

A REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES CONTRACT

City of Paducah South 25th Street Improvement Project

This document constitutes a Request for Qualifications for a Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the City of Paducah.

I. PROJECT DESCRIPTION

City - City of Paducah
Project Description - Survey, Mobile LiDar, and Roadway Design for the South 25th Street Improvement Project beginning at Jackson Street and ending at Alabama Street with a secondary project of South 24th Street Improvement Project beginning at South 25th Street and ending at South 28th Street.

II. PROJECT INFORMATION

Project Manager Melanie Townsend, Engineering Project Manager, City of Paducah
Project Funding State Contingency Funding, City of Paducah MAP Funding
Project Length **Primary Project:** South 25th Street project length is approximately .56 miles
Secondary Project: South 24th Street project length is approximately .27 miles

III. PURPOSE AND NEED

Primary Project: The South 25th Street Project provides improved roadway, sidewalks and stormwater drainage for approximately .56 miles between Jackson Street and Alabama Street.

Secondary Project: The South 24th Street Project provides improved roadway, sidewalks and stormwater drainage for approximately .27 miles between South 25th Street and South 28th Street.

IV. SCOPE OF WORK

A qualified firm (**KYTC prequalified**) in the areas of **Roadway Design - Urban** will be selected to provide design and engineering services including but not limited to the following:

- Perform all necessary agency coordination including but not limited to KYTC
- Establish horizontal and vertical Control for the project
- Provide Mobile LiDAR with additional Digital Terrain Model to supplement the LiDAR. Collect additional stream and field data necessary for storm sewer drainage outfall

- ditching.
- Provide deed research and establish existing RW and adjacent property lines and determine parcel ownership(s).
- Contact property owners requesting permission to enter the properties. Locate impacted property corners/lines and existing monuments and other evidence to establish the property lines.
- Contract impacted utility owners and field locate utilities. Utilities are to be “marked” by their respective owners. Locate visible utility features. For design purposes, estimated depths to be used to show the existing utilities on the plans. Actual depths will be verified during construction.
- Identify drainage features.
- Stake temporary easements.
- Prepare all final design and engineering components including plan sheets, profile sheets and cross sections.
- Develop horizontal and vertical alignments for the project
- Develop proposed storm sewer system and drainage design.
- Establish temporary easement lines.
- Calculate temporary easement areas.
- Prepare metes and bounds descriptions for the temporary easements.
- Develop a temporary erosion control plan.
- Create notes addressing the MOT during construction.
- Calculate estimated quantities for bidding purposes.
- Prepare general and specific notes.
- Prepare construction specification and bid document.
- Provide geotechnical services including six (6) pavement coring holes and estimated CBR.
- Attend miscellaneous project coordination meetings.
- Coordinate any easement purchases with the City Attorney.

V. SPECIAL INSTRUCTIONS

Consultant should present Primary Project: South 25th Street Improvement Project and Secondary Project: South 24th Street Improvement Project as separate project considerations with the same scope of services listed above.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

VI. TIMELINE

- **RFQ Issued**
This RFQ is officially issued Sunday, October 4, 2020.
- **Question and Answer Period and Protocol**
Please direct any and all inquiries via email only to Melanie Townsend at mtownsend@paducahky.gov in reference to this project. Please clearly mark your email inquiries as “RFQ 2020 South 25th Street Project Inquiry” in the subject line. The City Project Team will respond to your questions in writing as soon as possible. The deadline for questions is set for **Thursday, October 15, 2020 at 4:30 pm CDT**. All inquiries and the responses provided in reference to each inquiry will be available on the City’s website (www.paduchky.gov) and will be updated as needed. All responses

will come from mtownsend@paducahky.gov . Any necessary addenda will be posted to the City's website and it is the responsibility of the respondent to check for addenda prior to submission of the SOQ.

- **Statement of Qualifications (SOQ) Due**

Your completed SOQ is due to the City of Paducah by end of business day (**4:30 p.m. CDT**) on **Tuesday, October 20, 2020**. Please submit five (5) hard copies of your submittal for our review. Please mail or hand deliver your submittal to:

**City of Paducah
Attn: RFQ South 25th Street Project
City Clerk's Office
300 South 5th Street
P.O. Box 2267
Paducah, KY 42002**

NO ELECTRONIC SUBMITTALS WILL BE ACCEPTED. No late submissions will be accepted.

