimination under any program or activity for which a project, contractor/vendor or the county may receive federal financial assistance.

F. Bonds

1. Bid bonds, performance bonds, and payment bonds as prescribed by KRS 45A.430, 435, 440 are required for any bids/proposals that exceed \$99,999. Each bid, or the combination of submitted bids, over \$99,999 must be accompanied by a 5% bid bond of the grand total of the bid. The bid bond of the successful bidder will be retained until a performance bond has been executed and approved, after which the bid bond will be returned. The successful bidder will be required to post a performance bond in the amount of 100% of the bid if awarded a contract over \$99,999. Bonding and surety requirements may vary by project/commodity. Please contact Owner for more information.

G. Reserved Rights

1. Campbell County Fiscal Court reserves the right to reject any or all bids, including without limitations the right to reject any or all nonconforming, non-responsive, incomplete, unbalanced, or conditional bids, to waive formalities, and to reject the bid of any Bidder if CCFC believes that it would not be in the best interest of Campbell County Fiscal Court to make an award to that Bidder. CCFC also reserves the right to negotiate with the apparent qualified Bidder to such an extent as may be determined by Campbell County Fiscal Court. Campbell County Fiscal Court reserves the right to terminate the contract for cause or convenience as necessary in the best interest of the County.
2. All the terms and conditions of these instructions to bidders and the specifications for this project shall constitute, the part of, and incorporate into, the contract between the County and the successful bidder.

H. Award

It is the intent of Campbell County Fiscal Court to award a contract to the lowest responsible bidder meeting specifications. CCFC reserves the right to determine the lowest responsible bid/offer in any way determined to be in the best interests of Campbell County. Award will be based on the following factors (where applicable): (a) adherence to all conditions and requirements of the bid/proposal specifications; (b) price; (c) qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (d) delivery or completion date; (e) product appearance, workmanship, finish, taste, feel, overall quality, and results of product testing; (f) maintenance costs and warranty provisions; and (g) repurchase or residual value.

III. Bid Specifications – Request for Proposals – Public Safety Building Construction Manager At Risk

A. General Information

- a. The Campbell County Fiscal Court is seeking a Construction Management At Risk (CMAR) for the development of its new public safety building. The facility will be located at 1094 and 1114 Race Track Road in Alexandria, Kentucky. The project will include a Police Department, an Emergency Operations Center, administrative offices for Emergency Management and Dispatch, a Dispatch Call Center, a Campbell County Coroner facility and a support building/garage.
- b. The project architect and design firm is Brandstetter Carroll, Inc. with other subcontracted engineering firms.

B. Scope of Work/Specifications

- a. The purpose of this solicitation is to receive proposals from qualified CMAR Firms to deliver pre-construction services during the design development/construction documents phases. The work includes, but is not limited to: cost estimating; constructability reviews; advanced material procurement projections; site access/utilization; and construction project scheduling. The successful CMAR will also provide a Guaranteed Maximum Price (GMP) based on completed construction documents prior to award of the final CMAR contract.
- b. The project consists of a new public safety facility for the County located on County land under contract located at 1094 and 1114 Race Track Road, Alexandria, KY. Refer to Conceptual Site Plan and Schematic Design Floorplan.
- c. The preliminary opinion of construction cost is \$48,000,000.
- d. The anticipated design and construction schedule is as follows:
 - i. Design – Completed by July 2026.
 - ii. Construction – To begin approximately 30 days after design completion.
Construction – Substantial Completion May 1, 2028.
 - iii. The CMAR team must have experience as the construction manager at risk for the construction of a minimum of five (5) projects with three (3) comparable size or larger government and/or public safety building campus facilities.
- e. The specific scope of work for the selected CMAR for the project will be defined in the construction management agreement; however, at a minimum the following services are required of the CMAR:
 - i. Provide preconstruction phase services including cost estimating, participation in life-cycle cost analysis, value-engineering, constructability reviews, scheduling, phasing plans, etc.
 - ii. Provide and maintain Request for Information (“RFI”) and submittal logs.
 - iii. Develop and maintain a master project schedule.
 - iv. Prepare and maintain a cash flow analysis.
 - v. Define and prepare scopes of work for bid packages and lead first tier subcontractor vetting and scope of work-bid confirmation.
 - vi. Develop a site management plan.
 - vii. Provide construction management and general contracting services.
 - viii. Develop a phasing and sequencing plan.
 - ix. Establish and maintain quality control standards.
 - x. Provide a Guaranteed Maximum Price (“GMP”) for the entire project.

