

**CITY OF HIGHLAND HEIGHTS, KENTUCKY**  
**REQUEST FOR PROPOSALS: TERMS AND CONDITIONS**

**Greenspace Exploration Study**

**Project Vision**

The City of Highland Heights Kentucky (Hereinafter, “city”) is accepting Requests for Proposals (Hereinafter, “RFP”) for an exploration study of a greenspace. The Greenspace Exploration Study (Hereinafter, “study”) will analyze 4 acres of City property located at or around 176 John’s Hill Road and recommend potential uses and improvements to the site based on feasibility, needs, and community support as the basis for the report.

**Project Management**

The study will be led by the selected Consultant under the direction of City of Highland Heights staff and with the input and oversight of the Greenspace Committee (Hereinafter, “the committee”).

In response to the RFP, the Consultant will submit a proposed study timeline of activity (the Timeline) that outlines a project schedule leading to the deliverables defined below.

The response to the RFP will include a proposed public engagement plan that addresses the interest of the community and other key stakeholders.

The Consultant will meet, in person or virtually, with the Greenspace Committee monthly, or as necessary as determined by Staff to review progress toward completion of the Study.

**Greenspace Committee Team**

Michael Giffen – Staff

Tracy Insko - Citizen

Steve Lehman – Staff

Michael Vaught - Citizen

Gary Chinn – City Council

Doug Davies - Citizen

Virgil Miller – City Council

Diane Brossart - Citizen

Rene Henrich – City Council

## Project Location

4-acre, green space site located at 176 Johns Hill Road in the City of Highland Heights, Kentucky.



## Scope of Services

The Consultant will conduct an existing conditions evaluation of the study to develop a technical report on existing conditions and assets of the site, which will serve as a basis document as the

study is translated into vision and cost. Specific areas of focus for existing conditions evaluation should center around:

- Current uses and their value
- Connection nodes to surrounding properties
- Other assets just outside of the project boundaries that add to the site

Specific areas of focus for the Exploration Study should focus on:

- Community brainstorming sessions so the Greenspace Committee can get a sense for what interest the public has in the site and what the wants and needs of the community might be.
- Identify potential uses and unique amenities that would add value to the community.
- Provide design/amenity enhancement options for the committee to consider.
- Create a detailed budget and phased schedule for enhancements to the site.
- Present a completed report to the city with recommendations based on feasibility and community support for the project.

## **General Information**

### **Submission**

All bids and proposals in response to this solicitation must be received by the City of Highland Heights on or before 3:00 PM Local Time, September 26, 2022 in an enclosed sealed envelope with the subject “Highland Heights Greenspace Exploration Study” clearly indicated on the outside of the envelope. Bids will be opened immediately after the close of bids.

### **Questions/Contact Information**

All inquiries concerning this RFP must be submitted in writing via email to the following representative of the City of Highland Heights. Questions must be submitted in writing by 4:00PM Local Time on September 22, 2022.

Michael Giffen, City Administrator – [mgiffen@hhky.com](mailto:mgiffen@hhky.com)

The City will acknowledge receipt of all questions properly submitted. Questions received after the deadline will not be acknowledge or answered. Questions must include the submitter’s name, employer, address, email address, and telephone number. Responses will be posted on [www.hhky.com](http://www.hhky.com) as an addendum.

## **Addenda**

Responses to questions will be issued in the form of an Addendum as they are received and updated on the city's website. It shall be the responsibility of each submitter to ensure that their proposal takes into account the addendum.

No verbal information to submitters will be binding on the City of Highland Heights. The RFP and Addendum will be considered clear and complete. Any additional alterations to the specifications will be made in the form of written addenda. These addenda shall then be considered to be part of these specifications.

## **Evaluations**

It is the intent that a contract will be awarded to the Consultant offering the best combination of quality and price. The City of Highland Heights reserves the right to identify the best responsive offer in any way determined to be in the best interest of the overall project.

The Greenspace Committee will review each Proposal for completeness and content. Each proposal will be evaluated based upon the relevant qualifications and experience of the Consultant. The Greenspace committee may conduct interviews if necessary, or may complete its evaluation based on the Proposal alone.

The Greenspace Committee will make a recommendation or series of recommendations to the City Council. The City Council reserves the right to accept or reject any and all Proposals. The City Council also reserves the right to waive any informality or irregularity in any Proposal. Additionally, the City Council may, for any reason, decide not to award a contract. The City Council shall not be obligated to respond to any Proposal submitted, nor be legally bound in any manner by the submission of a Proposal. The City Council reserves the right to negotiate project deliverables and associated costs.

## **RFP Details**

- 1. AUTHORITY** This request for Proposals is issued pursuant to applicable provisions of the City of Highland Heights Ordinance.
- 2. PROPOSAL OPENING** Sealed proposals will be received at the City of Highland Heights City Building until **September 26, 2022 at 3:00PM Local Time**, at which time they shall be opened in public. Late proposals shall be rejected. The City of Highland Heights does not prescribe the method by which proposals are to be transmitted; therefore, it cannot be held responsible for any delay, regardless of the reason, in transmission of the proposals. Facsimile or e-mailed proposals will not be accepted.

- 3. PROPOSAL PREPARATION** Proposals must be submitted on the proposal form when provided and all information and certifications called for must be furnished, including a statement of qualifications. Proposals submitted in any other manner, or which fail to furnish all information or certificates required, may be summarily rejected. Proposals may be modified or withdrawn prior to the time specified for the opening of proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the bid. The proposal shall include the legal name of the offeror, the complete mailing address, and be signed in blue ink by a person or persons legally authorized to bind the offeror to a contract. Name of person signing should be typed or printed below the signature.
- 4. PROPOSAL ENVELOPES** Envelopes containing proposals must be sealed and addressed to the City of Highland Heights. The title of the proposal as specified in the RFP document must be shown on the outside of the envelope.
- 5. ERRORS IN PROPOSALS** Offerors are cautioned to verify their proposals before submission. Negligence on the part of the offeror in preparing the proposals confers no right for withdrawal or modification of the proposal after it has been opened. In case of error in the extension of prices in the proposal, the unit prices will govern. All price extensions are to be checked by the buyer to ensure the total proposal is accurate.
- 6. RESERVED RIGHTS** The City of Highland Heights reserves the right at any time and for any reason to cancel the RFP, accept or reject any or all proposals or any portion thereof, or to accept an alternate proposal. The city of Highland Heights reserves the right to waive any immaterial defect in any proposal. The City may seek clarification from any offeror at any time and failure to respond promptly is cause for rejection.
- 7. INCURRED COSTS** The City will not be liable for any costs incurred by offers in replying to this RFP.
- 8. OCCUPATIONAL LICENSE** All offerors must have or obtain appropriate occupational licenses.
- 9. INTERPRETATION OR CORRECTION OF PROPOSAL DOCUMENTS** Offerors shall promptly notify the City of any ambiguity, inconsistency or error which they may discover upon examination of the proposal documents. Interpretations, corrections and changes will be made by addendum. Each offeror shall ascertain prior to submitting a proposal that all addenda have been received and acknowledged in the proposal.

