

EXHIBIT A

SCOPE OF SERVICES

**Citation Boulevard Phase III-A Project
Engineering Design Services
Scope of Services and RFP**

**Scope of Services
Design and Surveying Services**

**Transportation Project:
Citation Boulevard Phase III-A**

The Lexington-Fayette Urban County Government (LFUCG), is accepting Statements of Qualification (SOQ) from interested consulting firms for professional engineering and registered land surveying services (Consultant) for the *Citation Boulevard Phase III-A Project*. This Request for Qualifications (RFQ) will serve as the basis for the selection for a consulting firm to prepare construction plans and bid documents.

The Scope of Services includes topographic and cadastral surveying; preparation of preliminary & final design plans and construction drawings, bid documents, easement descriptions and right-of-way drawings (if required). Design funding for the project is through the Lexington-Fayette Urban County Government.

Project Description

The LFUCG through its Division of Engineering (DOE), intends to hire a Consultant to complete a full design including construction plans, right of way plans, specifications, bid documents, easement descriptions and plats (if required) for the specified limits as generally shown on the attached project location map in Attachment A.

Submitting Consultants should demonstrate proficiency in residential street design, surveying, right-of-way/easement acquisition and should be familiar with applicable AASHTO publications. KYTC pre-qualification is required in Urban Roadway Design, Surveying and Right-of-Way Acquisition.

Project Backgrounds

Citation Boulevard, originally named Viley Road, was studied in the early to mid 1990's and a roadway corridor/alignment was established with the *Design Study Report VILEY ROAD Leestown to Russell Cave Road (January 1996)*. The corridor/alignment was accepted by the LFUCG, KYTC and the FHWA with an *Environmental Assessment* resulting in a *Finding of no Significant Impact (May 1998)*. As of 2017 Section I - Newtown Pike to Georgetown Road as well as Section II - Leestown Road to Georgetown Road have been design and constructed. Section III will be from Newtown Pike to Russell Cave Road with a connection made to Winburn Drive.

The development of this this project has been a cooperative effort of the Federal Highway Association, the Kentucky Transportation Cabinet and the Lexington-Fayette Urban County Government. Funding has come from all three agencies as well as through private development.

The LFUCG will be providing the funding for this section to complete all work with design, utility relocation, right-of-way acquisition and construction.

This project will design a portion of this Section III, from where Citation Boulevard currently ends, after crossing Newtown Pike, approximately 1,300 feet to the proposed intersection of Winburn Drive. Winburn Drive will be extended from where it currently ends, at Winburn Middle School, approximately 2,000 feet to the proposed intersection with Citation Boulevard. The area of interest is identified in Appendix A. Both Citation Boulevard and Winburn Drive will be collector roads and final ownership will be with the LFUCG.

Scope of Services

1. Pre-Design Conference and Review of Existing Information

- 1.1. Meet with DOE staff to discuss the project requirements and proposed Scope of Work. The meeting shall include a project site visit.
- 1.2. Review all project related information as provided by DOE. Obtain available LFUCG GIS data for the area, mapping including parcel lines, aerial photography, and existing infrastructure. The most recent aerial photography for the project area licensed by LFUCG will be made available to the Consultant.

2. Field Survey and Related Research

- 2.1. The Consultant shall perform sufficient field survey to be confident in his design. Sufficient field survey should be done to confirm, at a minimum:
 - a) Topography;
 - b) Existing sidewalks, edge of roadway, entrances, turn lane configurations, etc.
 - c) Storm and sanitary sewers, and related structures (horizontal and vertical);
 - d) Location of overhead and underground utilities, including poles or towers ownership information;
 - e) Significant site improvements, such as fences, retaining walls, flag poles, yard lights, etc.;
 - f) Location and identification of significant trees and vegetation;
 - g) Cross sections taken at 50-foot intervals, at driveways, steps, retaining walls and as otherwise needed;
 - h) Location of existing corner monuments and R/W markers;
 - i) Temporary benchmarks for use during construction, set outside of construction limits (minimum of 8);
 - j) Location of all existing easements in the project area; and
 - k) Staking associated with easement acquisition and establishing street centerline prior to bidding for construction.

The elevations of utilities, sewers, and other critical items shall be verified during the field survey. Such verification shall be carefully coordinated with the appropriate parties (e.g., utility companies, LFUCG). If digging operations, permission, etc. are necessary in certain instances it shall be the responsibility of the Consultant to see to it that they are performed properly and to get appropriate approvals. All surveyed data will conform to the LFUCG's Policy for Digital Submission using State Plane coordinates and NAD-83 KY N 1601 and NAVD 1988.

- 2.2. Research all deeds, plats and other property records to identify property lines, right-of-ways and easements.
- 2.3. Perform boundary surveys and set corner pins (or offsets) as necessary to define the physical limits of properties for which fee simple purchase for right-of-way must be acquired.

