

MADISON COUNTY FISCAL COURT

Request for Qualifications Due Diligence Services

I. INTRODUCTION

The Madison County Fiscal Court (the “Court”) is under contract to purchase a piece of property located at 2494 Lexington Road Richmond, KY 40475 for economic development purposes. The Property includes four parcels: 0040-0000-0002, 0040-0000-0002-A, 0040-0000-0002-B, and 0040-0000-0002-C. An overview of the site is shown below in Exhibit 1.

EXHIBIT 1



The Court is seeking engineering proposals for due diligence services to understand the acreage, developability, necessary site work, a conceptual 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 allow the Court to properly evaluate

the site prior to the acquisition of the Property. 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 title search for the Property will be provided.
- b. **Geotechnical Evaluation:** A Geotechnical Evaluation will need to be completed on the Property. A minimum of fifty (50) soil test borings will be required. Consider an adder fee for ten (10) additional borings at the direction of the Court.
- c. **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.
- d. **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.
- e. **Archaeological Survey:** Evaluation of the site for archaeological or historical markings on the Property following corresponding Kentucky regulations.
- f. **Topographic Survey and Grading Model:** The site will need a topographic map to determine the cut and fill necessary to grade the site. A grading model will also need to be prepared.
- 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.

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 this Project.
- b. **State and Federal Funding:** This Project may apply for state or federal funding. If awarded funding for due diligence, the proposing firm must be able to use best efforts to comply with requirements and produce invoices and project updates required by the funding institution.

IV. PROPOSAL GUIDELINES

- a. **Questions:** Written questions regarding this RFQ should be submitted to Audrey Grace Hacker of MWM Consulting, LLC, consultant to the Court, at audreygrace@mwm-llc.com, by 5:00 PM EST on March 21, 2025.
- b. **Submission:** All bids must be sealed and clearly labeled "Due Diligence Services Bid" and submitted no later than 4:00 PM EST on April 11, 2025. Bids must be mailed or hand-delivered to the Madison County Fiscal Court, Judge Executive Office, 135 W. Irvine Street, 3rd Floor, Suite 300, Richmond, KY 40475, Attn: Jill

Williams, Deputy Judge Executive. Any bids received after the deadline, unsealed, or delivered to an incorrect location will not be considered.

- c. **Right to Reject:** The Madison County Fiscal Court reserves the right to reject any or all proposals.

- d. **Project Timeline:**

RFQ Issued:	March 13, 2025
Deadline for Questions:	March 21, 2025
Response to Questions:	March 28, 2025
Deadline for Submissions:	April 11, 2025
Interview Selection:	April 14, 2025
Interviews Conducted, if necessary:	April 15-18, 2025
Selection of engineering firm at Fiscal Court meeting:	April 22, 2025
Engineering firm notified:	April 22, 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 Court 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 Court harmless in connection with the release of any information contained in the 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 Court.
- b. **Relevant Experience:** This section shall describe the engineering firm's areas of expertise in the industrial park/development sector and experience working with municipalities.
- c. **References:** Please provide two references for similar projects that include a master plan and one reference for projects involving a municipality. 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 the firm will be using.
- e. **Project Approach:** Detail the team's approach to completing each of the services listed under II – Scope of Work.
- f. **Timeline and Deliverables:** Include a Project timeline for completing each of the deliverables with an anticipated Project due date of August 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 Madison County

Fiscal Court 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 you are proposing to provide. Provide a detailed payment schedule for the cost for each service as well. Additionally, include a cost breakdown for the Project Team should Project needs arise outside of the Scope of Work listed. Note that any cost to prepare the proposal and attending interviews shall be borne by the proposer.

ALTA Survey:	_____
Geotechnical Evaluation:	_____
	10 boring addition: _____
Phase 1 Environmental Site Assessment:	_____
Wetlands Survey and Assessment:	_____
Archaeological Survey:	_____
Topographic Survey and Grading Model:	_____
Site Design and Master Planning:	_____
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 County will evaluate proposals, may conduct interviews with selected firms, and will recommend a decision on the selection of the firm most qualified to serve the Court for due diligence services. The Court will vote on the decision at their April 22, 2025 Fiscal Court meeting.
- c. Evaluation Scoring:
 - a. Firm Experience – 25%
 - b. Project Approach & Services – 25%
 - c. Project Team Strength – 20%
 - d. Mandatory Qualifications Met – 15%
 - e. Cost Proposal and Timeline – 15%

Madison County Fiscal Court 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.