



**City of Paducah, Kentucky
REQUEST FOR QUALIFICATIONS**

RFQ: 2025-GWT 7

**Greenway Trail Phase 7 – Southside Expansion Project
Design, Engineering and Construction Inspection**

CONTACT PERSON

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Engineering Project Manager
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mtownsend@paducahky.gov

SCHEDULE OF EVENTS

Date Issued:	Thursday, August 28, 2025
Last Day for Questions:	Thursday, September 11, 2025, at 12 noon CST
RFQ Proposal Due Date:	Tuesday, September 18, 2025, at 4:30 p.m. CST

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SECTION NO. 1- INVITATION

The City of Paducah, Kentucky, is seeking sealed Statements of Qualification (SOQ) from qualified professional design services firms (Firm) to prepare and provide appropriate engineering contract documents (Project Documents) for complete NEPA satisfaction, permitting, design, bidding, and construction administration, observation, and inspection. The firm will provide a project manager to oversee and update the city project team consistently. These services are for the Paducah Greenway Trail Southside Expansion Project, referred to hereafter as the “GWT 7 Project.” The GWT 7 Project will consist of the aforementioned engineering services for extending the Paducah Greenway Trail from the end of the current trail to the intersection of Bridge Street and Irvin Cobb Drive.

Submitting firms should ideally have extensive experience designing urban multimodal pathways. They should also be able to demonstrate and discuss previous projects with a very high level of customer satisfaction with the design and construction oversight services. Principals of interested firms must be appropriately licensed and registered in the Commonwealth of Kentucky to provide the requested services.

SECTION NO. 2- BACKGROUND

In Fall 2023, the City of Paducah was awarded a technical assistance grant from the National Park Service’s Rivers, Trails, and Conservation Assistance (RTCA) Program to support the planning and development of an expanded Greenway Trail. This extension aims to connect downtown Paducah with neighborhoods in the city’s southside, enhancing accessibility and recreational opportunities for residents and visitors alike. A steering committee comprised of city staff and community stakeholders was formed to guide this initiative. The committee convened for the first time in late 2023 to initiate strategic planning and develop a comprehensive master plan for the trail expansion.

Between the project’s inception and May 2025, the planning process has included multiple steering committee meetings, public input sessions, and community surveys to ensure broad-based engagement and alignment with community needs. This collaborative effort culminated in creating a preliminary design for Greenway Trail Segment 7, extending from the foot of Broadway Street to the intersection of Bridge Street and Irvin Cobb Drive. In August 2025, the Paducah Board of Commissioners reviewed and approved the preliminary design, authorizing the project to advance into the formal design phase.

SECTION NO. 3- PROJECT DESCRIPTION

The proposed GWT 7 Project has three components:

1. Evaluation of the current transit infrastructure in the project area.
2. Design multimodal pathways along the defined routes, considering safety, connections, and amenities.
3. Assistance with a future grant application for construction funding, as necessary.

SECTION NO. 4- SCOPE OF SERVICES

1. **Permitting:** Coordinate and file regulatory permits for all project components.
2. **Design Renderings:** Three-dimensional design renderings for each section of the trail, showing amenities, usage, and design features.
3. **Construction Documents:** Provide preliminary and final construction design (30%, 60%, 90%, 100%) documents and services for the project.
4. **Construction Costs:** Provide necessary interim opinions of project cost during development. These opinions are essential for the owner to make critical financial decisions regarding overall project resources and budgeting.
5. **Grant Application Assistance:** Help identify appropriate funding sources and prepare documents and narratives for the application process.
6. **Public Meetings:** The selected firm is expected to participate in City Commission and other public meetings as requested to present the project design. The selected firm is expected to make presentations/updates to the Board of Commissioners during critical project thresholds. At a minimum, these will occur at project milestones through the design development phase, before the construction bid phase, before awarding the construction bid, every quarter during construction of the project, before substantial completion, and before close-out.
7. **Bid development:** Prepare and issue all bid documents for construction. Facilitate the pre-bid meeting. Review and qualify the bids received for the project
8. **Construction Administration:** The project manager will maintain regular communications with the construction contractor to ensure the project is built to the approved plans, within budget, and in compliance with all grant requirements if applicable. Coordinate monthly progress meetings during the construction process. Review and approve all submittals, prepare field reports, review requests for contract modifications, respond to Request for Information (RFI), prepare the punch list, and provide other traditional construction administration services. Daily oversight and management of the project are required.
9. **Construction Observation, Inspection & Testing:** The project manager will provide appropriate pre-qualified field inspection personnel to inspect the work during all construction phases. The manager will prepare daily inspection reports and perform all necessary field testing. Daily oversight and management of the project are required.
10. **Project Closeout:** Complete necessary closeout procedures to ensure successful project delivery, including delivery of "As-Built" documents and all grant requirements.

