Frequently Asked Questions

- How does my firm become prequalified?

A prequalification form (TC 40-1) form is used to request prequalification. The TC 40-1 form can be found at: http://transportation.ky.gov/Professional-Services/Pages/Prequalification-Application-and-Instructions.aspx

- How many copies of the TC 40-1 do I need to submit?

The Division of Professional Services requires one original for our records and one copy for each functional area requested for prequalification services (i.e., one for Roadway Design, one for Environmental, and so on.)

- How should I submit prequalification information?

Send the information to the attention of Clairessa Hamilton, Division of Professional Services, 200 Mero Street, 3rd Floor, Frankfort, KY 40622.

- How often do I need to apply for renewal?

Renewal is required every year or when a major change that would change your prequalification status occurs with or within your firm.

- Will you notify me of my renewal date?

No. When your firm receives the initial notification of approval of the prequalification request, the letter will include an anniversary date for renewal. ***This will be your only notification.***

- How long does the prequalification process take?

The User Divisions that review your application have 30 days for review. Approval or denial letters are mailed by the Division of Professional Services when we receive determination from the last User Division.

- Who can I contact when I have a prequalification question?

You can contact the Division of Professional Services at (502) 564-4555 and speak with Clairessa Hamilton or Ashley Dezarn.

- Why does my firm need to be prequalified?

Your firm must be prequalified in the specified areas by the time consultant responses are due to become eligible to respond to an advertisement.

- Does my firm need liability insurance?

Yes. If your firm is interested in being a prime consultant, a one million dollar ($1,000,000) professional liability policy is required. This is not required if your firm is only interested in being a subconsultant to another firm.

- Do you have a Division website address?

The Division of Professional Services website is: http://transportation.ky.gov/Professional-Services

- How many copies of the Campaign Finance form are required for Response to Announcement?

One original copy should be submitted from the Prime Consultant. (You may submit one with each response.) This is not required from subconsultants.

- Where should we mail our Response to Announcement?

ALWAYS mail Response to Announcements to the attention of: Eric A. Pelfrey, Director, Division of Professional Services, 200 Mero Street, 3rd Floor, Frankfort, KY 40622.

- Who do I contact to get a new audit and/or ask questions about an audit?

Mike Coffey in the Division of Audits at (502) 564-6830.

- What must a KYTC Project Manager submit in order to have a project advertised?

The process for Bulletin Advertisements for regular Six-Year Highway Plan projects are outlined in the Administrative Procedures chapter of the Highway Design Guidance Manual. The District's Project Manager submits project information to their Highway Design Location Engineer who will in turn provide additional information. The Director of Highway Design will review and submit the information to the Division of Professional Services for advertisement. For statewide or other professional service advertisements, the appropriate Division Director should submit the project information to the Director, Eric A. Pelfrey, preferably via email.

- How long should it take to get a Notice to Proceed?

It takes about a month after selection to schedule a Pre-Design Meeting, approve units, receive independent production-hour estimates, negotiate a fee, revise the fee proposal package, and write the agreement. It may take another 4 weeks to obtain the necessary signatures from the consultant and Cabinet, then receive Finance Cabinet approval to issue Notice to Proceed.

- Who do I ask questions about the status of my Agreement, Contract Modification, Time Extension, or Statewide Contract?

During the negotiation process for an Agreement or Contract Modification, you may contact Adrian Wells. After it is written, you may contact Clairessa Hamilton for Agreements, Melanie Young for Contract Modifications, Shante Wales for Time Extensions, or Ashley Dezarn for Statewide Agreements for any questions about the status.

- When is the Notice to Proceed issued?

In eMars, a combined Notice to proceed and Notice to Bill will be issued when the electronic document is received by LRC. The Government Contract Review Committee meets the 2nd Tuesday of every month. If the LRC Review Committee rejects the contract, a Stop Work Order will be issued.

