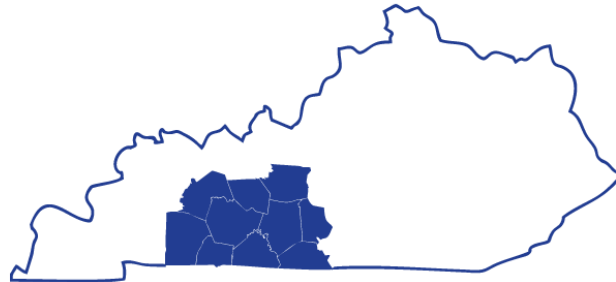


Barren River Area Development District

BARREN RIVER



AREA DEVELOPMENT DISTRICT

Request for Proposals (RFP)
for the Development of the 2025
BRADD Regional Greenway Feasibility Study

BRADD

177 Graham Ave

Bowling Green, KY 42101

PROPOSALS DUE BY

June 24th, 2025

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I. Request for Proposals: BRADD Regional Greenway Feasibility Study

The Barren River Area Development District (BRADD) has identified the need for an interconnected regional greenway to bolster the region's bicycle & pedestrian infrastructure and connect the many communities in the region. This greenway planning effort will include the 10 counties within the BRADD region (Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson, & Warren) and has the express support of their elected officials who comprise BRADD's Board of Directors. In addition to coordination with the identified counties, this project should be directly coordinated with the Bowling Green – Warren County Metropolitan Planning Organization (MPO) to support connectivity between Warren County, and those adjacent counties making up the BRADD. Coordination should also occur directly with the Kentucky Transportation Cabinet (KYTC) and their local KYTC Highway District Office where the proposed regional bicycle & pedestrian infrastructure interacts with state-maintained right-of-way and roadways.

This regional greenway system would provide dedicated space for cyclists and pedestrians to use for transportation and recreation while improving access and connectivity to the many communities in the region. In addition, the greenway system would enhance economic development opportunities and encourage recreational tourism to many of these rural communities. Emphasis will be placed on encouraging connectivity to existing trails, greenways, and other infrastructure located in many of these communities, as well as collaboration with other in-development trail and greenway systems.

The selected consultant will be required to provide planning and engineering services to conduct a feasibility study on connecting currently existing trails and sidewalks throughout the BRADD region. The primary emphasis will be to analyze connecting the county seat city in each county, though considerations should be made towards evaluating connections to other significant communities and points of interest. This feasibility study will incorporate a pre-construction plan focused on developing a trail system that will be environmentally friendly and sustainable in order to maintain a state of good repair of the trails. The feasibility study will lay out the most cost-effective trail paths, trail designs, identify possible right of way purchases, maintenance plan, and wayfinding designs for the regional greenway system. The consultant will also create a public outreach and education program used throughout the entire project to grow and maintain stakeholder input and support.

II. Barren River Area Development District Information

The Barren River Area Development District (BRADD) is comprised of Allen, Barren, Butler, Edmonson, Hart, Logan, Metcalfe, Monroe, Simpson and Warren Counties in South Central Kentucky and includes the incorporated cities of Scottsville, Glasgow, Cave City, Park City, Morgantown, Rochester, Woodbury, Brownsville, Munfordville, Horse Cave, Russellville, Adairville, Auburn, Lewisburg, Edmonton, Tompkinsville, Gamaliel, Fountain Run, Franklin, Bowling Green, Oakland, Plum Springs, Smiths Grove and Woodburn and all areas within the boundaries of the ten counties.

The Barren River Area Development District (BRADD) was formed in 1968 as a quasi-government agency with federal, state and local authority to be a regional clearinghouse and federally designated Economic Development District (EDD). The mission of the BRADD is to

preserve and advance the quality of life and economic well-being for the citizens of the BRADD through regional collaboration.

III. Scope of Work - Services Requested

The selected planning consultant or consulting team will be responsible for working with BRADD staff to develop a Regional Greenway Feasibility Study report that encompasses the following key components and deliverables:

