

**Request for Qualifications And Price Proposal**  
**Preparation of Roadway Classifications**  
**Preparation of Level of Service and Design Standards for Roadway Classifications**  
**Preparation of Transportation Corridor Overlay Studies**  
**City of Versailles, Kentucky**

**Background and Purpose**

The city of Versailles, by Municipal Order, created the Building Standards and Downtown Development Ad Hoc Committee. The committee was charged with "reviewing existing standards relating to development and building projects in nonresidential areas and the downtown district, encouraging active businesses in empty or underutilized downtown store fronts and creating potential incentives for new small businesses location to downtown Versailles". The committee defined this charge to include identifying needs for access corridors into downtown Versailles.

The Committee consists of two members of the Versailles City Council, a representative of the Versailles-Midway-Woodford County Joint Planning Commission, and citizen members.

Six priority needs have been defined by the committee under the following two categories:

- Downtown Priorities
- Within the Urban Services Boundary Priorities

A Transportation Plan Within the Urban Services Boundary was identified as one of the six priority needs.

The 2018 Versailles-Midway-Woodford County Comprehensive Plan Update (Comprehensive Plan), Chapter IV Transportation, states "that an effective and efficient transportation system is one of the most critical elements a city or county must have if it is to prosper and provide its residents with the necessary residential, commercial, industrial, and recreational facilities. Land use is affected immeasurably by local and regional transportation systems."

The Comprehensive Plan, Chapter IV Transportation, describes the functional classifications of highways as:

- Interstate Highway
- Urban/Rural Principal Arterials
- Urban/Rural Major Collectors
- Urban/Rural Minor Collectors

Figure 15 in the Comprehensive Plan identifies functional classifications for highways as:

- State Primary
- State Secondary
- Rural Secondary

The Comprehensive Plan, Chapter IV Transportation, states that three transportation studies have been completed for Woodford County:

- Versailles-Midway-Woodford County Year 2020 Transportation Plan; 1999

- Community and Transportation System Plan for Southern Versailles; 2002
- Northwest Versailles Mobility Study; 2010

The Versailles-Midway-Woodford County 2020 Transportation Plan (2020 Plan) cites a "lack of connectivity which caused congestion in downtown Versailles (and other areas) and increased traffic on city streets which were never designed for cut through traffic".

The 2020 Plan addressed improving efficiency of the Transportation System, reducing the impacts of transportation on the environment, reducing the need for costly public infrastructure, ensuring efficient access to jobs, services, and centers of trade, and encouraging private sector development patterns.

The 2020 Plan cites Levels of Service (LOS) for all roadway classifications as a need for the city of Versailles and Woodford County. The plan referenced the KY 33 South Main Street to the Bluegrass Parkway, US 62 Midway Road, US 60 and the US 60 Bypass corridors as LOS D meaning that "Small increases in flow cause substantial increases in delay and decreases in arterial speed. The ability to maneuver along the arterial is severely restricted." US 60 Frankfort Street/North Main Street is classified as LOS E meaning "Significant delays and average travel speeds of less than one-third the free-flow are experienced along the arterial segment". The 2020 Plan further recommends that minimum levels of service for arterials include building setbacks of 500 feet and landscaping for arterials.

Ambiguity exists between the Comprehensive Plan and the 2020 Transportation Plan with respect to the functional classifications of roads within the city of Versailles and Woodford County.

The committee concluded that:

1. Issues relating to classification of roadways, level of service and design standards for functional roadway classifications, and connectivity contribute to traffic congestion, trip-time duration, and to increased pollution from vehicular traffic. These problems disincentivize business owners from locating in the downtown business district, disincentivize property owners from upgrading empty or under-utilized buildings, and discourage visitors to the downtown area.
2. Classifying roadways, both existing and proposed, and developing LOS standards for each classification is needed to meet the goals of an effective and efficient transportation as stated in the Comprehensive Plan.
3. Planning for future transportation improvements with design standards for roadway classifications would facilitate achievement of goals as established in the Community and Transportation System Plan for Southern Versailles:
  - Improve the efficiency of the transportation system
  - Reduce the impacts of vehicular transportation on the environment
  - Reduce the need for costly future public infrastructure
  - Ensure efficient access to jobs, services and centers of trade
  - Encourage private sector development patterns
4. Connectivity of existing roadways through the elimination of "spite strips" would facilitate traffic flow within the urban service boundary, would eliminate dead end roads, and thus would enhance public safety — a primary role of government.

