

Request for Proposal

Downtown Master Plan

2025

City of Elizabethtown, KY

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| Request for Proposals Issued: | December 30, 2024 |
| Proposal Due Date: | January 31, 2025 |

LATE PROPOSALS WILL NOT BE ACCEPTED
FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED

Introduction and Background

The City of Elizabethtown, KY is soliciting proposals from qualified consultants or firms to provide professional planning, design, public meeting facilitation, and plan writing services for preparation of a comprehensive Downtown Master Plan. The City of Elizabethtown is a full-service city operating within central Kentucky and is the county seat of Hardin County serving approximately 33,000 residents.

The City of Elizabethtown has been experiencing rapid growth since the announcement of the Blue Oval SK battery plant in Glendale, KY in late 2021. While the historic downtown has realized many improvements through investments in commercial establishments, much of the recent residential growth has occurred away from the downtown area. The Envision Elizabethtown 2040 Comprehensive Plan encourages an increase in residential density in the downtown area, an expansion of retail and entertainment uses, the development of additional greenspace, and a comprehensive parking strategy. The downtown area was also recently designated as an Entertainment Destination Center, allowing patrons to carry alcoholic beverages purchased within the district outdoors.

The Downtown Master Plan is intended to be a comprehensive guide for the future of the downtown and surrounding neighborhoods. Special emphasis will be placed on land use recommendations, and design standards for sites, buildings, and streetscapes.

Scope of Work

The project will involve the development of a comprehensive planning document intended to guide development and projects over the next 5, 10, or 20 years. The consultant will be expected to conduct research and analysis, facilitate public engagement, and write/develop the plan. The full scope of the plan will be developed throughout the process, but is expected to include the following elements at a minimum:

- Evaluation of existing physical, market, and demographic conditions.
- Analysis of future demographic and market conditions.
- Land use recommendations.
- Recommendations for site and building design standards.
- Streetscape design recommendations; Signage, Lighting, Landscaping, Sidewalks, etc.
- Identifying opportunities to improve public space and add green space for use by residents and visitors.
- Parking strategies.
- Updates to historic preservation guidelines and consideration of expanding the district and/or incorporation of individual landmarks.
- The submittal should contain any other elements recommended by the consultant.

The downtown area of Elizabethtown is not precisely delineated, and the scope of the boundaries are expected to be evaluated throughout development of the plan.

Cost

The proposal should include an estimated cost to conduct research, facilitate implementation, coordinate with City staff, and write/develop the Plan. A written contract will be executed with the successful consultant. Services will be billed in accordance with the terms and conditions of the written contract.

Consultant Submittal

Responses to this request for proposals should provide three (3) bound, hard copies and one digital copy of the complete proposal in PDF format.

- The proposal should be on 8.5 X 11 inch letter size paper. Attachments and maps may be up to 11 X 17 inches in size.

Proposals should include the following information.

- Cover letter and introduction, including a narrative as to the firm's interest and approach to the development of the plan.
- The name and address of the consultant, resumes for all individuals proposed to work on this project, and the name and contact information for at least one person authorized to represent the company regarding all matters related to the proposal.
- The name, address, and contact information for all other consultants proposed or recommended to assist with the project.
- A statement of qualifications of the consultant including the length of time in business, number of staff members, location(s), and description of the consultant's experience with implementation of at least two (2) similar projects. Include any awards or special recognition received.
- A statement of the consultant's understanding of the work required and the manner in which the consultant plans to approach the project. Describe the implementation process and the consultant's expectation of the City's responsibilities.
- References from at least two (2) customers that have used the consultant to develop a similar master planning document.
- A proposed project schedule outlining key milestone completion dates and proposed deliverables.
- The total cost of the project should be included in the proposal, including the cost of each major sub-element. If additional, optional tasks are proposed, the cost to complete those tasks should be indicated.

Inquiries about the Request for Proposal (RFP) should be directed to:

Joe Reverman, AICP
Planning & Development Department
200 West Dixie Avenue
Elizabethtown, KY 42701
joe.reverman@elizabethtownky.gov
(270) 982-3264

The last day for questions to the City is January 24, 2025

Proposals/responses must be received by 3:00 PM, local time, on January 31, 2025, to be considered by the City. If the proposal is submitted by mail rather than hand-delivery, the sealed envelope containing the bid must be enclosed in another envelope addressed as stated below. Proposals submitted by mail should indicate on the outside envelope, lower left corner, the following: "Sealed bid for City of Elizabethtown Downtown Master Plan". Late bids will not be accepted and will not be opened.

If mailed, please address to:

Joe Reverman
Planning & Development Department
City of Elizabethtown
P.O. Box 550
Elizabethtown, KY 42702

If overnighted or by hand-delivery, please address to:

Joe Reverman
Planning & Development Department
City of Elizabethtown
200 West Dixie Avenue
Elizabethtown, KY 42701

Anticipated Bid/Contract Schedule

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| RFP posted: | December 30, 2024 |
| Last day for questions to the City: | January 24, 2025 |
| Last day for proposals to the City: | January 31, 2025, 3:00 PM |
| Meeting with consultants: | Week of February 10, 2025 |
| Contract award by City Council: | March 3, 2025 |

Evaluation Procedures

Proposals will be evaluated by a panel of reviewers from multiple City departments. It is the City's intent to schedule interviews with the top-ranking consultants. During the evaluation process, the City reserves the right to request additional information from the submitting consultants.

Additional Information

1. Proposals in response to this RFP will be valid for ninety (90) days from final submittal date. The City reserves the right to ask for an extension of time if needed.
2. The City reserves the right to retain all proposals submitted.
3. The City is not responsible for any costs incurred by the consultant in the preparation of the proposal including, but not limited to, expenses associated with the preparation of the proposal, attendance at interviews, or preparation of any future contract documents.
4. This RFP is only a solicitation for information. The City is not obligated for any part of the project described. The City reserves the right to reject any or all proposals submitted, to waive any irregularity in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City also has the right to reject any proposal that does not contain all elements and requested information. The City will not be held liable for any losses by any firms throughout this process.