

A REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES CONTRACT

City of Paducah Coleman Road Sidewalk Project

This document constitutes a Request for Proposals for a Professional Services Contract from qualified individuals and organizations to furnish those services as described herein for the City of Paducah.

I. PROJECT DESCRIPTION

Owner -	City of Paducah
Project Description -	Design, engineering, environmental/permitting, right-of-way services, and construction bid documents to build a sidewalk along the west side of Coleman Road from the railroad tracks to the Hinkleville Road intersection.

II. PROJECT INFORMATION

Project Manager	Melanie Townsend, PMP, Engineering Project Manager, City of Paducah
Project Funding	FY26 Carbon Reduction Funding (FHWA)
Project Length/Area	.50 miles

III. PURPOSE AND NEED

The Coleman Road Sidewalk Project connects the multiple hotels in Coleman Crossing with the State sidewalk on Hinkleville Road (Hwy 60) and provides access to restaurants, entertainment, and shopping in the Kentucky Oaks Mall area.

IV. SCOPE OF WORK

A qualified firm (**KYTC prequalified**) will be selected to provide design and engineering services, including but not limited to the following:

- Perform all necessary agency coordination, including but not limited to KYTC and FHWA
- Prepare all final design and engineering components, including final construction plans, and assist in the preparation of bid documents consistent with all Federal and State requirements
- If required, assist with easement and/or right-of-way acquisition in the coordination of acquisition services and the timely acquisition of easements and/or right-of-way. This would include providing preliminary cost estimates and a priority acquisition schedule.
- If required, assist with determination of environmental impacts and necessary environmental studies and permitting.

V. METHOD OF DESIGN

The selected Consultant Team shall use the most recent CADD Standards for Highway Plans Policy to develop the pathway plans.

VI. ENVIRONMENTAL

Required environmental documents will depend on the final design plans and funding source requirements and may be added by Contract Modification.

VII. PHOTOGRAMMETRIC SERVICES

The selected Consultant Team shall provide mapping, LIDAR data, and conventional surveying as needed.

VIII. STRUCTURE DESIGN

When the project advances to Final Design, Structure Design Services may be added by Contract Modification. Prequalification in Structure Design is required to be identified in the Consultant Team's Response to Announcement.

IX. GEOTECHNICAL SERVICES

Geotechnical services necessary for the completion of Final Design may be added by contract modification at the appropriate time.

X. TRAFFIC

N/A

XI. UTILITIES

The Consultant Team will be responsible for determining the existing locations of utilities to determine the feasibility of redesign or utility relocation and cost estimates.

XII. PREQUALIFICATION REQUIREMENTS

To respond to this project the Consultant Team must be prequalified through KYTC in the following areas by the *response due date* of this advertisement:

ENGINEERING

- Roadway Design
- Construction
- Surveying

STRUCTURE DESIGN

- Spans under 500 feet

GEOTECHNICAL SERVICES

- Drilling Services

- Engineering Services
- Laboratory Testing Services

Right-of-Way (ROW)

- If required, assist with easement and/or ROW acquisition in the coordination of acquisition services and the timely acquisition of easements and/or ROW.

UTILITIES

- Design
- Preconstruction Coordination
- Construction inspection

XIII. PROCUREMENT SCHEDULE

- Ad Posted Date – Sunday, September 20, 2026
- Questions Due – Tuesday, October 6, 2026, by 12 noon CDT
 - Email to mtownsend@paducahky.gov
- Response Date – Tuesday, October 13, 2026, by 4:30 pm CDT
 - Email to mtownsend@paducahky.gov
 - Mail to City of Paducah
Attn: City Clerk
300 South 5th Street
Paducah, KY 42003
“Bid Docs- Coleman Rd-Engineering RFP”
- Pre-Design Conferences – TBD
- Fee Proposal Due – TBD
- Contract Negotiations – TBD
- Municipal Order Agreement-TBD

XIV. PROJECT SCHEDULE

Final Design Plans-TBD

Proposal Format

1. Proposals shall be submitted on standard 8.5 x 11-inch paper with font size no smaller than eleven (11) points.
2. **Conciseness is encouraged.** Proposals shall be limited to no more than fifteen (15) pages.
3. Required content includes:
 - a. Letter of interest, including the firm’s ability to undertake this project under KYTC LPA Project Guide and acknowledgment of all addenda issued for this RFP.
 - b. Resumes of individuals anticipated to be assigned to the project with relevant experience.
 - c. Provide a minimum of three (3) client references for projects with services similar to the scope of services for this RFP.
 - d. Provide a minimum of five (5) examples of projects completed within scope, budget, and schedule.