5. Gateway corridor entrances to the city to Versailles could be enhanced through development per LOS standards, setback requirements and landscape buffer requirements.

6. The Transportation System for the city of Versailles and Woodford County could be improved with LOS improvements to major and minor arterial roadways.

### **Request For Qualifications**

The city of Versailles is requesting Statements of Qualifications from engineering firms, with qualifications and experience in transportation planning and design, interested in providing professional engineering services per the Scope of Services defined in this Request For Qualifications and Price Proposal (RFQ).

The Scope of Services defines the work to be completed and the project deliverables.

The Scope of Services must be completed within six months from the date of authorization.

The Building Standards and Downtown Development Ad Hoc Committee will serve as a Management and Technical Advisory Committee (MTAC) to the selected engineering firm (Engineer). All work by the Engineer will be coordinated through and reviewed by the MTAC.

The Engineer is responsible for meeting summaries of all meetings.

### **Scope of Services**

#### **Task No. 1: Roadway Classifications, Level of Service and Design Standards in the Urban Services Boundary**

The Engineer will:

- In concert with the MTAC, establish functional roadway classifications for the city of Versailles.
- Establish Level of Service and Design Standards for each roadway classification.
- Level of Service and Design Standards for each roadway classification must include as a minimum but not be limited to:
  - Roadway Capacity. Where required, roadway capacity must be specified for Average Annual Daily Traffic (AADT) and Peak Hourly Traffic (PHT).
  - Roadway geometrics: Right of Way (ROW) width, grades, horizontal and vertical curvature, sight distance, design speed, and access interval.
- Classify all roads within the Urban Services Boundary of the city of Versailles per the adopted roadway classifications.

Note: There are 64+/- miles of roadway maintained by either the city or the state within the city limits.

Project Deliverable:

- Technical Memorandum (TM) No. 1: Roadway Classifications for the City of Versailles. TM No 1 must identify the functional roadway classifications, the Level of Service and Design Standards, and must classify each road within the Urban Service Area. Identification of roadway classifications will be on a planning level and do not require

detailed traffic counts or surveys of field conditions. Meeting Summaries for all meetings related to this task must be appended to TM No. 1.

- Timeframe for delivery of TM No.1: Three months
- Number of copies of TM No. 1: 10 for review and 10 for final
- Meetings with the MTAC: Two minimum; one to agree upon the roadway classifications and Level of Service and Design Standards and one to review TM No. 1.

## **Task No. 2: KY 33/Troy Pike/Bluegrass Parkway Corridor Study**

The MTAC has defined the KY 33/Troy Pike/Bluegrass Parkway Corridor as an overlay corridor study area. See Attachment A. For this overlay corridor study area, the Engineer will:

- Review the corridor study area with respect to Roadway classifications established in Task No. 1.
- Estimate AADT and PHT capacities based upon existing and future land use for roadway classifications higher than collectors and locals or equivalents thereof.
- Identify potential deficiencies in ROW width and sight distance(s) based upon roadway classifications established in Task No. 1 for roadway classifications higher than collectors and locals or equivalents thereof.

With completion of this portion of Task No. 2, the MTAC will plan, coordinate and facilitate a design charrette (one) for the purpose of seeking input on transportation improvements needed within the study area corridor. Goals of the design charrette are not limited to technical design of transportation improvements but must include landscape setbacks and landscape requirements. The MTAC will be responsible for all logistics of the design charrette including the list of attendees, and the time, date, and the location of the meeting. The Engineer will meet in advance with the MTAC to discuss topics for discussion and goals of the design charrette. The Engineer is responsible for leading the design charrette.

With completion of the design charrette and identification of transportation improvement needs including ROW requirements, landscaping and setbacks, the Engineer will prepare one or more transportation improvement alternative(s) for the study area corridor that embraces the outcomes of the design charrette and the level of service and design standards for the roadway classifications within the study area.

