



Lexington-Fayette Urban County Government

Request for Proposal

The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #11-2020 Coldstream Industrial Park Master Plan & Site Evaluation** to be provided in accordance with terms, conditions and specifications established herein.

Online proposals will be received at <https://lexingtonky.ionwave.net/> until **2:00 PM**, prevailing local time, on **July 10, 2020**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract and will be returned unopened to the Proposer. It is the sole responsibility of the Proposer to assure that his/her proposal is received (uploaded to <https://lexingtonky.ionwave.net/>) by the Division of Central Purchasing before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

PROJECT PURPOSE

The Lexington-Fayette Urban County Government (“LFUCG”) is seeking proposals from qualified professional planning firms to complete a site evaluation and develop a master plan for the 200 acre Coldstream Industrial Park site (“Site”), which will be conveyed to the LFUCG by the University of Kentucky by July 1, 2022.

The development of the master plan will include a community engagement component, and an emphasis on the identification and programming of necessary site infrastructure and funding mechanisms. A conceptual sketch plan for the site is attached as a reference, and is intended to guide one master plan scenario as defined in this scope of work.

PROJECT SITE

The subject site is located at the southeast quadrant of the intersection of Interstate 75/64 and Georgetown road adjacent to the Coldstream Research Campus, and is currently home to the University of Kentucky’s Coldstream Dairy Research Farm. The farm facilities will relocate prior to conveyance of the site to the LFUCG in 2022. Existing infrastructure on the site is limited to the farm and supporting infrastructure, and the majority of the site is vacant/undeveloped.

A Phase I Environment Site Assessment was prepared for the site in March 2018, and is available for review upon request. The Assessment revealed no evidence of recognized environmental conditions on the property.

PROJECT GOALS / OUTCOMES

The primary outcome of the Master Plan will be a framework for the development of the site that will:

- Identify several initial site development alternatives for initial discussion;
- Coordinate with the Lexington-Fayette Urban County Industrial Authority (“Industrial Authority”) throughout the project;
- Provide for engagement with adjacent residential neighborhoods through community meetings;
- Provide two Master Plans for the site (preferred and alternative); and
- Identify necessary infrastructure and associated costs, and develop a cost-feasible phased implementation plan for the installation of necessary site infrastructure.

TASKS / PRODUCTS

1) Initial Site Analysis & Preliminary Site Layout

Utilizing available site information, prepare a base map for the 200 acre site and identify property information, environmental considerations (topography, floor plains, streams, known wetlands, tree canopy), existing infrastructure, and adjacent property information. Develop up to four conceptual site layout sketches (including refinement of existing site layout sketch, attached) for initial discussions with the Industrial Authority, with a goal of identifying a preferred and alternative scenario.

2) Master Plans

Utilizing the preferred and alternative scenarios, create two Master Plans that incorporate, at a minimum, the following components:

- Land use plan, including recommending zoning, resulting lot configuration options, and conceptual building envelope and orientation;
- Layout and cost of infrastructure improvements, including roadway design and alignment, anticipated traffic volumes, stormwater management requirements (including location of retention/detention), and other utility infrastructure such as sewer, water, gas, electric, telecommunications, fiber, etc.);
- Coordination with LFUCG and outside agencies (e.g. KYTC, Lextran) to ensure that site development requirements, site access, and other considerations are adequately addressed; and
- Proposed shared amenities for future users of the site.

Provide for amendments to the Master Plan scenarios subsequent to the completion of neighborhood engagement tasks and at the direction of the Industrial Authority.

3) Neighborhood Engagement & Industrial Authority Meetings

Conduct two community meetings with adjacent neighborhood associations to present the master plans and obtain community input regarding site design, buffering, and other considerations.

Attend two Industrial Authority meetings to: review preliminary conceptual site layout sketches and facilitate selection of a preferred and alternative scenario; and present Master Plans (preferred and alternative) to the Industrial Authority for final comments and changes.

4) Implementation Plan

- A detailed cost estimate for each plan for the provision of infrastructure improvements;

- A phasing plan for site development, including costs, with input from LFUCG staff;
- Develop a detailed financing strategy for infrastructure improvements, including, but not limited to, coordination with state and other agencies to identify financing opportunities;
- Recommendations for zoning text amendments, as necessary;
- Identification of further studies and/or coordination efforts with other agencies necessary prior to development; and
- A permitting timeline to guide potential tenants in local and other agency permitting requirements.

5) Master Plan Implementation (OPTIONAL TASK)

- Provide permit coordination for local (LFUCG) and other permit requirements, to include all tasks necessary to obtain permits for the installation of onsite infrastructure.

TIMELINE

Notice to proceed anticipated in August 2020 with a desired project timeline of five months.

PROJECT OVERSIGHT

The Chief Development Officer is the primary project contact and will facilitate close coordination with the Industrial Authority, which will also guide project development and work products.

PROJECT BUDGET

The anticipated budget for this project is not to exceed \$150,000.

DELIVERABLES

- Electronic copies of preliminary sketches for presentation to the Industrial Authority.
- Conduct two (2) neighborhood meetings to obtain public input.
- Attend two (2) Industrial Authority meetings.
- Public display materials or presentations created for the project.
- Six copies and an electronic copy (pdf) of the final Master Plans (2) and associated Implementation Plan.

SCHEDULE & PAYMENT

The Consultant shall provide a preliminary project schedule indicating deadlines for deliverables. The selected consultant will be responsible for developing a revised project schedule at the beginning of the contract.

The Chief Development Officer and the Director of the Division of Planning shall not approve payment in an amount greater than the contract fee percentage shown below for each project milestone.

| | |
|---|------|
| Task 1 | 15% |
| Task 2 | 50% |
| Tasks 3 & 4 | 80% |
| Delivery of final Master Plans and associated Implementation Plan | 100% |

SUBMITTAL REQUIREMENTS

Seven hard copies and a digital PDF version of the proposal shall be submitted for the project. Each proposal must include the following:

- 1) Brief history of the consulting firm or firms on your team.
- 2) The names and resumes of the people who will be assigned to the project and the percentage of their time that will be committed to this project.
- 3) Why your team is best suited to develop the Master Plan? What innovative ideas or unique experience does your team bring to the table?
- 4) Examples of projects of similar scope performed by the firm and the personnel that will be assigned to the project. Include project references.
- 5) Outline of the consulting team's project approach, project milestones and a timeline for completing the project.
- 6) Estimated cost of services.

SELECTION CRITERIA

A selection committee will evaluate and score the consulting firm / teams based on their qualifications and level of knowledge and experience working on projects of similar scope and scale. Team qualifications will be demonstrated and evaluated by:

- 1) Adherence to all six submission requirements and the professionalism of the written proposal. **15 points**

- 2) Specialized qualifications, experience and technical competence of the person or firm with regard to the services requested. **25 points**
- 3) Familiarity with the details of the project and proposed approaches for providing required services, with emphasis on innovative project approaches. **30 points**
- 4) The past record and performance on contracts with governmental agencies and private industry with respect to such factors as control of cost, quality of work and ability to meet schedules. **10 points**
- 5) The capacity of the consulting team to perform the work within the time limitations, providing for clear explanation for project timeline adjustments as necessary in the response. **10 points**
- 6) Estimated cost of services. **10 points**