3. Preliminary Design

- 3.1. Develop a set of Preliminary Plans to fully convey the intent of the construction. The plans may include, but are not limited to the following items:
 - a) Plan and profile depicting existing and proposed conditions (all features identified in the survey shall be shown on the plans);
 - b) Existing and proposed topography;
 - c) Typical roadway/sidewalk sections depicting existing and proposed conditions;
 - d) Alignments and grades for approach roads and turn lanes as needed;
 - e) Proposed limits of disturbance;
 - f) Location of property lines with all owners/lessees and street addresses shown;
 - g) Existing and proposed right-of-way lines and easements;
 - h) Sanitary and storm sewer plan and profile as needed if project will impact these features;
 - i) Stream sections, situation survey and necessary channel changes; culvert sizing and inlet/outlet design;
 - j) Quantities Table (to be consistent with the bid schedule);
 - k) A Traffic Management Plan, consistent with KYTC guidelines;
 - l) A plan for street lighting, signage and striping; and
 - m) A plan for erosion control.

Preliminary Plans shall be so identified. The Consultant shall deliver two paper copies to the DOE and one paper copy to each utility company.

- 3.2. Design services shall include coordination with the Kentucky Division of Water Floodplain Management Section and FEMA, as needed, to comply with all applicable regulations and to document that no portion of the project is within a

FEMA floodway. Design services may include but not be limited to obtaining a Stream Construction Permit and 401 Water Quality Certification.

- 3.3. Prepare a Preliminary Design Technical Memorandum documenting the following:
 - a) Preliminary Plans;
 - b) Identification of all known utility conflicts and proposed solutions;
 - c) List of impacted properties and property owners;
 - d) List of required easements and road right-of-way taking and apparent encroachments (Determination of land rights shall be limited to recorded easements and right-of-way; prescriptive easements will not be considered.);
 - e) List of required permits and respective agencies from which the permit(s) will be secured;
 - f) List of agencies that will require notifications and/or approvals; and
 - g) Preliminary Opinion of Construction Costs.
- 3.3. A public meeting to solicit input shall be held, by consultant, at a location capable of providing public review and interaction. The consultant shall organize the event, prepare any/all exhibits, take notes and record comments, provide answers to the comment and provide documentation in the form of meeting report.
- 3.4. Meet with the DOE to review the Preliminary Design Technical Memorandum. Consultant shall be responsible for meeting agendas, handouts, and meeting summaries.

4. Final Plans, Specifications, and Bid Documents

- 4.1 Upon completion of the Preliminary Plans, the Consultant shall incorporate all significant comments into a revised (Final) plan set and submit three paper copies to the LFUCG DOE.

Final Plans shall build upon the completed and approved information in the Preliminary Plans. In addition to the components of the Preliminary Plans, Final Plans shall also include but not be limited to:

- a) Cross sections at 50-foot stationing, all driveways, all step locations, and all retaining walls. Cross sections shall generally extend 30 feet from proposed curb face or to the front of the house, whichever is closer; however, longer coverage may be needed in some locations;
- b) If needed: Right-of-Way strip maps and summary sheets;
- c) Coordinate Control Plan; and
- d) Site-specific Detail Sheets as needed; and

5. Design Criteria

Drawing Scales, Units, and Unit Conversion

All quantities measured, calculated, and specified shall be in English units (e.g., feet, pounds).

All drawings and sheets shall conform to the follow scales:

- | | |
|--------------------------|---|
| a. Plan Sheets | 1" = 20' |
| b. Profile sheets | 1" = 20' horizontal
1" = 2' vertical |
| c. Cross sections sheets | 1" = 5' horizontal
1" = 5' vertical |

Note: Combined Plan/Profile sheets are preferred.

All designs and plans must be approved by the LFUCG DOE. The following shall apply:

- a. Drawing files shall be prepared using or shall be converted to AutoCAD and will be transmitted to the Urban County Government upon request. The formatting specifics shall be determined during the contract negotiation process.
- b. Unless otherwise stated, design shall incorporate LFUCG Standard Drawings (latest edition), and KYTC 2012 Standard Drawings in that order of preference.
- c. Intersection improvements are to be ADA compliant. Design shall comply with the AASHTO green book, the Manual of Uniform Traffic Control Devices and, to the extent practicable, the AASHTO Roadside Design Guide.
- d. The preparation of an Erosion and Sediment Control (ESC) Plan including a Storm Water Pollution Prevention Plan (SWPPP) integrating the non-structural and structural practices and procedures of the Stormwater Manual is a requirement for all construction projects and is the responsibility of the Contractor. However, Consultant shall prepare a generalized plan. The ESC Plan as developed through preliminary and final plans, as well as the SWPPP will be reviewed and approved by LFUCG DOE.
- e. Where applicable, consultant shall prepare a Traffic Management Plan consistent with KYTC guidelines.

6. Detailed Cost Opinions

The Consultant shall prepare a detailed opinion of probable construction cost at completion of the preliminary and final design stages of the project. Line items for construction costs shall be consistent with the Quantities Table in the drawing set and the Bid Schedule in the Form of Proposal. The construction cost opinion shall also be

accompanied by separate cost opinions for utility relocation, and total right-of-way/easement acquisition, if necessary.