SECTION NO. 5- TIME LINE

1. RFQ Issued

This RFQ is officially issued on **Thursday, August 28, 2025.**

2. Question and Answer Period and Protocol

Please direct all inquiries about this project via email only to Melanie Townsend, Engineering Project Manager at mtownsend@paducahky.gov. Please mark your email inquiries as "RFQ 2025-GWT 7 Inquiry" in the subject line. The City Project Team will respond to your questions in writing as soon as possible. The deadline for questions is set for **September 11, 2025, at 12 noon CST**. All inquiries and the responses provided about each inquiry will be available on the City's website (<http://paducahky.gov/request-bids-or-proposals>) and will be updated as needed. All responses will come from **Melanie Townsend, Engineering Project Manager**. All addenda will be

posted to the City's website, and the respondent must check for addenda before submission of the SOQ.

3. Statement of Qualifications (SOQ) Due

Your completed SOQ is due to the City of Paducah by the end of business day **(4:30 p.m. CST)** on **Thursday, September 18, 2025**. Please submit five (5) hard copies of your submittal for our review. Please mail or hand deliver your submittal to:

**City of Paducah
Attn: RFQ 2025-GWT7
City Clerk's Office
300 South 5th Street
P.O. Box 2267
Paducah, KY 42002**

NO ELECTRONIC SUBMITTALS WILL BE ACCEPTED. No late submissions will be accepted.

4. Oral Presentation Interviews

Interviews will be conducted for short-listed firms. The interviews will be limited to one (1) hour per firm. The firm will be required to provide an oral presentation supplemented with PowerPoint, demonstrating its related experience and outlining its strategy to meet the City of Paducah's needs successfully. All of the firm's members who are essential to the project should be in attendance for the interview. The interviews will be conducted at Paducah City Hall, 300 South 5th Street, Paducah, KY 42003.

5. Board of Commissioners Presentation and Project Award

The selected firm will be required to present to the Paducah Board of Commissioners at a regularly scheduled meeting outlining its qualifications and plan for designing the City's GWT7 Project.

SECTION NO. 6- CITY SELECTION TEAM

The following is a listing of all members of the Selection Team:

1. Michelle Smolen, Assistant City Manager
2. Greg Guebert, P.E., City Engineer
3. Melanie Townsend, Engineering Project Manager
4. Hope Reasons, Projects and Grants Coordinator
5. Brandy Topper-Curtiss, Engineering Technician III

SECTION NO. 7- SUBMITTAL REQUIREMENTS

Firms interested in this project should submit a Statement of Qualifications (SOQ) in five (5) hard copies by **4:30 p.m. CST** on **Thursday, September 18, 2025**. Comb binding is preferred. Firm's submission must conform to the following: All sets must be appropriately labeled. Each set shall be organized using the

tabs specified below. Firm(s) will be selected through a qualifications-based selection process based on the criteria below.

Submittals must be received by the specified date and time. On the submittal package, please display: **Firm Name, Project Title, and RFQ number.** All submittals shall be addressed to:

**City of Paducah
Attn: RFQ 2025- GWT 7
City Clerk's Office
300 South 5th Street
P.O. Box 2267
Paducah, KY 42002**

REQUIRED FORMAT, PAGE REQUIREMENTS

Submittal Cover Letter: one (1) page cover letter, two (2) pages of financial information

TAB A: Project Experience (three (3) pages per project, maximum of three (3) projects)

TAB B: Past Performance Letters of Recommendation (maximum one per project identified in TAB A)

TAB C: Key Project Personnel Resumés (one page per resumé, **plus organizational chart**)

TAB D: Method of Approach (**maximum 10 pages**)

Adherence to the maximum page criterion is critical: each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages with project photos, charts, and/or graphs will be counted towards the maximum number of pages. Front and back covers, Table of Contents, and divider (tab) pages will not be counted unless they include qualification information that the selection panel could consider. Resumés should provide information for key project staff (no company profiles) and not include project pictures or general firm details. Any additional company or non-key staff information in the resumé section will be counted against the maximum page allowance. Do not submit additional information not listed herein. Font size may not be less than 11 point.

