

OLDHAM COUNTY PLANNING AND DEVELOPMENT SERVICES

Request for Qualifications (RFQ)

Planning and Engineering Services for Sidewalks and Trails

Submittal Deadline: Noon (Eastern Standard Time) on Monday, August 17, 2009

- I. **Introduction:** Oldham County Fiscal Court is seeking a qualified firm to provide on-going professional services for the planning and engineering of sidewalks, bike/pedestrian and greenway trails in Oldham County, Kentucky. The planning and engineering services may include but are not be limited to the following scope of services and projects pending on the availability of federal, state and local funds:

Scope of services

- Planning and preliminary engineering
- Land or easement acquisitions
- Coordination with federal, state and local government agencies, nonprofit organizations, property owners, utility companies, and the public
- Engineering and design
- Construction management and project inspection services
- Assist in grant applications
- Document preparation compliant with all Federal funding requirements (Federal-Aid Highway Program Project Development Guide for Local Public Agencies)
- Other related services

List of currently funded projects (future projects may be added when funding becomes available)

- Safe Routes to School projects (North Oldham School Campus)
- Sidewalks and trails funded under CMAQ and SLO (Locations to be determined)

- II. **Submittal Requirements and Criteria:** Interested firms are encouraged to submit their qualifications of 10 pages or less which shall include the following information:
1. Firm's contact information
 2. Narrative explaining the firm's qualifications
 3. Summary of firm's recent experience in similar/representative projects
 4. Name and experience of key personnel
 5. References: names and telephone numbers of previous clients with a description of the type of project completed, the time frame for the process, and the date completed

The Statement of Qualifications will be reviewed and evaluated by a selection committee according to the firm/project team's relevant knowledge and experience in the elements described in the summary of services requested and the ability to undertake and complete the project in a timely manner. Specific evaluation criteria will include the following:

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| 1. Firm's qualifications | 40% |
| 2. Key personnel's experience and qualifications | 40% |
| 3. Other (Such as familiarity with Oldham County and References) | 20% |

Respondents are responsible for all costs associated with the preparation of materials in response to this RFQ. Oldham County Fiscal Court assumes no responsibility for such costs.

Oldham County Fiscal Court reserves the right to waive any formality in the submitted statements of qualifications, to reject any and all statements of qualifications or to re-advertise for additional statements of qualifications.

III. **Submittal Deadline:**

Five (5) hard copies and a digital copy of the statements of qualifications shall be submitted by 12:00 noon (EST) on Monday, August 17, 2009 to:

Ms. Emily Liu, Assistant Director
Oldham County Planning and Development Services
100 W. Jefferson Street, Suite 3
LaGrange, KY 40031