7. Easement and Right-of-Way Acquisition

Every effort shall be made to avoid the need to acquire private property. However, should it be inevitable, plats shall be prepared as required for acquisition of right-of-way, and they shall meet all requirements of the Lexington-Fayette Urban County Government Subdivision Regulations, Department of Law; the LFUCG DOE Digital Submission Policy; and the *KYTC Highway Design Manual*.

Permanent and temporary easements shall be drawn to sufficient scale to be clear and distinguishable, and such drawings shall meet the requirements of the Lexington-Fayette Urban County Government DOE.

The Consultant shall set corner pins (or offsets) as necessary to define the physical limits of all properties which must be acquired in fee simple. Consultant shall provide a legal description for each right-of-way and easement taking.

LFUCG will conduct negotiations with property owners for acquisitions of easements and right-of-way.

8. Environmental Assessment

An Environment Assessment concluding with a Findings of no Significant Impact was completed on this project. However, the Consultant shall prepare supporting documentation, such as maps, plans, etc., as needed. Any environmental subconsultant, if required, will not be the responsibility of the Consultant.

9. Public Interface

The Consultant shall hold an initial project public meeting, and attend other meetings with elected officials, affected residents, owners and businesses. If requested to do so, the Consultant will lead the meetings. The Consultant shall provide all necessary exhibits and prepare minutes of all meetings they attend.

10. Utility Company Coordination

There are numerous utilities within the limits of these projects. The Consultant will meet and coordinate with all affected utility companies as necessary, with the goal of minimizing disturbance to utilities and underground lines. Consultant shall obtain utility location data for purposes of mapping, and shall determine which parcel easements/acquisitions if any should be expedited to facilitate timely relocation of utilities.

11. Bid Phase

The Consultant shall provide all bid documents to a private planroom/printing service (to be identified) for distribution to potential bidders. The Consultant shall be responsible for keeping a permanent record of all individuals or companies that purchase bid documents through the private printer.

The Consultant’s scope shall include assisting with Bid Administration. At minimum, this includes responding to technical questions during the bid period, preparing addenda, reviewing and approving alternates, attending pre-bid meeting, attending bid opening, preparing and certifying a tabulation of bid prices, evaluating bids received, and submitting a recommendation of award.

12. Construction Phase

The Lexington-Fayette Urban County Government will provide construction inspection. However, the Consultant shall be available to advise in matters of intent during construction. The Consultant shall also review and approve shop drawings.

13. Schedule and Completion

The Consultant shall meet deadlines as provided in the following schedule. Calendar days are counted from the date that a written Notice to Proceed is received by the Consultant. Exact times of meetings shall be arranged by the Consultant; locations of meetings shall be at either the site of proposed improvements or at the DOE office, as deemed appropriate.

Meeting to review design intent	20 days
Submit preliminary plans; provide to utilities	120 days
Meeting to review preliminary plans/contact utilities	140 days
Submit revised preliminary plans	160 days
Hold public meeting	170 days
Submission of final plans	200 days
Meeting to review final plans	210 days
Submission of completed final plans	220 days
Preparation of ROW/easement plats and descriptions	240 days

14. Miscellaneous

All preliminary plans and accompanying documents are subject to review by the Lexington-Fayette Urban County Government Division of Engineering, Division of Water Quality and Division of Traffic Engineering. Documents may also be subject to review by the Kentucky Department of Highways and the Federal Highway Administration. The Consultant shall be responsible for addressing comments from and requirements of these agencies into all documents.

The Consultant shall also be responsible for preparing paperwork and documents as required for Local Public Agency (LPA) Project funding.

Consultant shall attend periodic progress meetings with the Division of Engineering and/or Kentucky Department of Highways and must submit a written monthly status report detailing work in the past month, and anticipated work in the upcoming month. This report must be submitted in written format as well as in an electronic format acceptable by the DOE.

15. Proposal Content and Selection Criteria:

The prospective consulting firm shall prepare his/her proposal with a maximum of 20 pages of response, not including forms required by LFUCG. Contained within the proposal should be any/all information necessary for the LFUCG selection committee to achieve a reasonable decision as to the firm's or individual's abilities and availability.

At a minimum, proposals shall include the following:

- a. General Project Approach;
- b. Firm Qualifications, with a focus on the specific tasks outlined in this Scope;
- c. Project Team;
- d. Client List with contact information for which similar work has been performed;
- e. A list of related projects, in which one or more project team members were substantially involved. Project team members and their role in the cited project should be identified on the list.

Selection of a Consultant for this Study shall be based on the following weighted criteria:

- a. Specialized experience and technical competence of the person or firm with respect to topographic and cadastral surveying; roadway and multimodal trail design, easement and right-of-way acquisition. 25 Points
- b. Past record and performance on contracts with the LFUCG or other governmental agencies and private industry with respect to such factors as control of cost, quality of work, character, integrity, reputation, judgment, experience, efficiency and ability to meet schedules. 25 Points
- c. Familiarity with the details of the project. 30 Points
- d. Degree of local employment to be provided by the person or firm in the performance of the contact by the person of firm. 20 Points