- Draft purpose and need statement and identify project goals.
- Collect, summarize, and verify existing data to create an inventory of roadway items, gaps, and possible geometric constraints that may impact this project.
- Develop a preliminary engineering strategy for the expansion of existing trails and sidewalks to create a regional interconnected greenway system across the 10 counties that comprise the BRADD region. This effort should focus on connecting the county seat cities, but other communities and points of interest should also be considered for both a short-term and a long-term phased approach.
- Identify at least two alternate options including the most feasible cost-effective trail paths to maximize connectivity.
- Complete an environmental overview to identify any potential concerns that could impact project development.
- Develop generalized, cost-effective trail design options & maintenance plan.
- Identify possible right-of-way purchases.
- Develop a branding plan for the greenway system, including wayfinding designs.
- Create an innovative public outreach program to use various forms of media throughout the life of the project to grow & maintain stakeholder and public support.
- Identify and coordinate with stakeholders and implement public outreach efforts to include at least two in person stakeholder meetings and two in person public outreach opportunities as part of the planning related activities for this study.
- Coordinate, conduct, and facilitate at least monthly project team meetings with BRADD, KYTC HDOs, BWG MPO, and FHWA throughout the life of the project to keep the project team up to date on activities and next steps in project progression to achieve the required deadlines. This would include, but not necessarily be limited to agenda and monthly meeting note development, finalization, and dissemination among project team members.

IV. Method of Design

The selected Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans. Refer to the 2019 CADD Standards for ORD V4 Project Development Memo for information pertaining to the latest CADD Standards and plan submittal.

V. Environmental Services

Any necessary Environmental Services may be provided by the Consultant. An Environmental Overview Report with a red flag summary will be required in the final report. If at any time, BRADD has the capacity to provide the Environmental Overview service, BRADD may retain this advertised environmental service.

Environmental services necessary for the completion of Preliminary Engineering and Final Design may be added by contract modification at the appropriate time. Prequalification in the area of Environmental Services is required to be identified in the Consultant's Response to Announcement. The overview may include: Terrestrial and Aquatic Assessment, Cultural Historic Literature Review and Reconnaissance, Underground Storage Tank (UST) & Hazardous Materials (HazMat) Overview, Socioeconomic Study (coordinated with BRADD and Bowling Green-Warren County MPO), Noise & Air – brief identification of status of air (i.e. in attainment, known issues/concerns) and surrounding land use/potential sensitive receptors.

VI. Photogrammetric Services

The Consultant may provide mapping and will furnish manuscripts in ORD format. Statewide Elevation data and Aerial photography can be found at the following link: [KyFromAbove - Kentucky's Aerial Photography & Elevation Data Program](#). BRADD's existing GIS inventory of bicycle and pedestrian facilities within the region can be found at the following link: [BRADD Bicycle & Pedestrian Facilities Inventory](#). The selected Consultant shall supplement this information with conventional surveying and ArcGIS mapping as determined during project scoping.

VII. Structure Design

Structure Design is not anticipated for the Planning Study.

When the project advances to Preliminary and/or Final Design, and if the selected Consultant is retained for Final Design, the selected Consultant shall do the necessary engineering services to submit to the KYTC an Advanced Situation Folder(s) for the appropriate structure(s). The selected Consultant may be responsible for any necessary Structure Design services. Structure Design of the proposed structure(s) may be added as a Contract Modification. Prequalification through KYTC Professional Services in the area of Structure Design is not required to be

identified in the Consultant's Response to Announcement; however, the selected Consultant must obtain the required qualifications before providing these services or bring a prequalified subconsultant at that time.

VIII. Geotechnical Services

A Geotechnical Overview may be provided by the Consultant. However, at any time, BRADD may coordinate with KYTC to determine if KYTC has the capacity to provide any geotechnical services, and if so, KYTC may use state forces to provide the advertised geotechnical services. Preliminary geotechnical services to review available geological, mining, or other geotechnical information could influence the selection of the preferred alternate. Geotechnical services necessary for the completion of Preliminary Engineering Design and Final Design may be added by contract modification at the appropriate time. Prequalification in the area of Geotechnical Services is not required to be identified in the Consultant's Response to Announcement; however, the selected Consultant must obtain the required qualifications before providing these services or bring a prequalified subconsultant at that time.

IX. Traffic Engineering

The Consultant is to gather existing traffic count data in key high potential conflict areas between proposed bicycle/pedestrian pathways interacting with existing right-of-way and/or roadways, or proposed roadway developments and coordinate with local KYTC – Highway District Office to supplement the available counts. The Consultant will provide the analysis of the existing and proposed operations. A 3-hour peak period is anticipated.

X. Utilities

The Consultant will be responsible for a planning level estimate of utility costs that will be reviewed by BRADD and potentially KYTC Highway District Offices for accuracy. The Consultant will send project location maps to all potential utility contacts in the identified areas to determine whether they may have existing utilities within the alternative project limits. The Consultant will coordinate with the KYTC Highway District Offices to develop the utility contact list. Facility atlas maps received for this project will either be provided to the selected Consultant through the KYTC Highway District Offices or received directly from the utilities. The Consultant will then add the approximate locations to the manuscripts.