The Engineer must prepare an opinion of project costs for each alternative.

### **Project Deliverable:**

- TM No. 2: KY 33/Troy Pike/Bluegrass Parkway Study Area Corridor Alternatives. TM No. 2 will document the outcomes of the design charrette, identify both in writing and graphically each alternative for the study area corridor, and include the opinion of project costs for each alternative. TM No. 2 must include photographs of field conditions with explanations for relevancy to the recommendations. TM No. 2 will include the Engineer's recommendation, in concert with input from the MTAC, for the selected alternative stating reasons for the recommendation. Meeting Summaries for all meetings related to this task, including the design charrette, must be appended to TM No. 2.
- Timeframe for delivery of TM No. 2: Five months
- Number of copies of TM No. 2: 10 for review and 10 for final
- Meetings with the MTAC: Three (3) minimum. One to prepare for the design charrette, one to review conceptual alternatives prior to finalization with opinions of project costs, and one to review TM No. 2.

### **Task No. 3: Executive Summary and Presentation to the City Council**

#### Project Deliverable:

- The Engineer will prepare TM No. 3: Executive Summary. The Executive Summary for the project is self-defined. Copies of TM Nos. 1 and 2 must be appended to the Executive Summary.
- Timeframe for Delivery of TM No. 3: Six months
- Number of copies for review: 10; Number of copies final: 20
- Meetings with the MTAC: One to review TM No. 3

Presentation to the City Council: The Engineer will present to the City Council, at a time and date to be determined after completion of TM No. 3, the results and recommendations of the study for the KY 33/Troy Pike/Bluegrass Parkway Study Area Corridor.

### **Additional Task No. 4: US 60 / Bluegrass Parkway Interchange to Marsailles Road**

The MTAC has defined the US 60 / Bluegrass Parkway Interchange to Marsailles Road as an overlay corridor study area. See Attachment B. For this overlay corridor study area, the Engineer will:

- Review the corridor study area with respect to Roadway classifications established in Task No. 1
- Estimate AADT and PHT capacities based upon existing and future land use for roadway classifications higher than collectors and locals or equivalents thereof.
- Identify potential deficiencies in ROW width and sight distance(s) based upon roadway classifications established in Task No. 1 for roadway classifications higher than collectors and locals or equivalents thereof.

With completion of this portion of Task No. 4, the MTAC will plan, coordinate and facilitate a design charette (one) for the purpose of seeking input on transportation improvements needed within the study area corridor. Goals of the design charette are not limited to technical design of transportation improvements but must include landscape setbacks and landscape requirements. The MTAC will be responsible for all logistics of the design charette including the list of attendees, the time, date, and the location of the meeting. The Engineer will meet in advance with the MTAC to discuss topics for discussion and goals of the design charette. The Engineer will be responsible for leading the design charette.

With completion of the design charette and identification of transportation improvement needs including ROW requirements, landscaping and setbacks, the Engineer will prepare one or more transportation improvement alternative(s) for the study area corridor that embraces the outcomes of the design charette and the level of service and design standards for the roadway classifications within the study area.

The Engineer must prepare an opinion of project costs for each alternative.

#### Project Deliverable:

- TM No. 4: US 60 Bluegrass Parkway Interchange to Marsailles Road Study Area Corridor Alternatives. TM No. 4 will document the outcomes of the design charette, identify both in writing and graphically each alternative for the study area corridor and include the opinion of project costs for each alternative. TM No. 4 must include

photographs of field conditions with explanations for relevancy to the recommendations. TM No. 4 must include the Engineer's recommendation, in concert with input from the MTAC, for the selected alternative stating reasons for the recommendation. Meeting Summaries for all meetings related to this task, including the design charette, must be appended to TM NO. 4.

- Timeframe for delivery of TM No. 4: To be determined
- Number of copies of TM No. 2: 10 for review and 10 for final
- Meetings with the MTAC: Three (3) minimum. One to prepare for the design charette, one to review conceptual alternatives prior to finalization with opinions of project costs and one to review TM No. 2.
- If Task No. 4 is authorized as a part of Task Nos. 2 and 3 the Executive Summary and presentation to the Council will be a part of Task No. 3. If Task No. 4 is not authorized as a part of Task Nos. 2 and 3, then the professional services fee will be amended and stated as a part of a new Work Order.