- f. The County anticipates entering into a construction management agreement with the CMAR for the Project.

C. RFP Response Required Elements

- a. All bidders must submit a response in proposal form that outlines:

- i. Firm Information

- 1. Firm name, mailing address (include physical location if mailing address is a P.O. Box), contact person, telephone number, and e-mail address.
 - 2. Type of organization (joint venture, partnership, limited partnership, corporation, etc.). If submitting as a joint venture, firm shall provide a summary of the draft agreement terms.
 - 3. Firm history, including background of firm's executive management, construction team with resumes, and number of years the firm has been in business.
 - 4. Financial information:
 - a. Firm's total annual construction volume for the past five (5) years.
 - b. Name and contact information of the firm's bonding company.
 - c. Letter from the surety indicating the firm's current bonding capacity and the surety's willingness to bond the Project.
 - d. A.M. Best rating for the firm's surety, and its status to do business in Kentucky.
 - e. Respondent's experience modifier rate.
 - f. Has the firm, or joint venture partner, been involved in litigation or arbitration with an owner of a facility in the past 10 years? If so, please describe each instance, giving specific detail regarding the reasons for the claim and amount in dispute. Explain how the claim was resolved.

- ii. Firm Experience

- 1. Briefly describe the Firm's related experience as the construction manager at risk for the construction of comparable size or larger facility and provide confirmation that the firm and its team members are licensed to provide construction management services in Kentucky. The Firm must provide at least five (5) recent projects of a similar scope and complexity, three (3) of which should involve public safety buildings or similar. These projects should also demonstrate the Firm's ability to meet time and budget requirements, as well as the Firm's capability, creativity and unique problem-solving skills, budget and schedule compliance, and added value.
 - 2. The following minimum information should be included for each project:
 - a. Owner and location of the project.
 - b. Completion date or status of the project.
 - c. Brief project description highlighting its key elements.
 - d. Capacity and square footage of the project.
 - e. Date awarded.
 - f. Date completed or date of anticipated project completion.
 - g. Key personnel proposed for this project that were involved in the project.

- h. Initial project budget, final cost, and type of contract.
 - i. Owner's contact name, phone number, and e-mail address.
- iii. Project Team
 - 1. The project team shall consist of members with demonstrated knowledge as the construction manager at risk for the construction of public safety facilities, or similar construction. To indicate such experience, describe the project team's knowledge of County buildings, local codes and ordinances, and experience in dealing with local and state regulatory and permitting agencies. The firm must be licensed to provide construction management services in the Commonwealth of Kentucky.
 - 2. Identify the key personnel who will be assigned to deliver both pre-construction and construction services for the project and indicate their respective roles and responsibilities during those phases of the project, indicating proposed candidates' names, positions.
 - 3. Identify the firm's single point of contact for the entire Project.
 - 4. Provide an organization chart clearly defining all individuals proposed for the Project.
 - 5. Provide resumes for each individual listed above, including the following:
 - a. Name and title
 - b. Years of experience
 - c. Years with firm
 - d. Office location
 - e. Education, certifications, licenses, and/or special training
 - f. Description of role and key responsibilities for the Project and level of involvement in each phase.
 - g. Listing and description of relevant project experience
 - h. Identify the level of commitment to the Project for each key personnel, including the project executive and lead project manager(s).
- iv. Project Approach
 - 1. Provide a narrative describing the firm's approach to the Project. The following items shall be addressed specifically:
 - a. Describe approach to implementing both the buildings and infrastructure work from "pre-construction services through construction." Identify opportunities, challenges, and risk mitigation strategies.
 - b. Discuss role as a team member on the Project that includes the County, its architect/engineer, and other Project Stakeholders.
 - c. Discuss approach to project controls, including scope, schedule, budget and cost control, and construction quality control with examples of past success.
 - d. Describe procurement plan to ensure completion of the Project on a timely basis.
 - e. Describe practices and processes in monitoring and managing construction activities and subcontractor performance so as to minimize requests for change orders and avoid or mitigate construction related disputes.