Division of Professional Services

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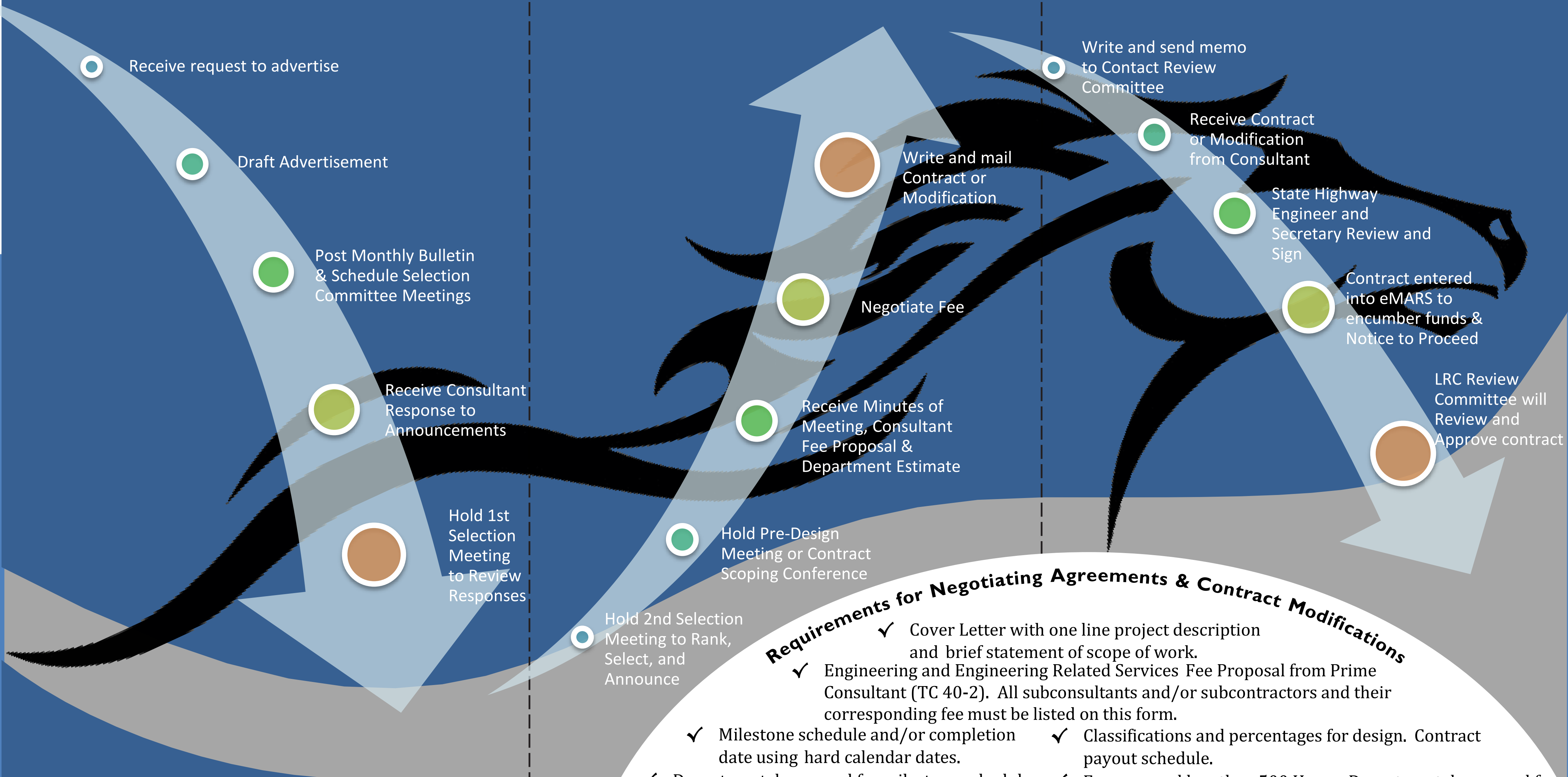
Kentucky UNBRIDLED SPIRIT

KENTUCKY TRANSPORTATION CABINET

Professional Services Contract Procurement Process



Requirements for Negotiating Agreements & Contract Modifications

- ✓ Cover Letter with one line project description and brief statement of scope of work.
- ✓ Engineering and Engineering Related Services Fee Proposal from Prime Consultant (TC 40-2). All subconsultants and/or subcontractors and their corresponding fee must be listed on this form.
- ✓ Milestone schedule and/or completion date using hard calendar dates.
- ✓ Departmental approval for milestone schedule and/or completion dates.
- ✓ Payment percentages with Departmental approval.
- ✓ Brief description of the project scope.
- ✓ Minutes from predesign conference (Agreements).
- ✓ For proposals greater than 500 Hours: independent production-hour estimates from both the Department(s) and the consultant(s).
- ✓ Negotiation minutes
- ✓ Classifications and percentages for design. Contract payout schedule.
- ✓ For proposal less than <u>500 Hours</u>: Departmental approval for the consultant's proposed production- hours is acceptable.
- ✓ TC-10 Project Authorization or Request for Funding.
- ✓ KYTC audit report from all consultants working on project.
- ✓ Certificate of Final Indirect Costs.
- ✓ Project Chronology Memorandum with concurrence from the Department's project manager. List a brief, but detailed scope of work (modifications).