- e. A written summary of the proposer's understanding of the project and how it addresses the community's needs.
 - f. Description of the firm's statement of prequalification in necessary service areas.
4. Proposal may be emailed to mtownsend@paducahky.gov with a delivery receipt requested. "Coleman Rd Sidewalk – Engineering RFP" indicated clearly in the subject line;
or five (5) hard copies mailed to
City of Paducah
Attn: City Clerk
300 South 5th St
Paducah, KY 42003
"Bid Documents: Coleman Rd-Engineering RFP" clearly marked on the outside of the envelope.

XV. EVALUATION FACTORS

Consultant Teams will be evaluated by the selection committee based on the following weighted factors:

1. Relative experience of Consultant Team personnel assigned to the project team with roadway projects for KYTC and/or federal, local, or other state governmental agencies. Familiarity with the KYTC LPA Project Guide (current January 2026). (20 Points)
2. Past record of performance on projects similar in type and complexity. (20 Points)
3. Capacity to comply with the project scope, budget, and schedule. (20 Points)
4. Project understanding and community needs for the project. (20 Points)
5. Local Engineer (5 points)

Price should NOT be included in the RFP response and will NOT be considered in evaluating responses to the RFP.

XVI. SELECTION COMMITTEE MEMBERS

1. Greg Guebert, P.E., City Engineer
2. Brandy Topper, Engineering Tech III
3. Melanie Townsend, Engineering Project Manager
4. Hope Reasons, Grants & Projects Manager
5. Laura Cowels, Business Development Liaison

XVII. ATTACHMENTS

Attachment A- Selection Rating System

Attachment B- Selection Matrix

Attachment C- Area Map

Attachment A

Selection System Rating

1. <u>Project Engineer's Experience</u>	<u>Maximum 20 points</u>
a) 5 or more years experience with LPA or other federal/state programs	20 points
b) 3 or more years experience	15 points
c) 1-2 years experience	10 points
d) No experience	0 points
2. <u>References from Similar Projects</u>	<u>Maximum 20 points</u>
a) 3 previous clients with similar projects, and all references give excellent response on quality of service	20 points
b) Respondent lists 2 projects	15 points
c) Respondent lists 1 project	10 points
d) Respondent lists no previous experience	0 points
3. <u>Firm's Project Completion Background</u>	<u>Maximum 20 points</u>
a) Completion of 5 previous, similar projects within scope, budget & timeframe	20 points
b) Completion of 3 projects	10 points
c) No projects were completed	
4. <u>Firm's Familiarity with Community's Needs</u>	<u>Maximum 20 points</u>
a) Firm is thoroughly familiar with community	20 points
b) Firm is somewhat familiar with community	10 points
c) Firm is unfamiliar with community	0 points
5. <u>Local Engineer</u>	<u>Maximum 5 points</u>
a) Firm is located within the city limits	5 points
b) Firm is located outside the city limits	0 points
MAXIMUM TOTAL POINTS	85 POINTS

Attachment B

Engineer Selection Matrix				
Coleman Road Sidewalk Project				
Criteria	Points awarded			
	Vendor #1	Vendor #2	Vendor #3	Vendor #4
Engineer's Experience (max 20)				
References for Similar Projects (max 20)				
Project Completion (max 20)				
Familiarity with Community (max 20)				
Local Engineer (max 5)				
TOTAL POINTS				

ArcGIS Web Map

Attachment C



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- Paducah City Limits

US Highway

AGOL Parcels
- Paducah Addresses

Private Road
- McCrackenRoadCenterlines

Interstate

City Street

Parcels

1:5,521

