

# **CENTRAL KENTUCKY BUSINESS PARK AUTHORITY**

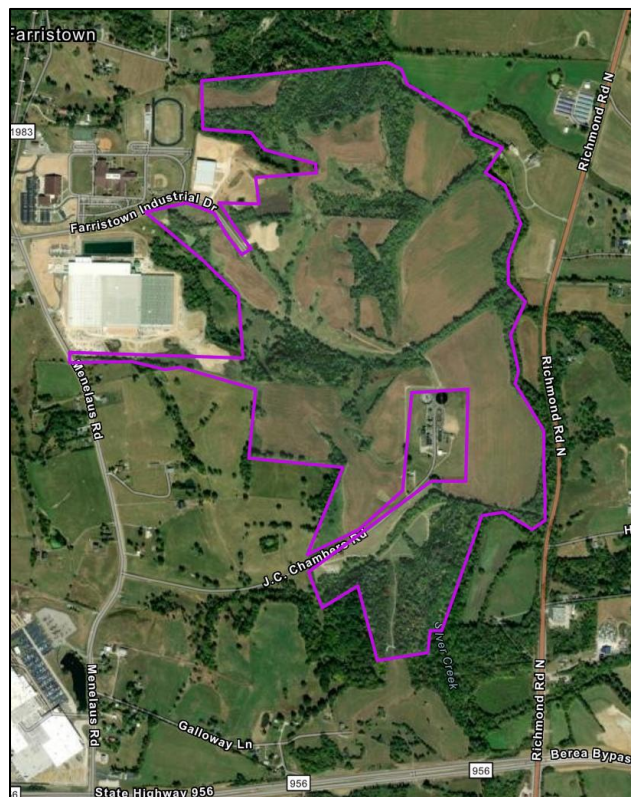
## **Request for Qualifications Engineering Services**

### **I. INTRODUCTION**

The Central Kentucky Business Park Authority (the “Authority”) is a collaborative entity comprised of representatives appointed by the Lexington-Fayette Urban County Government, Scott County Fiscal Court, Madison County Fiscal Court, and the City of Berea per an Interlocal Cooperation Agreement and corresponding Membership Agreement dated December 5, 2024. The Authority is managing a regional business park currently located in Berea, Kentucky, driving economic growth in the region. The park aims to support the establishment of new businesses and industries and foster the creation of high-quality jobs.

The regional business park is located within an industrial area, adjacent to the existing Berea Industrial Park. The site is approximately 300 acres, located off Menelaus Road. An overview of the site is shown below in Exhibit 1.

### **EXHIBIT 1**



In preparation to market the site and bring future companies to the area, the Authority is seeking engineering proposals to obtain knowledge of necessary site work, a conceptual master plan, and other such needs outlined throughout this RFQ.

## II. SCOPE OF WORK

The overall responsibility and scope of work for the selected engineering firm is to prepare comprehensive engineering services to set the Authority up to properly market the site and issue an RFQ for construction services to conduct necessary site work. The engineering services requested will be:

- a. **ALTA survey:** An ALTA survey will need to be conducted on the entire acreage per the American Land Title Association and the American Congress of Surveying and Mapping to understand the boundaries of the property and any existing easements. The ALTA survey should also include the site's topographic map. Note a title search will be provided from the Authority's legal counsel.
- b. **Subdivision Plat:** Currently, the Berea Industrial Development Authority owns the land being considered by the Authority. Once the ALTA survey is completed, to determine the exact acreage that will be transacted on by the Authority, a subdivision plat will be needed.
- c. **Geotechnical Evaluation:** A Geotechnical Evaluation will need to be completed on the property. A minimum of thirty (30) soil test borings will be required. Provide cost for an additional ten (10) borings at the direction of the Authority.
- d. **Phase 1 Environmental Site Assessment:** A Phase 1 Environmental Site Assessment will need to be performed in compliance with the American Society for Testing and Materials Practice E 1527-13.
- e. **Wetlands Survey and Assessment:** The site will need to be assessed for wetlands and a survey will need to be completed following regulations by the United States Army Corps of Engineers and Kentucky Department of Environmental Protection.
- f. **Non-Intrusive Archaeological Survey:** Evaluation of the site for archaeological or historical markings on the property following the corresponding Kentucky regulations. This should include the Cultural Historical Survey of above ground resources.
- g. **Site Design and Master Planning:** Prepare three conceptual master plans addressing square footage on the property, building placement, roadway design, business park access, and utility (i.e. water, wastewater, natural gas, etc.) line placement. Members of the Authority intend to work alongside the engineering firm to assist in providing anticipated building size and lot sizes that are typically requested or anticipated for this type of site, while also leaning on the engineering firm to maximize site usage.
- h. **Topographic Survey & Grading Model:** The Authority will need an understanding of the cut and fill necessary to grade the site. An understanding of the cut and fill necessary as well as a grading model will need to be prepared. The grading model should be prepared based on conversations with the Authority and its consultants to understand the anticipated building sizes and lot sizes that may contribute to the grading of the site.