The selected Consultant will identify existing utility facilities within the project area and complete or contribute to a utility conflict matrix, documenting those that may be negatively impacted by the project. The Consultant shall document the following for each utility in the conflict matrix: type of utility, owner of utility, quantify the extent they may be impacted, potential impacts to project budget, potential impact to project schedule, confidence of utility location depicted, and recommendations for remedy.

XI. Prequalification Requirements:

To respond to this project, the consultant project team must be prequalified by KYTC Professional Services in the following areas by the response due date of this advertisement:

ENVIRONMENTAL & UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase 1)

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

- Fisheries
- Botany
- Terrestrial Zoology
- Wetlands
- Freshwater Macroinvertebrates
- Water Quality

ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES

- Air Quality Analysis
- Prehistoric Archaeology
- Socio-Economic Analysis
- Historic Archaeology
- Environmental Document Writing & Coordination
- Cultural-Historic Analysis

INTELLIGENT TRANSPORTATION SYSTEMS

- System Design, Deployment & Integration

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- Surveying
- Photogrammetry & Related Services*

TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting* (*See note below*)
- Traffic Engineering

TRANSPORTATION PLANNING

- **Conceptual Transportation Planning**** (*See note below*)
- **Transportation Planning Engineering**
- **Pedestrian & Bicycle Planning & Design**

Geotechnical Services* (*see note below*)

- Geotechnical Engineering*

Structure Design* (*see note below*)

- Spans Under 500 Feet*

** Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

***Note – Prequalification in Conceptual Transportation Planning Services does not permit a firm to offer engineering services unless those services are offered by an engineer who is a licensed professional engineer in Kentucky.*

XII. Qualification Requirements:

A qualified consultant or consulting team will have completed several similar projects with comparable scope and size within the recent past. In general, the competence of a prospective consultant will be evaluated relative to having a project manager and supporting staff, including any sub-contractors, with the qualifications needed to successfully complete the project.

The qualifications of the assigned professional staff on this project team will be measured by both education and experience, with particular reference to experience on similar projects. It is therefore important to note that the professional staff identified in the submitted proposal must also be the team to work on the project. Should a change of team member be required, the proposed replacement team member must, at minimum, be as qualified for the position of replacement as the prior project team member with BRADD receiving their qualifications to confirm acceptance on the project team.

XIII. Proposal Requirements

Limit the proposal to no more than 20 pages of content. A cover page, table of contents, resumes of project personnel team, and the signature page are excluded from this limit. The proposal should include the following information:

Statement of Interest / Cover Letter

Contact Information

- A. Name and address of firm.
 - a. If different from the main address, provide the location of the office from which the assigned project manager or team members will be working.
 - b. Include office addresses for any sub-consultants, if applicable.
- B. Type of organization (corporation, partnership, etc.).
- C. Email address and phone number of primary contact person.
- D. Website of firm.

Firm & Personnel

- A. Identify the project manager and the supporting professional staff who will be directly responsible for task completion and what their role will be.

- B. Provide a brief resume or similar description for the project manager and each team member which details their experience and qualifications.
 - a. Resumes may be included as an appendix at the end of the proposal.

Experience

- A. Demonstrate experience of firm & consultant personnel assigned to the project team with planning study projects of a similar nature and scale for KYTC and/or federal, state, or local governmental agencies. The project manager or a majority of project team should have significant involvement in each project.
- B. Response should show a strong understanding of the project region. If specialized resources are necessary (in addition to the named team) to meet unusual needs, identify such individuals/resources and their area of expertise.

Project Approach

- A. Provide a detailed work plan with list of key deliverables and describe the project approach and procedures used to accomplish the services for this project on schedule. Project Approach needs to demonstrate strong understanding of the project.
- B. Provide a detailed project schedule of key milestones, deliverables, meetings, etc.
- C. Identify the key stakeholders for this project and how the public involvement process will be addressed.
- D. Outline communications strategy to facilitate ongoing coordination among the consultant project manager, potential subcontractor(s), and the BRADD.
- E. Describe quality, budget, and schedule controls to be implemented.

References

- A. Include references from three (3) clients from similar planning projects.

Signature Page

- A. The signature page located on the final page of this RFP packet must be signed by an official authorized to submit a proposal on behalf of the firm.