COVER LETTER

Within the one-page cover letter, include:

- Firm's full legal company name and DBA (if applicable)
- Address
- Phone number
- Website
- Firm's Federal tax identification number (EIN)
- Name & contact information of the project manager who will be tasked with the completion of the scope of services described herein
- Brief statement of your understanding of the scope of work to be performed
- Confirmation that you understand that you will be required to obtain a Paducah Business License to perform work, and the business license will need to be kept current throughout the contract.
- Confirmation that, if awarded the contract, you acknowledge the complete responsibility to perform the entire contract, including any payments of all charges associated with the contract.
- Any litigation and/or claims currently against your firm.
- Confirmation that you are authorized to make the proposed offer.

TAB A: PROJECT EXPERIENCE (30 POINTS)

Identify at least one (1) but no more than three (3) relevant projects. Demonstrate the experience your firm and/or proposed team, including key sub-consultants, has on projects same/similar to that described in the solicitation for the same/similar services. Identical and/or similar services are defined as the following:

1. Design and/or construction of multimodal urban transportation as described in the project description.
2. Projects procured using the Design-Bid-Build method will be considered more than projects using alternative delivery methods.
3. Projects involving federal funding obligations for local governments will be considered more.
4. Please include graphic examples of completed work on the identified projects (gate-folded 11" x 17" pages are acceptable and count toward the three (3) page maximum for each project).
5. Please include pre-project fee estimate, construction contract award amount, and final project costs for each project.

TAB B: PAST PERFORMANCE LETTERS OF RECOMMENDATION (10 POINTS)

Please provide letters of recommendation from the projects listed in TAB A.

TAB C: EXPERIENCE OF KEY PERSONNEL (30 POINTS)

The Firm must provide resumé data for the following key project personnel: Lead Project Manager, Civil/Site Engineer, Architect of Record (if different from the lead), Environmental Consultant, and Landscape Architect. All applicable positions noted must be licensed in the Commonwealth of Kentucky.

The Firm may also include resumé data for other personnel that they consider key for a successful project. Resumé information to be provided shall be limited to no more than one (1) page per person and shall include the following information at a minimum:

- a) Name and title
- b) Project assignment
- c) Name of firm with which associated
- d) Years' experience with this firm and with other firms
- e) Active professional registrations, year first registered, if applicable
- f) Other experience and qualifications relevant to the identical/similar described in TAB A or other relevant projects/work required under this contract
- g) Education: degree(s), year, specialization, if applicable

Include an organizational chart (maximum two (2) pages) at the end of this tab; a chart may be submitted in 11"x17". Provide an organizational chart that depicts the project team organization and lines of authority. Indicate superior/subordinate reporting relationships; provide names and titles of key project personnel. Include, if applicable, key project personnel from major sub-consultants who would contribute to significant portions of any work associated with this project.

TAB D: METHOD OF APPROACH (30 POINTS)

Project Approach and Schedule

1. Provide a list of services to be provided by your team.

2. Confirm that you have sufficient capacity to take on the design, project management, and construction administration services described in the scope of services herein and a project manager to inform the city project team.
3. Identify services provided by your firm and services provided by an outside consultant on behalf of your firm. Please ensure the firm's qualifications are substantiated in your SOQ and your interview, if your firm is selected as a finalist.
4. Clearly describe your unique approach, methodologies, knowledge, and capability to perform the scope of services described herein.
5. Please provide examples of any value-based design/engineering your firm has successfully recommended for adoption.
6. Describe any experience supporting your ability to handle the proposed work successfully.
7. Describe any specialized knowledge you may possess for successfully designing and administering the project's construction.
8. Include a detailed anticipated schedule, particularly as it relates to grant timeline requirements (11"x17" may be used.)
9. Outline management tools, techniques, and procedures to maintain project schedules and budgets.
10. Describe your firm's approach to identifying key issues and your approach to recommending corrective actions.

SECTION NO.8- SELECTION PROCESS

Review: The Selection Committee will consist of the Project Team previously identified in this RFQ. The Selection Committee will review, evaluate, and score the RFQ responses per the standards and evaluation criteria established above. The City anticipates awarding a Professional Services Contract to the firm it considers to be most qualified for the successful execution of this project.

Finalists: This Request for Qualifications (RFQ) is being conducted pursuant to 40 U.S. Code §1101 et seq. The process will be to evaluate and score the qualifications submitted in response to this RFQ, then rank the firms in descending order of score into a short list of finalists.

Interviews: The short-listed firms will be asked to make a presentation and answer questions related to the project. The Selection Committee will focus on ensuring that the successful firm's experience and qualifications match the City's GWT 7 project.