## III. MANDATORY QUALIFYING CONDITIONS

Proposers must meet the following qualifications described in this section to submit a proposal.

- a. **Kentucky Certifications:** The proposing engineering firm must have certifications in Kentucky to perform all matters related to the project.
- b. **Federal Funding:** Note this project has applied for Community Project Funding ("CPF") through Congressman Barr's office. Should this project be awarded CPF monies, there may be additional items required for a couple of the services, such as the Wetlands

Survey and Assessment or the Archaeological Survey. If necessary, these will be addressed with the selected engineering firm as soon as possible.

- c. **CSX Railroad:** This property is not rail served. However, there is the possibility of it becoming rail served in the future and preliminary conversations have taken place with CSX leadership. The proposing engineering firm must have the ability to coordinate with CSX on potential rail design in the Site Design and Master Planning process, should the Authority choose to pursue the potential of rail service.

#### IV. PROPOSAL GUIDELINES

- a. **Questions:** Written questions regarding this RFQ should be submitted to Audrey Grace Hacker of MWM Consulting LLC, consultant to the Authority, at [audreygrace@mwm-llc.com](mailto:audreygrace@mwm-llc.com), by 5:00pm EST on August 22, 2025.
- b. **Submissions:** All submissions shall be submitted by 5:00pm EST on August 29, 2025. Submissions shall be submitted via email to Audrey Grace Hacker at [audreygrace@mwm-llc.com](mailto:audreygrace@mwm-llc.com) with the subject line “CKBPA – RFQ Engineering Services”. Any proposals received after the above time will not be considered.
- c. **Right to Reject:** The Central Kentucky Business Park Authority reserves the right to reject any or all proposals.
- d. **Project Timeline:**

RFQ Issued:	August 18, 2025
Deadline for Questions:	August 22, 2025 by 5:00pm EST
Response to Questions:	August 25, 2025 by 5:00 pm EST
Deadline for Submissions:	August 29, 2025 by 5:00pm EST
Interviews conducted, if necessary:	September 2, 2025
Selection of engineering firm at board meeting:	September 3, 2025
Engineering firm notified:	September 3, 2025

- e. **Disclosure:** All information in this proposal may be subject to disclosure under the provisions of the Kentucky Open Records Act, KRS 61.870 to KRS 61.884. The Authority accepts no financial responsibility for costs incurred by any proposer in responding to this RFQ. By responding to this RFQ, the proposer agrees to hold the Authority harmless in connection with the release of any information contained in its proposal.

#### V. PROPOSAL CONTENT AND FORMAT

- a. **Cover Letter:** The Cover Letter is to be signed by an officer of the engineering firm authorized to execute a contract with the Authority.
- b. **Relevant Experience:** This section shall describe the engineering firm’s areas of expertise in the industrial park/development sector and experience working with local quasi-governmental entities or Industrial/Economic Development Authorities. Additional consideration will be given to firms with specific experience in the Central Kentucky region.
- c. **References:** Please provide two references for similar projects that include a master plan. An email address and phone number for each reference should be provided.