XIV. Scoring Criteria/Evaluation Factors

• Firm & Personnel Qualifications	10 Points
• Related Experience	20 Points
• Specialized Resources & Regional Familiarity	10 Points
• Work Plan, Deliverables, & Project Approach	30 Points
• Project Schedule	5 Points
• Stakeholder Identification & Public Involvement	10 Points
• Communication Strategy	5 Points

- Quality, Budget, and Schedule Controls
- References

5 Points

5 Points

XV. Scoring Rubric

<u>Criteria</u>	<u>No Points</u>	<u>Half Points</u>	<u>Full Points</u>
Firm & Personnel <i>10 Points</i>	Firm does not adequately identify project manager/support staff, nor provide resume/brief description, OR Listed Staff are not sufficient to complete scope of work.	Firm identifies project manager/support staff and provides resume/brief description which details their experience and qualifications. Listed staff are sufficient to complete scope of work and have acceptable related experience and qualifications.	Firm identifies the project manager and support staff and provides brief resume or description for each which details their experience and qualifications. Listed staff are sufficient to complete scope of work and have excellent related experience and qualifications
Related Experience <i>20 Points</i>	Firm lists fewer than 2 previous similar projects or project team had little to no involvement.	Firm lists 2 previous completed similar projects. Project Manager managed one similar project directly.	Firm lists 3 previous completed similar projects. Project Manager managed at least 2 similar projects directly.
Specialized Resources & Regional Familiarity <i>10 Points</i>	Firm does not identify specialized resources or demonstrate clear understanding of conditions of the area.	Firm identifies any necessary specialized resources. OR Firm demonstrates strong understanding of the BRADD region.	Firm identifies any necessary specialized resources. Proposal demonstrates strong understanding of the BRADD region.
Work Plan, Deliverables, & Project Approach <i>30 Points</i>	Firm does not provide an adequate outline of work plan & deliverables that directly addresses every item in the "Scope of Work -	Firm provides outline of work plan & deliverables that directly & sufficiently addresses most items in the "Scope	Firm provides outline of work plan & deliverables that directly and clearly addresses every item in the "Scope of Work

	Services Requested” section.	of Work - Services Requested” section.	- Services Requested” section.
Project Schedule <i>5 Points</i>	Firm does not provide a sufficient project schedule.	Firm provides a project schedule that outlines the timelines for key milestones, deliverables, meetings, etc.	Firm both provides an in-depth project schedule that clearly outlines the timelines for key milestones, deliverables, meetings, etc.
Stakeholder Identification & Public Involvement <i>10 Points</i>	Firm does not demonstrate an understanding of key stakeholders and does not outline a public engagement strategy.	Firm identifies key stakeholders. AND/OR Firm details a strategy for Public Involvement.	Firm demonstrates a clear understanding of key stakeholders. Firm details an effective strategy for Public Involvement.
Communication Strategy <i>5 Points</i>	Firm does not detail a sufficient communication strategy.	Firm details a communication strategy that is lacking in either depth or consistency.	Firm details a clear, consistent communication strategy.
Quality, Budget, and Schedule Controls <i>5 Points</i>	Firm does not detail effective controls to be implemented that address quality, budget, and scope.	Firm details controls to be implemented that address quality, budget, and scope.	Firm details effective controls to be implemented that address quality, budget, and scope.
2.C. References <i>5 Points</i>	Firm lists fewer than 3 previous clients that provide positive responses on quality of service.	N/A	Firm lists 3+ previous clients that provide positive responses on quality of service.

XVI. Estimated Budget

Approximate fee: \$150,000

XVII. Procurement Schedule

Dates other than Response Date are tentative and provided for information purposes only.

- Advertisement Date: June 4, 2025
- Questions Due: June 13, 2025
- Questions Response Published: June 16, 2025

- Response Date: June 24, 2025, by 4:00 PM CST (Bowling Green, KY time)
- First Selection Meeting: July 1, 2025
- Final Selection: July 23rd, 2025
- Pre-Design Scoping Meeting: July 30, 2025
- Consultant Fee Proposal: August 1, 2025
- Contract Executed: August 15, 2025
- Notice to Proceed: August 16, 2025

XVIII. Project Schedule

- Existing Conditions Meeting: August 2025
- 1st Local Elected Officials/Stakeholders/Public Meeting: September 2025
- Initial Concepts Meeting: November/December 2025
- 2nd Local Elected Officials/Stakeholders/Public Meeting: December/January 2026
- Concept Selection/Prioritization Meeting: February/March 2026
- Submit Draft Report: April 2026
- Submit Final Report: May 2026

XIX. Submittal Instructions

Submittals are due on or before June 24th, 2025, at 4:00 pm CST. Submittals should be mailed to the following address:

Barren River Area Development District

Eric Sexton, Executive Director

177 Graham Avenue

Bowling Green, KY, 42101

Deliver three (3) bound copies of your submittal to the address stated above, as well as an electronic version. Electronic copies should be in a PDF format and may be submitted as a flash drive along with the physical copies or via email attachment. Email submissions must be sent to Eric Sexton (eric.sexton@bradd.org) and Emily Hathcock (emily.hathcock@bradd.org). The firm name should be clearly identified in the body of the message, while the subject should be "2025 BRADD Regional Greenways Feasibility Study Proposal".