- f. Indicate whether the firm would propose to self-perform any work on the Project.
 - g. Describe how the firm will ensure competitive pricing and on-time, quality, performance by its subcontractors.
 - h. Describe the firm's approach to creating a competitive procurement environment for the benefit of the Project.
 - i. Provide a list of local subcontractors and their respective trades that your firm has used on previous projects in the Northern Kentucky and greater Cincinnati area.
 - j. Any other information you think the County should consider.
- v. Proposed Fees
 - 1. Lump Sum Fee for Pre-Construction Services
 - 2. Percent (%) Fee for CMAR Services

D. Final contract or agreement shall be subject to approval by Campbell County Fiscal Court.

- a. The County may in whole or part accept or reject for any reason all proposals; re-advertise the request for proposals (RFP); postpone or cancel at any time the RFP process, waive any informalities or irregularities in the process; and negotiate with any party or request additional information if desired.

E. Intellectual Property, Confidentiality and Open Records

- a. Campbell County Fiscal Court will not pay for any information requested and all responses submitted become the property of Campbell County Fiscal Court. Responses will not be returned and may be subject to state open records statutes.
- b. Proprietary or confidential information in responses must be clearly labeled "CONFIDENTIAL INFORMATION" and the bidder must state the basis for the claim to be handled as confidential.
 - i. To the extent permitted by law, the county will treat such information as confidential and will not disclose it to a third party without prior notice and authorization.

F. Questions/Contact Information

- a. All inquiries concerning this Request for Proposals should be submitted in writing via email by 4:00 PM on October 30, 2025 to:
 - i. Greg Fassler, Finance Manager, gfassler@campbellcountky.gov
- b. Answers to any questions submitted will be posted on the CampbellCountyKY.gov website under Business-Opportunities & Bids by 4:00PM on November 3, 2025.
- c. Questions must include the requestor's name, address, email address, telephone number, and the company/bidder being represented.

IV. Bid Price Sheet

This pricing sheet may be modified to the bidder's proposed solution as long as a total bid price is given and the itemization is given.

V. Authentication of Bid and Affidavit of Non-collusion and Non-conflict of Interest

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 432.170: That I am the bidder (if the bidder is an individual, a partner (if the bidder is a partnership) or an officer or employee of the bidding corporation having authority to sign on its behalf (if the bidder is a corporation);

That the attached bid or bids covering Campbell County Fiscal Court, has been arrived at by the bidder independently and have been submitted without collusion with, and without any agreement, understanding or planned common course of action with any other vendor or materials, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition;

That the contents of the bid or bids have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid or bids and will not be communicated to any such person prior to the official opening of the bid or bids;

That the bidder is legally entitled to enter into the contracts with the Campbell County Fiscal Court and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 164.390, 16.092, 61.096 and 42.990; and

(Applicable to corporations only) That as a foreign corporation we are registered with the Secretary of State, Commonwealth of Kentucky, and authorized to do business in the State _____ or,
That as a domestic corporation we are in good standing with the Secretary of State, Commonwealth of Kentucky _____. (Check the statement applicable.

That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

NOTICE

Any agreement of collusion among bidders or prospective bidders which restrains, tend to restrain, or is reasonably calculated to restrain completion by agreement to bid at a fixed price, or to refrain from bidding or otherwise, is prohibited. The provision of KRS 355.080 and 305.000 which permit the regulation of resale price by contract do not apply to sales to the State, no sales to Local Governments.

