

HICKMAN-FULTON COUNTY RIVERPORT AUTHORITY REQUEST FOR QUALIFICATIONS

Invitation: The Hickman-Fulton County Riverport Authority (“Riverport Authority”) invites Statements of Qualification for engineering and consulting services necessary for the creating a Hickman-Fulton County Riverport Master Plan 2025. To be eligible for consideration, the proposing firm must be capable of providing the services described herein and must meet all other criteria outlined in this Request for Proposals (RFP).

Project Description: The Hickman-Fulton Co. Riverport Authority was awarded a Kentucky Transportation grant to help develop a Riverport Master Plan. Grant funds will be utilized to develop a Riverport Master Plan to guide future growth and all future project development decisions for the Riverport.

Scope of Services to be provided:

- **Vision and Goals.** Establish a broad vision as well as identify those areas prioritized by local economic development and the Riverport. Topic areas should be supported by goal, objectives and policy statements.
- **Land Use Plan.** Create a detailed and specific future land use plan to serve as the basis for future Riverport development. The plan should consider the existing conditions data that impact land use including but not limited to economic data, infrastructure capacity and environmental factors. The plan should include both maps and policies that promote quality development and beneficial long-term use of land around the Riverport.
- **Equipment Use Plan.** Create a detailed and specific plan to utilize existing equipment and identify needs for additional equipment to meet long-term goals and objectives.
- **Economic Development.** Propose those policies and strategies, consistent with the Riverport’s land use goals, projected to result in growth of the local and regional economic and employment opportunities.
- **Existing Conditions Analysis.** Gather and analyze necessary baseline data including, but not limited to demographics, existing land use and infrastructure and market data. Review existing relevant planning documents.
- **Public Facilities and Services.** Review existing master plans or guiding documents related to other public facilities, utilities, and infrastructure. Refocus or reprioritize plan recommendations as needed, consistent with the future land use plan.
- **Implementation Strategy.** Identify and prioritize specific action items necessary to achieve the plan’s vision and goals. Meet all requirements relating to the Hickman-Fulton County Riverport Authority’s Master Plan 2025 set forth by Kentucky Department of Transportation.

Content of Statements of Qualification:

Statements of Qualification should include the following:

- Information regarding the firm and its history, including, but not limited to, office locations, length of time in business, and previous experience in developing Riverport Master plans.

- Relevant consulting and engineering experience previously provided to the Hickman-Fulton County Riverport Authority
- Relevant consulting and engineering experience provided to brown water ports;
- Proof of any licensing or certification which may be required by law, to perform the requested services;
- Identification of any outside partners/consultants who may be associated with the project.

Receiving of Proposals: Statements of Qualification will be received by the Riverport Authority by May 21, 2025 at 2:30 p.m., CST. Statements of Qualification will be received by the Port Director at the Riverport Authority's office located at **625 Catlett Street, Hickman, Kentucky 42050** during normal operating hours. All documents shall be submitted in a sealed envelope or carton, plainly marked with the submitting firm's name, address, date, and Project Title: "Riverport Master Planning Services" on the outside. The Riverport Authority shall not be responsible for carrier failure. Late Statements of Qualification may be rejected.

Evaluation: Statements of Qualification will be evaluated and ranked in order of their qualifications. The highest-ranking firm(s) will be interviewed by the Riverport Authority and be given an opportunity to seek clarification on the project and discuss their methods and approach for furnishing the required services. Thereafter, the Riverport Authority may enter into competitive negotiations with the most responsive firm. Evaluation of and negotiations will be in compliance with the Brooks Act, 40 U.S.C. § 1101-1104.

Additional Information and Inspection: Requests for additional information should be directed to Port Director Greg Curlin at 270-236-2563 during normal operating hours.

Notice to Responding Firms: The Riverport Authority expressly reserves the right to reject any or all Statements of Qualification, and to reject any submittal that is in any way incomplete or irregular. The Riverport Authority may disregard typographical errors, obvious mathematical errors, or minor informalities in the proposal, and has the right to request new proposals or to postpone the proposal opening.

Responding Firms need to be prequalified by the Kentucky Transportation Cabinet in Transportation Planning. Prequalification can be obtained by contacting the Division of Professional Services at 502-564-4555.

Public Records Disclosure: All proposals submitted to the Riverport Authority are subject to public disclosure pursuant to the Kentucky Open Records Act, as codified in KRS 61.870, *et seq.*

Notice: The Riverport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.