VII. 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.

VIII. PHOTOGRAMMETRIC SERVICES

The Consultant will provide LiDAR digital mapping as well as additional DTM to supplement the LiDAR. The collection of additional stream and field data will be necessary for the storm sewer drainage outfall ditching.

IX. GEOTECHNICAL SERVICES

The selected Consultant Team may provide all Geotechnical Services required for the project. The Preliminary Design contract will include preliminary geotechnical services to review available geological, mining, or other geotechnical information that could influence the selection of the preferred alternate. Geotechnical services necessary for the completion of Final Design may be added by contract modification at the appropriate time.

X. TRAFFIC

The Traffic projections and related information may be provided by the City Engineer.

XI. UTILITIES

The Consultant Team will be responsible for determining the existing locations of utilities to determine feasibility of their relocation with estimated relocation costs.

XII. PREQUALIFICATION REQUIREMENTS

To respond to this project the Consultant Team must be prequalified in the following areas by the

response due date of this advertisement:

ROADWAY DESIGN

- Roadway Design - Urban
- Surveying

GEOTECHNICAL SERVICES

- Drilling Services
- Engineering Services
- Laboratory Testing Services

Right-of-Way (ROW)

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

XIII. PROCUREMENT SCHEDULE

- Ad Posted Date – 10/4/2020
- Question Period End – 10/15/2020
- Response Date – 10/20/2020
- Selection Committee Date – 10/22/2020
- Contract Negotiations – 10/29/2020
- Ordinance (1st Reading/2nd Reading) -11/10/2020/11/24/2020
- Notice to Proceed – 11/25/2020

XIV. PROJECT SCHEDULE

Preliminary Plans – 03/15/2021

Preliminary Right-of-Way Plans (as necessary) – 03/15/2021

Final Plans- 05/15/2021

Bid Letting- 07/01/2021

Proposal Format

1. Proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than eleven (11) points.
2. **Conciseness is encouraged.** Proposals shall be limited to no more than fifteen (15) pages.
3. Required content includes:
 - a. Letter of interest including firm's availability to undertake this project and acknowledgement of any and all addenda issued for this RFP.
 - b. A written summary of the proposer's approach to complete the tasks necessary for this project. A schedule shall also be included.
 - c. Detailed description of firm.
 - d. Organizational Chart for the project design team.
 - e. Resumes of individuals anticipated to be assigned to the project with relevant experience.

- f. Provide a minimum of three (3) client references for projects with services similar to the scope of services for this RFP.
 - g. One (1) original and four (4) copies shall be submitted.
4. Proposal shall be submitted in a sealed envelope with “South 25th Street Improvement Project – Engineering RFQ” indicated clearly on the exterior of the envelop.

XV. 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 highway project for KYTC and/or federal, local or other state governmental agencies. (25 Points)
2. Familiarity with the Project. (25 points)
3. Capacity to comply with project schedule. (20 Points)
4. Past record of performance on projects similar in type and complexity. (10 Points)
5. Project approach and proposed procedures to accomplish the services for the project. (5 Points)
6. Consultant Team’s offices where work is to be performed. (15 Points)

XVI. SELECTION COMMITTEE MEMBERS

Rick Murphy, P.E., City Engineer

Brandy Topper-Curtis, Engineering Tech III

Melanie Townsend, Engineering Project Manager

XVII. AREA MAP



LEGEND:

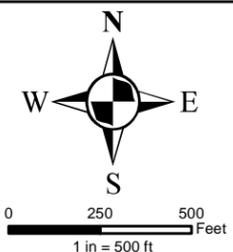
- S. 25th Street Corridor
- S. 24th Street Project
- Golf Course
- Railroad



City of Paducah
 300 South 5th Street
 Paducah, KY 42002
 Phone: 270.444.8511

SIDEWALK IMPROVEMENTS MAP
CITY OF PADUCAH - 2020

CITY OF PADUCAH STREETS - ONLY
 PADUCAH, KY 42002



Revisions:

#	Date:	Notes:

Drafted by: _____
 Date: _____
 Scale: _____
 WO: _____
 Sheet: _____

Draft: Final:

Requested By: _____