

NOTICE OF REQUEST FOR PROPOSALS (RFP)
FOR
HIGHWAY ENGINEERS

The City of Leitchfield, KY will be selecting proposals from engineering firms to develop plans and specifications for the design and construction of a new city by-pass around the City of Leitchfield, KY to connect two existing highways.

Detailed initial specifications may be obtained from the City Clerk of Leitchfield, KY.

Only pre-qualified consulting firms listed with the Kentucky Transportation Cabinet will be accepted.

The deadline to submit proposals is November 21, 2016 at 12:00 PM local prevailing time. Proposals shall be submitted in a sealed envelope marked as follows:

ATTN: LEITCHFIELD, KY CITY CLERK
RFP FOR CITY BY-PASS PLAN
CITY OF LEITCHFIELD, KY
314 W WHITE OAK ST
LEITCHFIELD, KY 42754

Specifications and proposal package may be obtained from the Leitchfield, KY City Clerk during regular business hours at the above address or by requesting same by mail or telephone at (270) 259-4034.

The City of Leitchfield, KY reserves the right to accept and/or reject any or all proposals and waive all formalities at its sole discretion.

Kim Sowders
City Clerk
City of Leitchfield, KY

CITY OF LEITCHFIELD

314 West White Oak Street

Leitchfield, KY 42754

(270) 259-4034

REQUEST FOR PROPOSALS

Date: October 20, 2016

To: Qualified Consulting Firms

**Re: Request for Proposals for the Design of the
KY 259 to KY 54 Connector
City of Leitchfield, Grayson County, Kentucky**

The City of Leitchfield is requesting qualification proposals for Design Services of the above referenced project.

Proposals will be used to select and rank the highest qualified Consulting Firm submitting a proposal for this project.

The project may be funded, in whole or in part, with Federal and/or State funds. Accordingly, the successful proposer will be required to comply with all applicable Federal and State rules and regulations, as well as those of the City of Leitchfield. All designs shall remain in compliance with Federal Highway Administration (FAA) Policies and Procedures and those of the Kentucky Transportation Cabinet (KYTC).

All consulting firms submitting a proposal must be currently pre-qualified with The Kentucky Transportation Cabinet (KYTC) in the appropriate consultant areas (roadway design, geotechnical services, right-of-acquisition, surveying, and structural design).

PROJECT LIMITS AND OVERVIEW

This project consists of planning and design of a new corridor west of the City extending from KY 259 to KY 54 approximately 2.0 miles. The project shall be designed as 2 separate, stand-alone construction sections: (Section 1) KY 259 to US 62 and (Section 2) US 62 to KY 54. The initial construction section will be (Section 2). The US 62 and P&L Railroad crossings shall be by grade-separation only.

ROW/construction easements may need to be secured by the Consultant and the Consultant may be required to coordinate and provide design for all required utility relocation.

GENERAL SCOPE OF SERVICE

Design Services shall be furnished in accordance with City of Leitchfield Service Agreements, KYTC Standards and Specifications for road and bridge construction, current editions.

SUBMITTING PROCEDURES

If your firm is interested in submitting a proposal for this project, provide eight (8) copies of the proposal in a sealed envelope as indicated below:

Proposal Submittal November 21, 2016, 12:00 Noon local time at City Offices
314 West White Oak Street
Leitchfield, KY 42754

Proposals submitted after the 12:00 Noon deadline shall be considered non-responsive and will not be reviewed.

The proposal shall cover your firm's project approach, key staff identified for the project and relevant experience, knowledge and familiarity of the corridor, experience of the team with similar projects, identification of any subconsultants, project schedule and current workload. The proposal shall be limited to twenty (20) pages on 8.5" x 11" standard white paper using font no less than 11-pt, front-page ONLY no back of pages allowed; including cover, cover letter, photo pages, drawings or illustrations (i.e. typical sections), and dividers. **Proposals submitted in excess of twenty (20) pages or using front/back printing will not be reviewed.** The proposals shall be sealed in an envelope or box with your firm's name and "PROPOSAL FOR KY 259 TO KY 54 CONNECTOR PROJECT" clearly marked on the front.

EVALUATION CRITERIA

The team proposals will be evaluated based on the following criteria:

1. Staffing – Relative Experience of the Key Personnel you will assign to this project with projects of similar scope and complexity for the KYTC and/or local government agencies. Staffing must include resumes for the Project Manager, Senior Transportation Engineer, Lead Geotechnical Engineer, Lead Structural Engineer and Lead Land Surveyor. (20 points)
2. Experience/Familiarity – Review of past performance on City of Leitchfield and/or Grayson County projects or other projects of similar scope and complexity as the proposed project;

evaluation of client references whether included in the proposal response or not; overall responsiveness to the City's needs. (40 points)

3. Project Approach – Evaluation of the overall understanding of the scope of the proposed project; completeness, adequacy and responsiveness to the required information of the request for proposals. (20 points)
4. Availability – Evaluation of the work load of the proposing team and the staffing to be assigned to the proposed project; approximate time schedule of the proposer in relation to that of the proposed project, and location of the offices or facilities from which the services are to be provided to the City. (20 points)

The City of Leitchfield reserves the right to reject and or all proposals submitted, or, where it may serve the best interest of the City, to request additional information or clarification from proposers. The City, in its sole discretion, also reserves the right to waive any informalities or technicalities relative to any and all proposals. At the City's discretion, presentations may be requested as part of the evaluation process. The City reserves the right to retain all proposals submitted, and to use any idea in any proposal regardless of whether the proposal is selected.

