**A REQUEST FOR PROPOSAL**

**FOR AN**

**ENGINEERING SERVICES CONTRACTOR**

Grant County Fiscal Court

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| Grant County Heritage Trail/06-03222 |

This document constitutes a Request for Proposals for a Personal Service Contract from qualified individuals and organizations to furnish those services as described herein.

## PROJECT DESCRIPTION

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| County | Grant County, Kentucky |
| Project Description | Grant County Heritage Trail development, Phase 1 of the 48-mile trail. |

## PROJECT INFORMATION

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| --- | --- |
| Project Manager | Colton Simpson |
| Project Funding | Transportation Alternative Program Funds |
| Project Length/Area | Approximately 9.3 miles |
|  |  |

## PURPOSE AND NEED

4000-111 Grant County Heritage Trail development of Phase 1 of the 48-mile trail. Phase 1 of the proposed Grant County Heritage Trail is an estimated 9.3 miles of the overall 48-mile trail system. The trail will be designed as a wide multi-use path that will start in the northern part of the county at the Harvesters Neighborhood (Feasibility Study Node 1-2) continuing east along Violet Road using existing sidewalks (Feasibility Study Nodes 3-5), turning south along US-25 (Feasibility Study Ancillary Trail Segment) using existing sidewalks, continuing south along US-25 on existing sidewalk until reaching the Grant County Park (Feasibility Study Nodes 7-8) where the multi-use path will be constructed (starting at Feasibility Study Node 8) and continue to run south along the east side of I-75 near the highway right of way and between US-25.  This phase will end in Sherman (Feasibility Study Node 17).

## SCOPE OF WORK

The selected Consultant Team will be required to provide design services, including, but not limited to preliminary design, Section 106 review, environmental review, identification of appropriate typical sections, identifying any utility impacts, performing drainage design, archaeology, preparation of final right-of-way plans, construction plans, traffic control, developing dependable cost estimates, conducting and preparing documents for public meetings.

## SPECIAL INSTRUCTIONS

OLP may retain any of the advertised services to be performed by in-house state forces.

TAP funded projects require a Disadvantaged Business Enterprise (DBE) goal established by KYTC. Consultant firms should be familiar with this process.

## AVAILABLE STUDIES

2016 Greenway Feasibility Study prepared for Fitness For Life Around Grant County.

## METHOD OF DESIGN

The selected Consultant Team shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

## ENVIRONMENTAL

Environmental documents are typically completed by the Office of Local Programs in conjunction with KYTC’s Division of Environmental Analysis (DEA).

## PHOTOGRAMMETRIC SERVICES

The selected Consultant Team shall provide surveying as needed.

## STRUCTURE DESIGN

When the project advances to Final Design, the Consultant Team shall do the necessary engineering service to submit to the District Office an Advanced Situation Folder(s) for the appropriate applicable structure(s). Structure Design Services may be added by Contract Modification. Prequalification in the area of Structure Design is required to be identified in the Consultant Team Team’s Response to Announcement.

## GEOTECHNICAL SERVICES

Geotechnical services necessary for Project Design may be added by contract modification.

## TRAFFIC

The Traffic projections and related information may be provided by the District Office.

## UTILITIES

The Consultant Team will be responsible for determining the existing locations of utilities to determine feasibility of redesign or utility relocation and cost estimates.

## PREQUALIFICATION REQUIREMENTS

To respond to this project proposal request, the **Prime Consultant Firm** must be prequalified in one of the major area(s) listed below by the *response due date* of this advertisement. The Prime Consultant Firm, as part of their Consultant Team may subcontract with other firms, who must also be prequalified for the discipline in which they will work.

[ROADWAY DESIGN - URBAN](http://transportation.ky.gov/Professional-Services/Prequalified%20Firms/Roadway%20Design.pdf) AND/OR RURAL

* Roadway Design – Urban
* Roadway Design – Rural
* Surveying

[TRANSPORTATION PLANNING – PEDESTRIAN & BICYCLE FACILITY PLANNING & DESIGN](https://transportation.ky.gov/Professional-Services/Prequalified%20Firms/Transportation%20Planning.pdf)

[GEOTECHNICAL SERVICES](http://transportation.ky.gov/Professional-Services/Prequalified%20Firms/Geotechnical%20Services.pdf) if applicable

* Drilling Services (optional)
* Engineering Service (optional)
* Laboratory Testing Services (optional)

[ROW Services if applicable](http://transportation.ky.gov/Professional-Services/Prequalified%20Firms/Right%20of%20Way%20Services.pdf)

* If required, assist with easement and/or ROW acquisition in the coordination of acquisition services and the timely acquisition of easements and/or ROW.

## PROCUREMENT SCHEDULE

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| --- | --- |
| Ad Posted Date | 11/26/2020 |
| Response Date | 12/18/2020 |
| Selection Committee Date | 01/07/2021 |
| Pre-Design Conference | 01/14/2021 |
| Fee Proposal | 01/21/2021 |
| Contract Negotiations | 01/29/2021 |
| Notice to Proceed | 01/29/2021 |

## PROJECT SCHEDULE

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| --- | --- |
| Preliminary Design | 03/21/2021 |
| Section 106 & Environmental | 04/21/2021 |
| Preliminary Right-of-Way Plans | 05/21/2021 |
| Final Design | 06/21/2021 |
| Bid Documents | 07/21/2021 |

**Proposal Format**

1. Proposals shall be submitted on standard 8.5 x 11-inch paper with font size no smaller than ten (10) point.
2. **Conciseness is encouraged.** Proposals shall be limited to no more than thirty (30) pages.
3. Required content includes:
   1. Letter of interest including firm’s availability to undertake this project and acknowledgement of any and all addenda issued for this RFP.
   2. A written summary of the proposer’s approach to complete the tasks necessary for this project. A schedule shall also be included.
   3. Detailed description of firm
   4. Resumes of individuals anticipated to be assigned to the project with relevant experience.
   5. Provide a minimum of two (2) client references for projects with services similar to the scope of services for this RFP.
   6. One (1) original, 7 individual copies, one unbound copy and an electronic copy.

## EVALUATION FACTORS

Consultant Teams will be evaluated by the selection committee based on the following, weighted factors:

1. Relative experience of Consultant Team personnel assigned to project team with KYTC Transportation Alternatives projects and/or federal, local or other state governmental agencies. (20 Points)
2. Capacity to comply with project schedule. (10 Points)
3. Past record of performance on projects similar in type and complexity. (20 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
5. Minority or Female-Owned Firm. (5 Points)
6. Consultant Team’s offices where work is to be performed. (5 Points, not more than 10)
7. Familiarity with the current (2016) KYTC LPA Project Guide (20 Points).

**Price is not to be included in the response to the RFP and will not be considered when evaluating responses.**

## SELECTION COMMITTEE MEMBERS

1. Chuck Dills
2. Jamie Baker
3. Colton Simpson
4. Tim Sizemore
5. Jodi Cesene
6. Marsha Bach

## AREA MAP