- d. **Team Information:** Include details of the proposed engineering team and their qualifications. Please identify a key contact for the project and any subcontractors you will be using.
- e. **Project Approach:** Detail your team's approach to completing each of the services listed under II – Scope of Work.
- f. **Timeline & Deliverables:** Include a project timeline for completing each of the deliverables with an anticipated project due date at the end of Q4 2025. Provide recommended project reviews throughout the duration of the project.
- g. **Insurance:** Proposing firms must provide standard proof of insurance (General Liability, Professional Liability, and Workers' Compensation Insurance) appropriate to the scope of this Project, if awarded. The insurance policies must be maintained throughout the duration of the Project and name Central Kentucky Business Park Authority as an additional insured. Please provide confirmation in the proposal that these policies can be in place, if awarded the Project.
- h. **Fee Schedule:** Complete the chart below with a cost breakdown for each engineering service. The preliminary fee schedule is considered an estimate and will be used for comparative purposes only, but is not considered binding. Following the selection of the most qualified firm, the Authority and the selected engineering firm will collaboratively review the project scope, parameters, budget, and goals in detail. Based on this collaborative discussion, the engineering firm will provide a refined scope of services and a firm, negotiated fee proposal for consideration and approval by the Authority. Note any cost to prepare the proposal and attending interviews are to be borne by the proposer.

ALTA Survey:	_____
Subdivision Plat:	_____
Geotechnical Evaluation:	_____
	10 boring adder: _____
Phase 1 Environmental Site Assessment:	_____
Wetlands Survey and Assessment:	_____
Archaeological Survey:	_____
Site Design and Master Planning:	_____
Topographic Survey & Grading Model:	_____
Additional Items:	
Cost to Attend Zoom/In-Person meetings:	_____

## VI. EVALUATION CRITERIA AND SELECTION PROCESS

- a. Additional clarifying information may be requested from any or all proposing firms that submit a response to the RFQ.
- b. The Authority will evaluate proposals, may conduct interviews with selected firms, and will make a decision on the selection of the firm most qualified to serve

the Authority. The Authority will vote on the decision at their September 3, 2025 board meeting.

- c. Evaluation Scoring:
  - i. Firm Experience – 25%
  - ii. Project Approach & Services – 25%
  - iii. Project Team Strength – 20%
  - iv. Mandatory Qualifications Met – 15%
  - v. Cost Proposal & Timeline – 15%

Central Kentucky Business Park Authority is an Equal Opportunity Employer and does not discriminate against any applicant based on any employee, contractor, or agent's race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by applicable laws. All qualified applicants will receive consideration without regard to these protected characteristics.

**TABLE A**  
**OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS**

*NOTE: Whether any of the nineteen (19) items of Table A are to be selected, and the exact wording of and fee for any selected item, may be negotiated between the surveyor and client. Any additional items negotiated between the surveyor and client must be identified as 20(a), 20(b), etc. Any additional items negotiated between the surveyor and client, and any negotiated changes to the wording of a Table A item, must be explained pursuant to Section 6.D.ii.(g). Notwithstanding Table A Items 5 and 11, if an engineering design survey is desired as part of an ALTA/NSPS Land Title Survey, such services should be negotiated under Table A, Item 20.*

*If checked, the following optional items are to be included in the ALTA/NSPS LAND TITLE SURVEY, except as otherwise qualified (see note above):*