Any person who violates any provisions of Kentucky Revised Statue 42.076 shall be guilty of a felony and shall be punished by a fine not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year no more than five years, or both such fine and imprisonment. Any firm, Corporation or association which violates any of the provision of KRS 42.076 shall, upon conviction, be fined not less than ten thousand dollars no more than twenty thousand dollars.

In submitting this bid on the Bid Price Sheet, it is expressly agreed that upon proper acceptance by the Campbell County Fiscal Court of any or all items bid, a contract shall hereby be created with respect to the items accepted.

Signed by: _____ Date _____

Firm/Company _____

Address _____

Phone _____

SITE CONCEPT 01

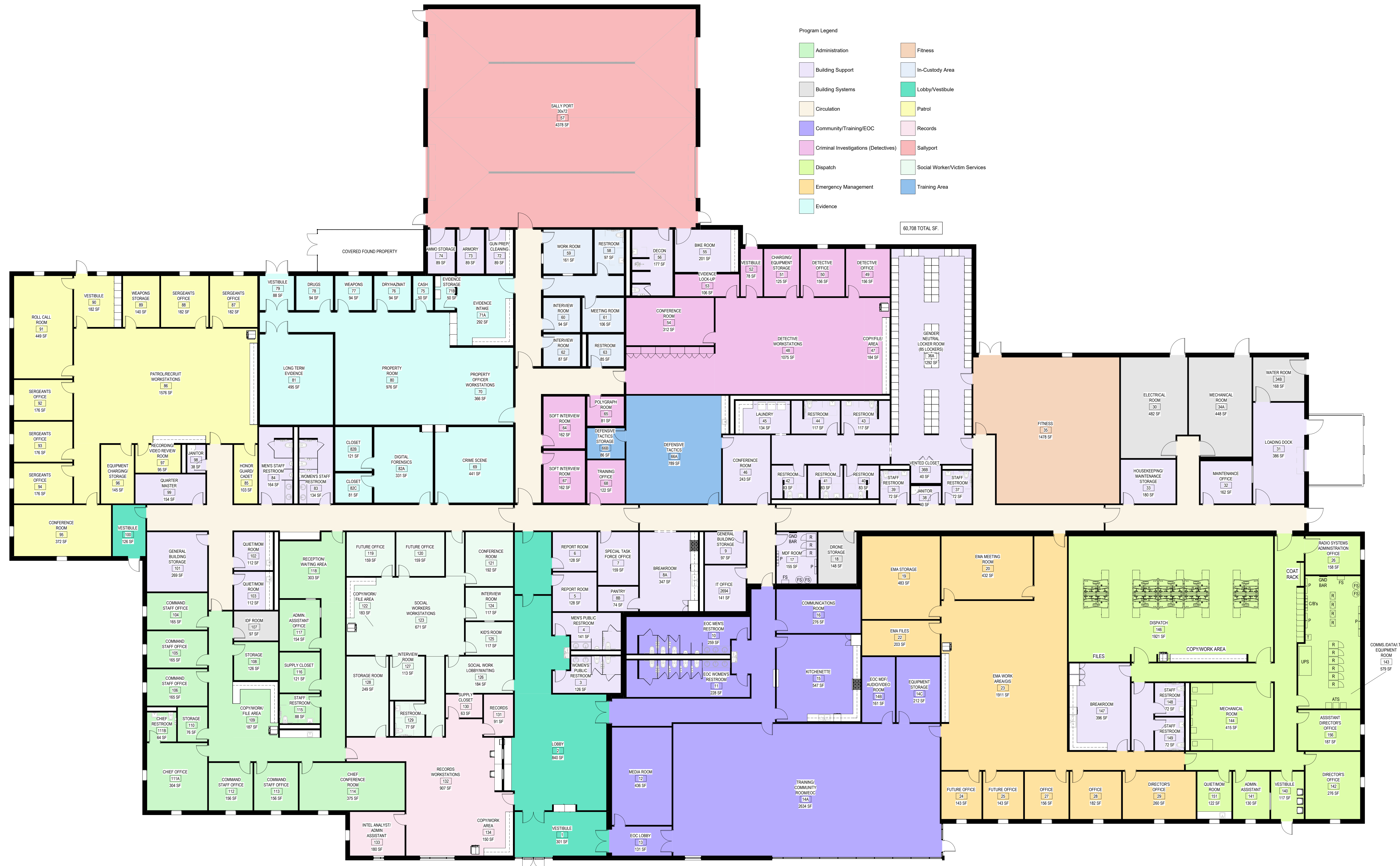


Legend:
1 - Hazmat Storage
2 - Generator
3 - Transformer
4 - Loading Dock
5 - Tower
6 - Dumpster
7 - Detention Basin

--- Security Fencing

Parking:
Staff Parking Spots - 92 Spots
Public Parking Spots - 85 Spots

NOT FOR CONSTRUCTION



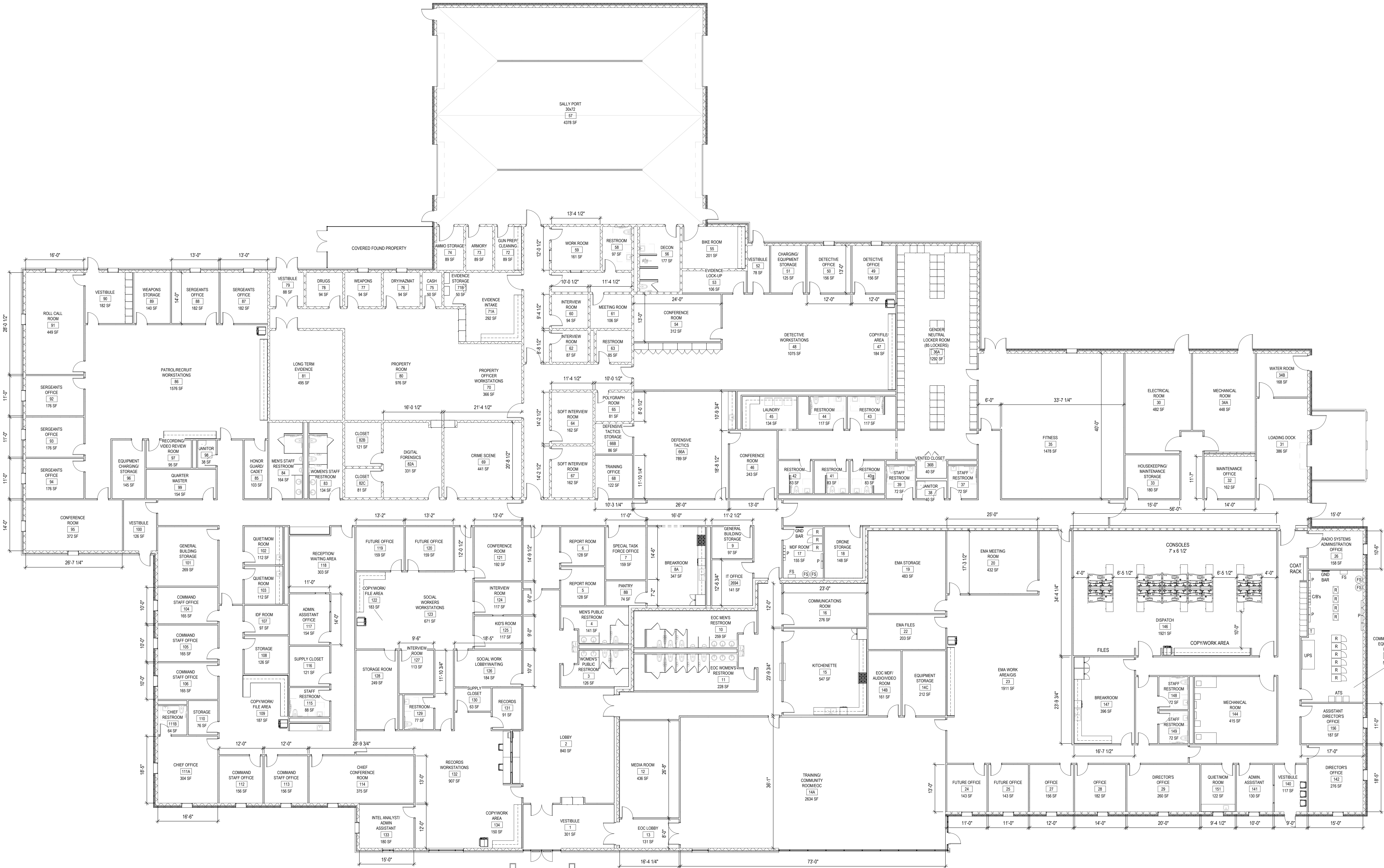
Campbell Co.
Public Safety
Address _____
City, State Zip _____