Selection: The Selection Committee will determine the most qualified firm from the short list of finalists based on the criteria referred to herein.

Contract Negotiations: The City of Paducah will enter into contract negotiations with the preferred firm soon after the selection process is completed. The finalists not selected will be placed on standby pending the successful completion of contract negotiations and the ratification of the contract by all parties.

Recommendation: After the contractual negotiations are completed, the selection committee will recommend the selected firm to the Board of Commissioners.

Approval: The City of Paducah Board of Commissioners must approve the contract before the City ratifies it.

SECTION NO. 9- ADDITIONAL INFORMATION

City Rights. The City of Paducah reserves the right to accept any proposals. All proposals become the property of the City of Paducah. At its sole discretion, the City of Paducah reserves the right to terminate this process at any time or reject any proposals without penalty before executing an agreement with the selected firm. Any agreement from this process shall be made in the City's best interests.

Acceptance of Evaluation Methodology. By submitting its Statement of Qualifications in response to this RFQ, the respondent acknowledges and accepts the evaluation process, the established criteria and associated point values, and that the determination of the “most qualified” firm will require subjective judgments by representatives of the City of Paducah.

Release of Project Information. After the deadline for SOQ submission, the City shall release all public information concerning this project, including selection announcements and contract awards, other than any information. Those desiring to release information to the public must receive prior written approval from the City.

Contact with City Employees and Elected Officials. All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, City Elected Officials, Department Directors and other City staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Compliance with Law. The selected firm agrees to be bound by all Federal, State, and local laws, regulations, and directives as they pertain to the performance of the agreed-upon contract and the Paducah GWT7 project. All parties associated with the grant project must follow all federal grant requirements.

Equal Employment Opportunity. The selected firm shall ensure that employees and applicants for employment are not discriminated against because of their race, religion, color, sex, national origin, age or disability.

Drug Free Workplace. The City of Paducah has adopted a Drug and Alcohol Free Workplace Policy in compliance with 803 KAR 25.280, in which drug and alcohol use and abuse in the workplace is prohibited. All consultants, contractors and subcontractors doing business for the City of Paducah shall adhere to this policy.

License Requirements. All firms doing business in the City of Paducah are required to be licensed in accordance with the City of Paducah’s Code of Ordinances. The successful firm shall be required to obtain a City of Paducah Business License at the time the professional services contract is signed. Information regarding business license can be obtained at the City’s website: www.paducahky.gov.

Examination of Specifications and Project Site. Before submitting a Statement of Qualifications, each firm should carefully examine the specifications and visit the project site. Each firm should fully inform

themselves prior to submittal as to all existing details of the project and the grant program. The submission of a SOQ will be construed as conclusive evidence that the submitter has made such an examination.

Questions. Questions pertaining to this selection process or contract issues should be directed **VIA EMAIL ONLY** to **Melanie Townsend, Engineering Project Manager** at mtownsend@paducahky.gov. All questions must be received by **Thursday, September 11, 2025, at 12 noon CST**. Please clearly mark your email inquiries as **“RFQ 2025- GWT 7 Inquiry”** in the subject line. Responses to questions that materially change the scope or intent of this RFQ will be issued via addendum on the City of Paducah’s website. The City will not notify respondents of posting of addenda. Therefore, it is the respondents’ sole responsibility to check the website periodically for all issued addenda. Failure to include acknowledgement of all addenda may be cause for rejection of the proposal.

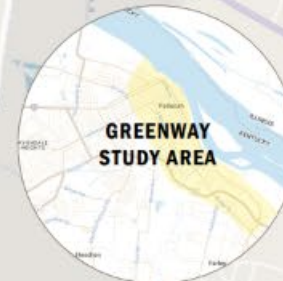
Greenway Extension Conceptual Plan 2025 - Downtown to Southside



KEY

- Proposed Greenway Trail Extension/Trailhead
- Existing Greenway Trail/Trailhead
- KY Ave/Walter Jetton Protected Bike Lanes
- Proposed Irvin Cobb Drive Complete Street
- State Routes (KYTC)
- Established Unmarked Cycling Routes
- Existing Unprotected Cycling Routes
- Recommended Connecting Bike Lanes
- Potential South Levee Expansion Loop
- Potential Walter Jetton Wetland Trail & Boardwalk
- Potential Littleville Loop to Brooks Stadium

- Public Park
- City-owned Property
- Intersection Improvements
- County-owned Property
- Hazardous Intersection
- Points of Interest, Services, Schools



Established unmarked bike route to Clark Lane Road