

Request for Proposal
City of Nicholasville
October 13, 2026
2026-322

This RFP should not be construed as a commitment on City of Nicholasville's part to obtain any Services from any vendor or to fully implement this project. At any time, the City of Nicholasville (The City) may terminate or modify this RFP and request revised proposals from respondents. The City may reject any or all proposals at its sole discretion. All expenses associated with providing the information requested in this RFP are borne solely by the respondents to this document. The City assumes no legal or financial responsibilities for such expenses.

A. RFP Purpose and Scope:

The purpose of this Request for Proposal, (RFP) is to solicit pricing and proposals for the City of Nicholasville Electric Department from qualified contractors for Horizontal Directional Boring / Drilling, (HDD) Services.

Across Main Street heading east down Lake Street in Nicholasville, KY

Boring is needed of approximately 4 runs of 3 inch continuous line, 230 pole line feet. Approximately 950 total feet. Design area overview and trench plans are in an attached PDF.

B. Description of Services:

The following description outlines the scope of work for the project.

1. Proposers will thoroughly examine the specifications, supplemental conditions, and all other documents.
2. Proposers will make all investigations necessary to thoroughly inform themselves regarding performance of services as required by the RFP Documents. No plea of ignorance as a result of failure to make the necessary examinations and investigations will be accepted as a basis for varying the requirement of the City. Proposers can contact Robert Blackford or Rick Boyd. All contact information is located on page 3.
3. If a bidder needs clarification of the RFP documents, bidder must submit a written request to the Purchasing Agent. A request for clarification must be in writing and received by the Purchasing Agent, no later than five (5) days prior to the scheduled bid opening.

C: Submission of RFP:

1. All RFPs shall be enclosed in **sealed envelopes** and submitted to the City of Nicholasville, 517 North Main Street, Nicholasville, Kentucky 40356, Attention: Camille Latham, Purchasing Agent. The name and address of the proposer, date of the bid opening and the bid name should be shown on the outside of the envelope. **All RFPs must be received by October 23rd, 2026 at 3:00 p.m., which at that time will be recorded as being received.**
2. Proposers agree that the price will remain firm and subject to acceptance by the City for a period of 60 calendar days from the bid opening date. (In addition see: Rock Clause in section F. Contractor Requirements located on page 2.)
3. RFPs received after the time set for the RFP opening will not be considered.

D: Contractor Experience/References:

1. Each interested Contractor shall have at least three (3) years experience in the Horizontal Directional Boring / Drilling, (HDD) Services. Contractor shall provide at least three (3) References.

E: Scheduled work:

1. Contractor to schedule work as advised by The City of Nicholasville Electric Department, 517 N Main Street Nicholasville, KY. All contact information is located on page 3.

F. Contractor Requirements:

1. **Access to Property:** Monday thru Friday 7:00 a.m. – 6:00 p.m.
2. **Invoicing and Payment:** Shall be net 30.
3. **Supervision:** Contractor shall have one individual designated as the Supervisor of the crew at all times while on the property. A list of all Supervisors shall be provided to the Electric Department prior to work.
4. **Contract Price:** Contract price set forth in this RFP shall become a part of this Contract.
5. **Rock Clause:** If rock, as hereinafter defined, is encountered, no claim for additional compensation for changes shall lie against the City in the absence of previous authorization by the City in writing, and the cost to the City for any changes shall be determined as provided in this Article.

CAUTION: No rock for which extra compensation is expected to be received shall be removed except pursuant to and in conformity with a written authorization or change order of the City. Shale, rotten stone, or stratified rock that can be loosened with a pick or removed by a backhoe or similar equipment shall not be classified as rock. Rock is defined as follows: any material which cannot be excavated with conventional equipment, and must be removed by drilling, chemical cracking or blasting, and occupies an original volume of at least one-half cubic yard.

6. **Liability Clause:** Successful bidder shall furnish the following insurance certificates in full amounts as required by Kentucky Statutes. All Certificates shall remain up to date and on file during the duration of the contract.

1. A current Certificate of Liability Insurance must be provided to the Purchasing Department with the following minimum coverage:
Broad Form Comprehensive General Liability, including Products and Completed Operations.

