

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2013-08 Statewide Roadway Design

This document constitutes a Request for Proposals for Personal Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

I. PROJECT DESCRIPTION

Project Description – Preliminary and final engineering services for traffic and roadway improvements for various projects. Four (4) consultants will be selected.

II. PROJECT INFORMATION

Project Manager – Kevin Martin, P.E.

User Division – Highway Design

Approximate Fee –

Four (4) Consultants will be selected – \$2,000,000 Upset Limit per consultant

Work will be assigned via Letter Agreement, not to exceed \$250,000 per Letter Agreement. (Lump Sum or Cost Plus Fee)

Project Funding – State and Federal Funds

Contract Expiration – June 30, 2015

III. PURPOSE AND NEED

To supplement the Roadway Design Service provided by the District and Central Offices on an as-needed basis.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The selected consultant will be responsible for working with the Kentucky Transportation Cabinet, Division of Highway Design and District Project Development offices to provide roadway design services, as needed, for various Transportation projects. The selected consultants may also be responsible for preparing roadway plans, permits and other related project development activities for the construction of approved transportation improvements. Four (4) consultants will be selected to provide these services.

VI. SPECIAL INSTRUCTIONS

Four (4) firms will be selected to provide these services for a period of two (2) years. Contracts will have an upset limit of \$2,000,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work.

The Selection Committee will randomly draw from the pool and list in consecutive order to determine the initial order for which a project will be assigned. Projects will be assigned on a rotational basis. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within fourteen (14) days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VII. METHOD OF DESIGN

The selected consultant shall utilize the CADD Standards for Highway Plans (Version 3) Policy in the development of the highway plans.

VIII. UTILITIES

The Selected Consultant may be required to assist the Department with Utility Plans for various projects. The Selected Consultant may be required to provide Subsurface Utility Engineering (SUE) work to field-locate utilities as needed.

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the project team must be prequalified in the following areas by the date of this advertisement.

ROADWAY DESIGN

- Rural Roadway Design <\$250,000
- Urban Roadway Design <\$250,000
- Surveying

X. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.

RESPONSE DATE • Wednesday, March 6, 2013 4:30 p.m. E.S.T. (Frankfort time)

1st SELECTION COMMITTEE • March 12, 2013

2nd SELECTION COMMITTEE • March 27, 2013

CONTRACT SCOPING CONFERENCE • April 1, 2013

NOTICE TO PROCEED • May 15, 2013

XI. PROJECT SCHEDULE

Individual project schedules will be by letter agreement on a project by project basis.

XII. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or federal, local or other state governmental agencies. (10 points)
2. Capacity to comply with project schedule. (10 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XIII. SELECTION COMMITTEE MEMBERS

1. Kevin Martin, P.E., User Division
2. Brad Eldridge, P.E., User Division
3. Tim Pyles, P.E., Secretary's Pool
4. Sam Hale, P.E., Secretary's Pool
5. David Eaton, Governor's Pool