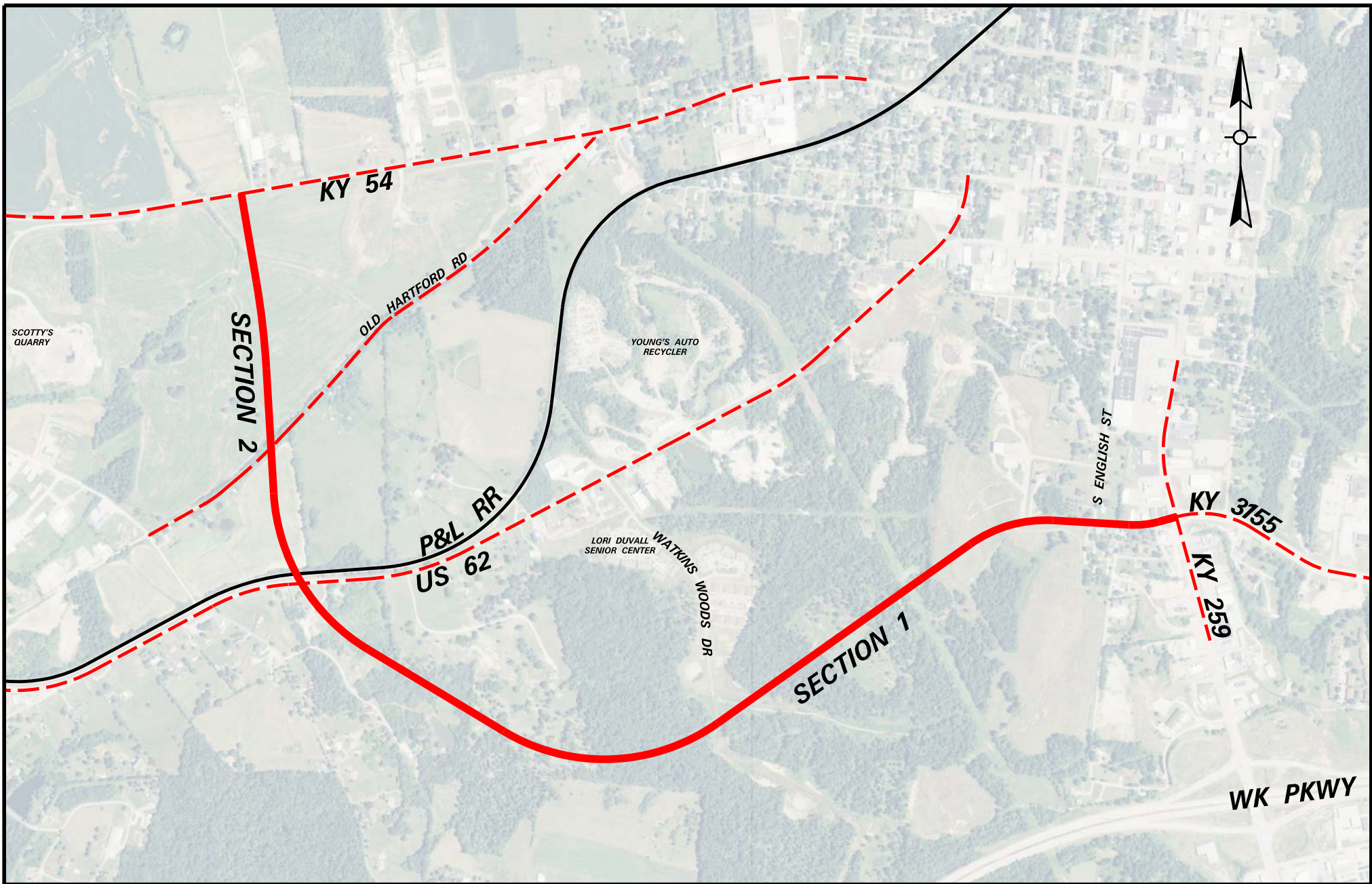
There is no expressed or implied obligation for the City of Leitchfield to reimburse any team for any expense incurred in preparing or presenting a proposal in response to this request for proposals.

Any questions regarding the project should be directed in writing, no later than 5 days prior to proposal submittal date, to Kim Sowders, City Clerk, by fax at (270) 259-5858.

Respectfully,

City of Leitchfield

William H. Thomason, Mayor
City of Leitchfield



KY 259 TO KY 54 CONNECTOR