### **Contract Type**

The selected Engineer will enter into an Indefinite Services Agreement (ISA), with the city of Versailles. The ISA will not authorize any specific work or volume of work. The ISA will serve as a vehicle by which the city of Versailles may issue one or more Work Orders (WO) identifying the Project Managers for both the city and the Engineer, the Scope of Services to be provided, the project deliverables, the timeframe for completion and the professional services fee(s) to be paid for the defined Scope of Services.

The ISA will specify the following minimum amounts of insurance coverages to be maintained by the Engineer:

Professional Liability Insurance	\$ 5,000,000
General Liability Insurance	\$ 2,000,000
Worker's Compensation	Statutory Limit

A copy of the ISA and sample WO is provided in Attachment C.

### **Statement of Qualifications Submittal Requirements and Schedule**

Engineers must submit a Statement of Qualifications (SOQ) as follows:

1. Letter of Transmittal: Maximum length: one page.
2. Summary Statement communicating the reason(s) that the Engineer should be selected. Maximum length: two pages.
3. Organizational Chart identifying the Project Manager and other key staff for all tasks required for the project. Staff must be those that will be used on the project. Maximum length: one page.
4. List of Clients, projects, and Client contact information for five recently completed and similar projects. Include a description of each project identified. Maximum length: five pages.
5. Resumes of key staff identified on the organizational chart. Resumes should be one page each. The number of resumes should not exceed the number of key staff identified on the organizational chart.

**In a sealed envelope attached to the SOQ** and on the form found in Attachment D, complete a cost proposal for the professional services defined in this RFQ.

Ten copies of the SOQ, including the price proposal, must be submitted in a sealed envelope by 3:00 PM, on Wednesday, June 15, 2022, to:

Elizabeth Reynolds, City Clerk  
City of Versailles  
196 South Main Street  
Versailles, KY 40383

### **Selection Process**

The selection team, within three weeks of receipt of the SOQs, will rank the SOQs. The sealed price proposals will not be opened until the ranking of the submittals, based upon qualifications, is complete.

The price proposal of the top ranked Engineer will be opened and reviewed. If the price proposal of the top ranked firm is deemed reasonable and within budget, the Engineer will be offered the opportunity to agree to the scope of work and the formal Agreement between the city and Engineer. If the Engineer accepts the Agreement, the Agreement will be presented to the City Council for consideration and approval. If the Engineer declines to accept the Agreement, the process will be repeated with the second ranked firm. The process will be repeated as necessary until an Agreement is acceptable between an Engineer and the city.

Engineers should assume in their cost proposals that Task Nos. 1, 2, 3, and 4 will be authorized with the initial Work Order. Should this not be the final work authorization, the professional services fee for Task No. 4 will be deleted from the cost proposal.

The city of Versailles reserves the right to reject any and all proposals. The city reserves the right to revise the scope of work during the negotiation process without reissuance of the RFQ .

The Professional Services Bid form is provided in Word format for use by the Engineer in submitting its cost proposal. The city reserves the right to waive any minor informalities or errors in the Professional Services Bid Form.

When an Engineer is selected and approved by the city of Versailles, the Notice To Proceed will be issued within 14 days. The timeframe for completion of the Scope of Work will begin with the issuance of the Notice To Proceed.

Questions regarding this RFQ should be directed via email to:

Vernon Azevedo  
vernonazevedo@gmail.com

Only questions submitted in this manner will be addressed. Responses to questions submitted in this manner will be sent to all Engineers responding to this RFQ.

Engineers and/or anyone associated with a particular engineering firm or team of firms are cautioned that contact with any elected official of the city of Versailles, the county of Woodford, or the MTAC will result in disqualification of the engineering firm or team of firms.

## Attachments

Attachment A: KY 33 / Troy Pike / Bluegrass Parkway Overlay Corridor Study Area

Attachment B: US 60 / Bluegrass Parkway / Marsailles Road Overlay Corridor Study Area

Attachment C: Agreement and Work Order form

Attachment D: Professional Services Bid form