

Request for Proposal
North and South Broadway Streetscape
Georgetown, Kentucky
2008

RFP Date	May 1, 2008
Jurisdiction	City of Georgetown, Kentucky
Background	In 1998, with a desire to maintain the historic character of the downtown area, the City of Georgetown, through Georgetown Renaissance, Inc., completed the first phase of the streetscape project, improving the downtown district along Main Street. Whitaker Bank and Central Bank have each improved their frontage along Broadway Avenue with projects in partnership with the City and Georgetown Renaissance Inc.
Project Description	The Consultant shall include a team of landscape architecture and civil engineering design professional(s). The project includes design plans for the North and South Broadway Streetscape from College Street north to Washington Street. Coordination with utility companies and local business owners will be required. TEA 21 reporting will be prepared by the Consultant and submitted to the City for approval and submittal to KyTC. The construction will include curb and gutter, sidewalk, utility relocation, and streetscape features. Brick Paver sidewalks will include honorary and memoriam bricks. Progress meetings will be held with the Oversight Committee as defined in the Proposal.
Purpose and Need	Broadway Avenue (US 25) intersects with Main Street (US 460) in the heart of downtown, making this one of the busiest and most visible intersections of our community. The aesthetics of this intersection are immensely important to maintaining the beauty and integrity of the downtown area. These streetscape improvements follow closely the goals of our Comprehensive Plan and the recommendations of the Renaissance Kentucky program. The consultant will be asked to consider the feasibility of providing Bike lanes along Broadway.
Project Goals	Our goal for this next phase will include relocation and/or burial of utility lines, installation of period-appropriate light posts and a pedestrian-friendly sidewalk program along Broadway from College St. to Washington St. A directional kiosk of the downtown district and a bicycle rack will also be included.
Scope of Work	<ul style="list-style-type: none"> • Design • Permitting • Coordination • Construction oversight • Grant reporting

<p>Conditions</p>	<ol style="list-style-type: none"> 1. All design work must be approved by the Kentucky Transportation Cabinet Office of Special Programs. 2. Construction schedule will require coordination with special events planned for the downtown area (to be provided by the City). 3. Design and construction shall comply with ADA requirements. 4. Each Consultant is responsible for thoroughly familiarize themselves with the project requirements and area as necessary. 5. The Consultant will be responsible to provide a part or full time construction inspector on the project. 6. The Consultant is responsible for preparing all easement descriptions for the project as necessary. 7. Davis-Bacon and Related Acts concerning wage rates and fringe benefits apply to this project. 8. Use of a DBE is recommended per 49 CFR Part 26.
<p>Deliverables</p>	<ul style="list-style-type: none"> • Design plans, prepared by Registered Landscape Architects and Professional Engineers in the State of Kentucky • Progress Reports • As-built Drawings • The Consultant is responsible to certify that all construction was in accordance with the approved plans and that all lines where constructed within the recorded easements • Grant reports
<p>Previous Studies</p>	<ul style="list-style-type: none"> • 2002 Transportation Enhancement Program TEA-21 Funding Application submitted by City of Georgetown February 6, 2002. • Renewed Letter of Intent – October 29, 2007. • Executed agreement between KyTC and City • Main Street Sidewalk Improvements Plan By Quest Engineers dated Feb. 16, 2000
<p>Special Instructions</p>	<p>The Consultant may utilize existing maps and any other relevant base data as it exists in the Georgetown – Scott County Planning Commission’s GIS inventory.</p> <p>Proposals shall include understanding of the Project Goals and Scope of Work, Consultant qualifications and experience, references, list of key personnel, organizational profile, schedule of fees, list of sub-consultants, and complete contact information.</p> <p>A separate percentage fee for design, construction inspection, and construction administration is required with the proposal.</p>

	<p>The proposal should also quantify number of progress meetings proposed and other tasks to aid in project review.</p> <p>Consultant will make presentations to the Georgetown City Council if requested.</p>
Project Duration	Proposals shall include a Project Schedule and milestone expectations.
Project Manager	Eric W. Larson, PE, AICP, CFM - City Engineer
Project Funding	TEA-21 Grant and City of Georgetown General Fund
Comments	Comments must be submitted in writing to the Project Manager via email at eric.larson@georgetownky.gov on or before May 16, 2008, 4:30 p.m. All responses to comments will be posted on the City's website at www.georgetownky.gov on or before May 23, 2008 4:30 p.m.
Submittal Date	<p>Submit six (6) copies of the response to the Project Manager at the City Clerk's office located at 100 Court Street, Georgetown, KY 40324 in a sealed envelope marked "Police Station." Deadline is May 30, 2008 11:00 a.m. local time.</p> <p>Due to irregularity of mail service, the Project Manager cautions the Consultant to verify actual delivery to the City Clerk prior to the above deadline by calling 502-863-9800. Late submittals will be rejected and returned unopened to the Consultant.</p> <p>The Consultant may withdraw their proposal by notifying the Project Manager in writing prior to the deadline. Consultant must disclose their identity and provide a signed receipt for the returned proposal.</p>
Selection Date	The Selection Committee reserves the right to require written questionnaire responses, telephone interviews, and/or conduct selection interviews with prospective Consultant. The successful Consultant will be notified on or before June 30, 2008.
Selection Committee	<p>Committee members shall not be contacted by Consultant during the proposal preparation and selection process and are listed below for information only:</p> <ul style="list-style-type: none"> • Mayor of Georgetown • Executive Director, Georgetown Renaissance, Inc. • City Council member • City of Georgetown City Engineer • City of Georgetown Finance Director <p>The Selection Committee shall be the sole judge of the best proposal and the resulting negotiated agreement. The Committee reserves the right to investigate the reputation, integrity, skill, business experience, and quality of performance under similar operations before making a final decision and will be based on both an objective and subjective comparison of proposal and</p>

	<p>Consultant.</p>
<p>Oversight Committee</p>	<p>During the project, this Committee will review interim progress:</p> <ul style="list-style-type: none"> • Mayor of Georgetown • Executive Director, Georgetown Renaissance, Inc. • City Council member • City of Georgetown City Engineer • City of Georgetown Finance Director • Planning Commission GIS manager
<p>Invitation to Propose</p>	<p>A proposal does not constitute an agreement or a contract with the City of Georgetown.</p> <p>The Selection Committee reserves the right to reject any proposal that does not represent a complete response. The Selection Committee reserves the right to reject all proposals, to waive any informality, and to solicit and re-advertise for other proposals. The City also reserves the right to reject any proposal of any Consultant in arrears or in default upon any debt or contract to the City of Georgetown or who have failed, in the opinion of this body, to faithfully perform any previous contract with this body.</p> <p>The City is not liable for any expenses incurred in connection with the preparation of a response to this RFP.</p> <p>Once opened, proposals become the property of the City and will not be returned to the Consultant. Upon opening, the proposal becomes public record and shall be subject to public disclosure in accordance with KRS 62.870 to 61.884.</p> <p>The proposal must include a declaration that it is made without collusion with any other Consultant submitting a proposal pursuant to this RFP.</p> <p>The Consultant must provide proof of liability insurance upon signing a contract with the City of Georgetown.</p> <p>The Consultant, if awarded a contract, shall comply with local ordinances and may be required to obtain a business license from the Georgetown – Scott County Revenue Commission.</p>