

“BID FORM”
Commerce Parkway Existing Conditions Survey
Request for Proposals

Oldham County Fiscal Court
100 West Jefferson Street – Suite 4
LaGrange, KY 40031

Melissa Horn, County Treasurer 502-222-9357 mhorn@oldhamcountyky.gov

Consultant: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Signature & Title

Date

Overall Cost Estimate for Proposed Work: _____

Requirements for bidding (These requirements become part of the contract for successful bidder):

- To be considered for this request, the office of the County Judge Executive must receive a complete RFP package using this form by **Friday, August 11, 2017 by 12:00 pm.**
- Bids shall be submitted in a sealed envelope with the company name, street address, bid due date and project name: **“Commerce Parkway Existing Conditions Survey RFP”** clearly marked. Submittals shall be delivered to Melissa Horn, County Treasurer at the above address.
- All bid forms must be signed.
- Successful consultants must be in good standing with the Kentucky Secretary of State, the Kentucky Revenue Cabinet, and must not be debarred or excluded from federal work before award of the contract.

The Client reserves the right to waive any irregularities and/or reject any or all proposals.

Commerce Parkway Existing Conditions Survey Request for Proposals (RFP)

Project Description and Scope of Work

Oldham County Fiscal Court and the City of LaGrange (the Client) are inviting qualified consulting firms or persons to submit Project Proposals to conduct an Existing Conditions Survey of Commerce Parkway (Survey) in Oldham County, Kentucky. The Survey area is a 3.2 mile section of Commerce Parkway between KY 393 and Parker Drive the width of the right of way. The Scope of Work will include, but is not limited to, the following:

1. Conduct review of existing data and documents related to the Oldham County Business Park and Commerce Parkway
2. Topographic survey of the Survey area after all utilities are marked by BUD (at the request of the Client), including location of marked utilities, intersections and turn lanes, verifying edge of pavement, bike and pedestrian facilities, flow line inverts and locations of all culverts and ditch lines, and to locate any other potential encumbrances within the right-of-way of the Survey area
3. Verify right-of-way and existing easements with deed research

Meetings

Provide an hourly rate for a Project Manager to attend meetings with relevant Oldham County project personnel to include, but not limited to, participants from: the Oldham County Engineer's Office, Oldham County Planning & Development Services, and the Oldham County Chamber. The Project Manager will also provide assistance in project discussions before Oldham County Fiscal Court and City of LaGrange. It is estimated that three (3) meetings will be required.

Deliverables

At the conclusion of the project, the selected consultant shall provide a digital copy of the Survey to the Client. Data shall be delivered in AutoCAD format along with a Word document/report. All drawings shall be based on Kentucky State plane coordinates. If you have any questions regarding deliverables, please contact the Client.

Submittal Requirements

Please include the following information in your proposal:

- Narrative describing your firm's approach to the project, including a summary of your project understanding, technical approach, and approach to completing each task.

- Proposed project schedule, organized by task and including all deliverables.
- Personnel that will be assigned to each task of the project (i.e. Project team), including a brief description of their experience specifically as it relates to the similar projects.
- A cost estimate itemized by task.
- Any proposed modifications to the Scope of Work included in this RFP, including any additions or deletions. If modifications are proposed, please provide a brief narrative describing the reasons or rationale for the changes and the associated budget amounts.
- Any additional information that will allow the Client to accurately evaluate your firm's capabilities to successfully complete the project.

Respondents shall submit four (4) hard copies of their proposal along with a completed copy of the "Bid Form" supplied on page one (1) of this RFP. Sealed proposals will be received by Oldham County Treasurer, Melissa Horn, until 12:00 p.m. (noon) on Friday, August 11, 2017 at the address below:

Melissa Horn, Oldham County Treasurer
Attn: Commerce Parkway Existing Conditions Survey RFP
100 West Jefferson Street, Suite 4
LaGrange, KY 40031

Consultant Questions and Inquiries

Questions and inquiries on the specifications of this RFP shall be directed to:

Jim Urban, Director
Oldham County Planning & Development Services
jurban@oldhamcountky.gov
(502) 222-1476

Schedule

Submitted proposals will be opened in Fiscal Court on Tuesday, August 15, 2017 during the regularly scheduled Fiscal Court meeting beginning at 2:00 p.m. Fiscal Court will review the submitted RFPs and it is anticipated that final action on the selection of a consultant will be taken at the next regularly scheduled Fiscal Court meeting on Tuesday, September 5, 2017 beginning at 2:00 p.m. The selected consultant will be expected to provide final deliverables and final project presentations to the Client no later than Friday, December 15, 2017.

Cost of Preparation of Proposal

The Client will not pay any costs incurred by the proposing consultants in the RFP process for this project. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

Request for Proposals Is Not a Commitment

This RFP is not a contract or a commitment of any kind and does not commit the Client to award a contract. All proposals will become the property of the Client.