Bodily Injury:	\$1,000,000 each occurrence
	\$2,000,000 aggregate
Property Damage:	\$1,000,000 each occurrence

2. Automobile Liability, including any auto, hiring autos and non-owned autos.
 3. Workers Compensation for all employees used on the job pursuant to statute.
 4. Contractor must hold a current City of Nicholasville Occupational License.
 5. Business License, Contractor shall provide proof of Business License for the City of Nicholasville.
7. **WORK UNDER THIS CONTRACT IS NON-TRANSFERABLE AND SHALL NOT BE SUBLET.**

G. Qualifications:

Please submit the following with your RFP package:

1. List at Least three (3) References.
2. A summary of relevant experience and qualifications, including examples of work you have done for other clients.

H. Primary Contacts:

Name: Camille Latham, Purchasing Agent
Phone: (859) 885-1121 ext. 263
Email: camille.latham@nicholasvilleky.gov
Address: 517 North Main Street, Nicholasville, KY 40356

Project Inquiries:

Name: Robert Blackford, Electric Department Superintendent
Phone: (859) 509-6294
Email: robert.blackford@nicholasvilleky.gov
Address: 517 North Main Street, Nicholasville, KY 40356

Name: Ricky Boyd, Electric Department Assistant Superintendent
Phone: (859) 536-1412
Email: ricky.boyd@nicholasvilleky.gov
Address: 517 North Main Street, Nicholasville, KY 40356

I. Timeline & Business Requirements:

All Proposals MUST be received no later than Friday, October 23rd, 2026, by 3:00 p.m.
517 North Main Street
Nicholasville, Kentucky 40356
ATTN: Camille Latham
RFP # 2026-322

The City of Nicholasville reserves the right to reject any and all proposals and to waive any minor informality in proposals received.

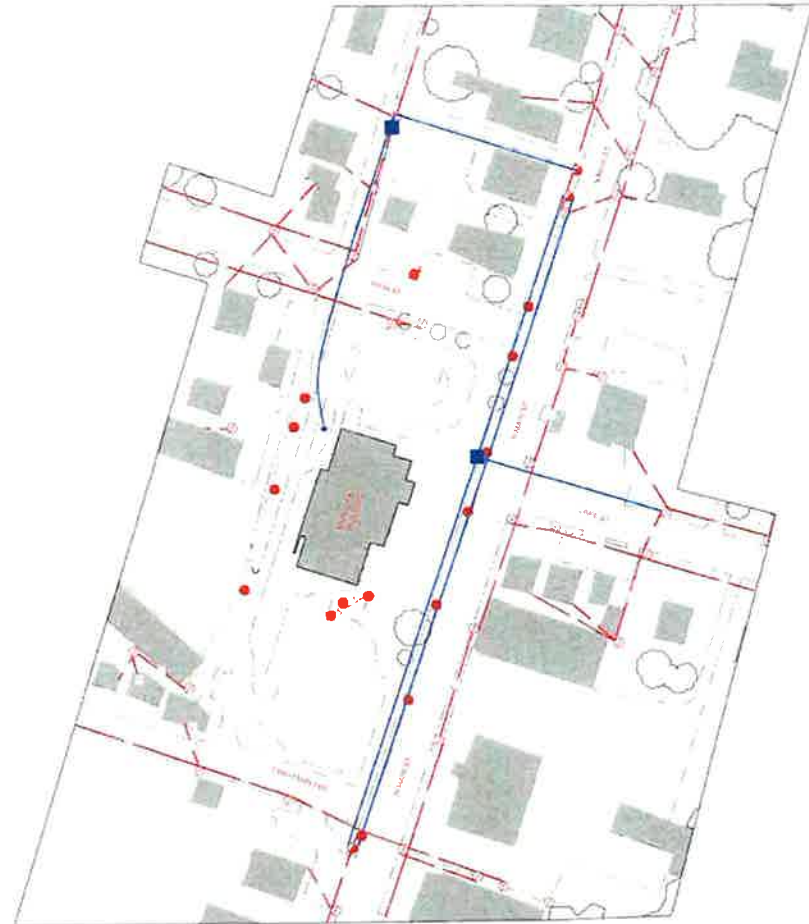
N. Main + Lake St.



EXISTING CONDITIONS



PROPOSED DESIGN



**PRELIMINARY
DESIGN - NOT FOR
CONSTRUCTION**



SHEET	1	DATE	NTS	PROJECT	NICHOLASVILLE MUNICIPAL BUILDING
DATE	04/01/2025	BY	WTS	PROJECT	ELECTRIC DISTRIBUTION OH AND UG PLAN
DATE	04/01/2025	BY	AHJ	PROJECT	DESIGN AREA OVERVIEW