

CENTRAL KENTUCKY BUSINESS PARK AUTHORITY

Request for Proposals Engineering & Design 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 188 acres, located off Menelaus Road. An overview of the site is shown below in Exhibit 1.

Initial engineering due diligence has been completed on the site including a Phase 1 Environmental Site Assessment, Cultural Historical Review, Geotechnical Evaluation, Archeological Review, Wetlands Summary, and a Master Conceptual Plan. The Master Conceptual Plan is attached to this RFP as Exhibit 2. All due diligence materials will be made available to the selected engineering firm. However, should proposing firms need access to these due diligence materials to prepare their proposal, they will be made available upon request.

As part of ongoing development, the Authority is seeking engineering proposals to address the next phase of the project including road widening design, site and utility design, and permitting coordination. The Authority will be phasing in the site and utility design and permitting coordination by lots (only including lots 1-7).

EXHIBIT 1



II. SCOPE OF WORK

1. JC Chambers Lane Widening: Widening for approximately 3,500 linear feet of existing roadway will need to be addressed, and proposals should include plans for an existing site topographic survey that complies with the National Society for Professional Surveyors guidelines. Additionally, a geotechnical evaluation will need to be completed in compliance with the Kentucky Transportation Cabinet (KYTC) specifications and the City of Berea Roadway Standards. Finally, civil engineering and site design plans in compliance with local and State requirements should be submitted.
2. Grading and Utility Extensions: Proposals should include plans for a geotechnical evaluation in accordance with Chapter 18 of the Kentucky Building Code (KBC). Additionally, civil engineering and site design, by lot, in compliance with local and state requirements should be submitted. Designs should include grading plans to achieve the desired building square footage and usable acreage, as shown in Exhibit 2, on each lot. Provision of utility services, including gas, electric, water, wastewater, and communications to cater to Lots 1-7.
3. Construction Drawings: Proposals should include pricing for fully engineered, stamped construction drawings encompassing roadway, grading, and utility design, incorporating any extensions or upgrades necessary.
4. Permits: Proposals should include coordination and facilitation of obtaining all pertinent federal, state, and local permits.
5. Bid Process: Proposals should include preparation of a project manual, per lot, including technical specifications and project documentation. Other tasks that should be included are assisting with creating a bid package for construction and assisting throughout the bid process, attending pre-bid meetings, addressing

contractor inquiries, issuing addendums as necessary, reviewing bids, and assisting in the selection process.

III. MANDATORY QUALIFYING CONDITIONS

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

1. Kentucky Certifications: The proposing engineering firm must have certifications in Kentucky to perform all matters related to the project.
2. Federal and State Funding: This project is using federal and state funds. Proposing engineering firms must be willing to comply with federal and state reporting standards.

IV. PROPOSAL GUIDELINES

1. Questions: Written questions regarding this RFP should be submitted to Audrey Grace Hacker of MWM Consulting LLC, consultant to the Authority, at audreygrace@mwm-llc.com, by April 6, 2026 at 5pm EST.
2. Submissions: All responses shall be submitted by May 1, 2026 at 5pm EST. Responses shall be submitted via email to Audrey Grace Hacker at audreygrace@mwm-llc.com with the subject line “CKBPA — RFP Engineering & Design Services”. Any proposals received after the above time will not be considered.
3. Right to Reject: The Central Kentucky Business Park Authority reserves the right to reject any or all proposals.
4. Project Timeline:

RFP Issued:	March 27, 2026
Deadline for Questions:	April 6, 2026 by 5pm EST
Response to Questions:	April 10, 2026
Deadline for Submissions:	May 1, 2026 by 5pm EST
Interviews conducted, if necessary:	May 4 – 8, 2026
Selection of engineering firm on or before:	May 15, 2026
Engineering firm notified:	May 15, 2026

5. 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 RFP. By responding to this RFP, 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

1. Cover Letter:
 - The Cover Letter is to be signed by an officer of the engineering firm authorized to execute a contract with the Authority.

2. 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.
3. 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.
4. 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.
5. Project Approach:
 - Detail your team's approach to completing each of the services listed under II – Scope of Work.
6. Timeline & Deliverables:
 - Include a project timeline for completing each of the deliverables, broken out by Lot. Lot 2 design should be completed at the same time as the JC Chambers Lane widening. Lot 2 and JC Chambers Lane widening should have an anticipated construction start date of August 2026. Thus, requiring all other documents to be completed prior. Please provide guidance around project timelines for each Lot and recommended project reviews throughout the duration of the project.
7. 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.
8. 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 is to be borne by the proposer.

JC Chambers Lane Widening

Topographic Survey: _____
Geotechnical Evaluation: _____
Civil Engineering & Site Design: _____

Grading & Utility Extensions – Please provide the following line-item costs broken down by Lot for Lots 1-7. Should design and engineering be longer than 12-months for all lots, the Authority and the selected firm acknowledge that they will work in good faith to discuss pricing adjustments accordingly.

Geotechnical Evaluation: _____
Rock Soundings: _____
Civil Engineering Site Design: _____
Utility Design: _____

Additional Items (Please Describe Below)

VI. EVALUATION CRITERIA AND SELECTION PROCESS

1. Additional clarifying information may be requested from any or all proposing firms that submit a response to the RFP.
2. 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 on or before May 15, 2026.
3. Evaluation Scoring:
 - Firm Experience — 25%
 - Project Approach & Services — 25%
 - Project Team Strength — 20%
 - Cost Proposal & Timeline — 20%
 - Mandatory Qualifications Met — 10%

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.