Floor Plan With Dispatch

P-101A

24100

NOT FOR CONSTRUCTION



Revisions: NUMBER DATE DESCRIPTION
Issue Date: August 25, 2025

Campbell Co.
Public Safety
Address
City, State Zip

Floor Plan Dims.

A1 Floor Plan With Dispatch Dims.

3/32" = 1'-0"

Project No.

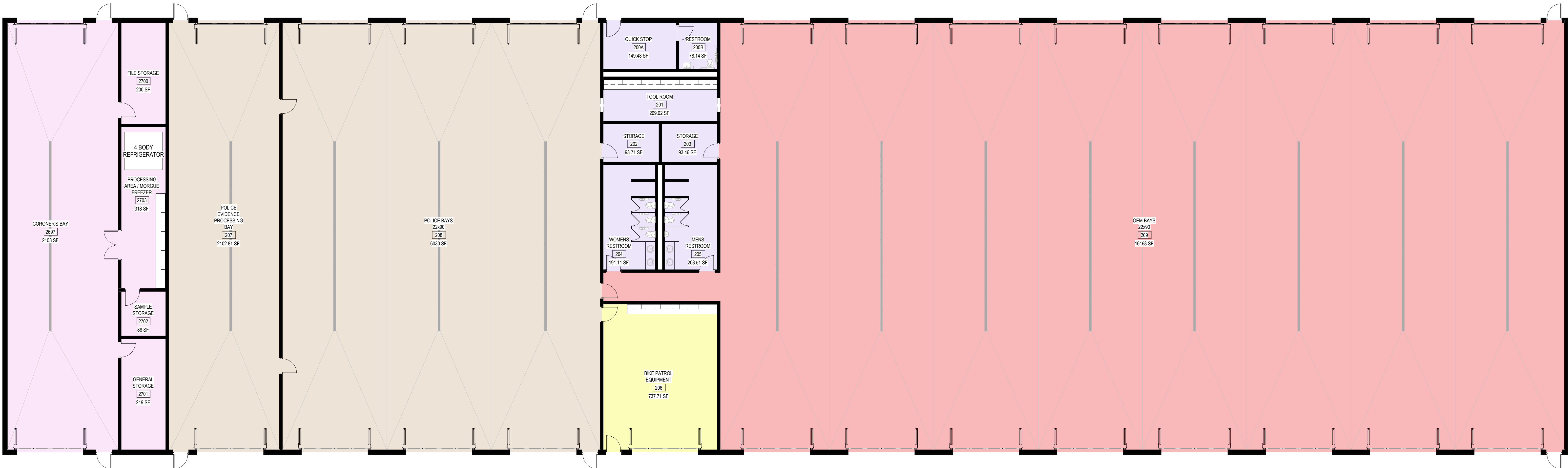
24100

P-101B

NOT FOR CONSTRUCTION

Program Legend

- Building Support
- Coroner
- OEM Bays
- Police Bays
- Police Support
- 30,414 TOTAL SF.



A1 Support Building Floor Plan
1" = 10'-0"

Revisions: NUMBER DATE DESCRIPTION
Issue Date: August 25, 2025

Campbell Co.
Public Safety
Address
City, State Zip

Support Building Floor Plan

Project No.

24100

P-101C