All responses to this RFP must be received by BRADD staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP response is received on time at the stated location. Any responses received after the due date and time will be disposed of and not considered.

All questions should be directed by email only to Ethan Bates (ethan.bates@bradd.org), and must be received by June 13th, 2025, to be considered. On June 16th, all received questions will be

compiled and receive a written response in one document. This document will be shared with all firms who have received an RFP packet, as well as future recipients, and made publicly available on the BRADD website. This will be the only time that questions will be answered.

The Preferred Response will be awarded to the respondent whose submittal is the highest scoring based on criteria listed, conforming to this Request for Proposals, and will be most advantageous to the BRADD with qualification factors considered as discussed herein. The highest-scoring respondent will be notified and invited to enter contract negotiations with BRADD to determine consultant fee, schedule, etc. If Respondent and BRADD are unable to come to a mutually agreeable contract after good-faith negotiations, then the next highest-scoring respondent will be notified and enter negotiations, and so forth until a contract is executed.

The initial selection meeting will include BRADD staff, with the option to include Planning staff from the Bowling Green – Warren County MPO and KYTC Highway District Offices 3 and 4. A submitting firm is not permitted to contact these organizations about the project; all questions must be submitted as outlined in this document. The recommendation from the meeting will then be presented to the BRADD Board of Directors, who hold sole discretion to select the Preferred Response.

The BRADD reserves the right to reject any and all responses, to waive any information or irregularities therein, and to accept the proposal that, in the opinion of the BRADD, is in the best interest of the Barren River Area Development District and, upon acceptance, complete and forward for review and approval.

XX. Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The BRADD reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items within proposals if deemed in the best interest of the BRADD to do so.
3. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFP without the consent of the BRADD's delegated representative.
4. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party. The Respondent understands that no contract or purchase order can be executed, if additional funding is needed, until and unless the BRADD is able to secure additional funding. At that time, the Respondent will be notified as to the proper submittal process for invoices for the services rendered to BRADD.
5. Late or unsigned responses will not be accepted or considered. It is the responsibility of respondents to ensure that the response arrives at the BRADD no later than the time indicated in the "Request for Proposal".

6. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. BRADD will not be responsible for oral clarification. The addendum document will be shared with all firms who have received an RFP packet, as well as future recipients. Any proposals received prior to the publishing of the addendum shall be permitted to re-submit their proposal.

7. Confidential/Proprietary Information: RFP submitted in response to the "Request for Proposal" and any resulting contract is subject to the provisions of the Kentucky Open Records Act of 1922, KRS 61.870 to 61.884, as amended. Any restriction on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

8. BRADD reserves the right to modify the Scope of Services and request revisions to proposals prior to selection and prior to entering into a written contract.

XXI. General Conditions

Conflict of Interest

The consultant or consulting team shall agree to ensure that they have no interest, direct or indirect, that would conflict in any way with the performance of the requested services; furthermore, the consultant or consulting team shall not employ any person, or subcontract with any entity, having such known interest.

Non-Discriminatory Practices

Consultants, by submission of a proposal, agree to not discriminate against any current or prospective employee, subcontractor, or a member of the public because of race, color, creed, national origin, sex, disability, sexual orientation, gender identity, status as a parent, or age.

DBE Participation

The selected consultant will not be required to meet a specific Disadvantaged Business Enterprise (DBE) utilization goal. However, consultants are encouraged to use services provided by DBE firms to accomplish tasks required to complete this project.

Proprietary Material

The BRADD assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals are considered public documents.

Financial Requirements

The selected consultant or consulting team will be required to submit certified hourly rates and prior year's financial information and overhead schedule in accordance with Federal Acquisition Regulations including the Brooks Act.

Pre-contractual Expenses

The BRADD will not be liable for any costs incurred by applicants in the preparation or submission of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Contract Requirements

The BRADD complies with federal contracting requirements. In turn, the BRADD expects all contractors to adhere to Federal contract provisions through the specific inclusion and certification of applicable clauses in the final planning services agreement as prescribed by the Kentucky State Transportation Cabinet, the Federal Highway Administration, and/or the Federal Transit Administration.

XXII. Signature Page

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
Email Address	
Company Website (if applicable)	

By signing below, I certify that:

I am authorized to bid on my company's behalf.

Signature of Authorized Person

Date