1. ☒ Monuments placed (or a reference monument or witness to the corner) at all major corners of the boundary of the surveyed property, unless already marked or referenced by existing monuments or witnesses in close proximity to the corner.
2. ☒ Address(es) of the surveyed property if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork.
3. ☒ Flood zone classification (with proper annotation based on federal Flood Insurance Rate Maps or the state or local equivalent) depicted by scaled map location and graphic plotting only.
4. ☒ Gross land area (and other areas if specified by the client).
5. \_\_\_\_\_ Vertical relief with the source of information (e.g., ground survey, aerial map), contour interval, datum, with originating benchmark, when appropriate.
6. ☒ (a) If the current zoning classification, setback requirements, the height and floor space area restrictions, and parking requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, list the above items on the plat or map and identify the date and source of the report or letter.  
☒ (b) If the zoning setback requirements specific to the surveyed property are set forth in a zoning report or letter provided to the surveyor by the client or the client's designated representative, and if those requirements do not require an interpretation by the surveyor, graphically depict those requirements on the plat or map and identify the date and source of the report or letter.
7. \_\_\_\_\_ (a) Exterior dimensions of all buildings at ground level.  
                  (b) Square footage of:  
                  \_\_\_\_\_ (1) exterior footprint of all buildings at ground level.  
                  \_\_\_\_\_ (2) other areas as specified by the client.  
                  \_\_\_\_\_ (c) Measured height of all buildings above grade at a location specified by the client. If no location is specified, the point of measurement shall be identified.
8. ☒ Substantial features observed in the process of conducting the fieldwork (in addition to the improvements and features required pursuant to Section 5 above) (e.g., parking lots, billboards, signs, swimming pools, landscaped areas, substantial areas of refuse).
9. \_\_\_\_\_ Number and type (e.g., disabled, motorcycle, regular, and other marked specialized types) of clearly identifiable parking spaces on surface parking areas, lots, and in parking structures. Striping of clearly identifiable parking spaces on surface parking areas and lots.



**NSPS**





10. \_\_\_\_\_ As designated by the client, a determination of the relationship and location of certain division or party walls with respect to adjoining properties.
11. Evidence of underground utilities existing on or serving the surveyed property (in addition to the observed evidence of utilities required pursuant to Section 5.E.iv.) as determined by:
- \_\_\_\_\_ (a) plans and/or reports provided by client (with reference as to the sources of information)
- \_\_\_\_\_ (b) markings coordinated by the surveyor pursuant to a private utility locate request.

*Note to the client, insurer, and lender – With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response, in which case the surveyor shall note on the plat or map how this affected the surveyor's assessment of the location of the utilities. Where additional or more detailed information is required, the client is advised that excavation may be necessary.*

12. \_\_\_\_\_ As specified by the client, Governmental Agency survey-related requirements (e.g., HUD surveys, surveys for leases on Bureau of Land Management managed lands). The relevant survey requirements are to be provided by the client or client's designated representative.
13. ☒ Names of adjoining owners according to current tax records. If more than one owner, identify the first owner's name listed in the tax records followed by "et al."
14. ☒ As specified by the client, distance to the nearest intersecting street.
15. ☒ Rectified orthophotography, photogrammetric mapping, remote sensing, airborne/mobile laser scanning and other similar products, tools or technologies as the basis for showing the location of certain features (excluding boundaries) where ground measurements are not otherwise necessary to locate those features to an appropriate and acceptable accuracy relative to a nearby boundary. The surveyor must (a) discuss the ramifications of such methodologies (e.g., the potential precision and completeness of the data gathered thereby) with the insurer, lender, and client prior to the performance of the survey, and (b) place a note on the face of the survey explaining the source, date, precision, and other relevant qualifications of any such data.
16. ☒ Evidence of recent earth moving work, building construction, or building additions observed in the process of conducting the fieldwork.
17. \_\_\_\_\_ Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork.
18. ☒ Pursuant to Sections 5 and 6 (and applicable selected Table A items, excluding Table A item 1), include as part of the survey any plottable offsite (i.e., appurtenant) easements disclosed in documents provided to or obtained by the surveyor.
19. \_\_\_\_\_ Professional liability insurance policy obtained by the surveyor in the minimum amount of \$\_\_\_\_\_ to be in effect throughout the contract term. Certificate of insurance to be furnished upon request, but this item shall not be addressed on the face of the plat or map.
20. ☒ Completion of an engineering design level topographic survey.

Adopted by the American Land Title Association on October 1, 2020. More at: [www.alta.org](http://www.alta.org).  
Adopted by the National Society of Professional Surveyors on October 30, 2020. More at: [www.nspss.us.com](http://www.nspss.us.com).

**CALL 800-798-9540 TO DISCUSS YOUR ALTA NEEDS**



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