

REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-12 Statewide Value Engineering

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

Consulting services will be used to perform various value engineering (VE) services including VE project studies and VE training.

II. PROJECT INFORMATION

Project Manager – Shawn Russell, P.E.

User Division – Highway Design

Approximate Fee - Two (2) Consultants will be selected to provide services.

- \$350,000 Upset Limit for each consultant.
- Work will be assigned via Letter Agreement, not to exceed \$60,000 per Letter Agreement.
- Each Consultant will be assigned specific tasks to perform and will be paid in accordance with the prices established for the various activities. Task assignments will be made by Letter Agreement. Work is anticipated in three categories as indicated in the Section V, Scope of Work.

Project Funding – Various State and Federal Funds

Contract Completion – August 31, 2017

III. PURPOSE AND NEED

Value engineering studies are required on certain projects per federal regulations. Additionally, value engineering studies are periodically requested on other projects. Finally, it is sometimes necessary to provide training about value engineering. Consultants will be used to perform various value engineering services including VE project studies and VE training.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The VE Consultant shall possess the expertise and capacity to be able to perform all of the value engineering services listed below:

1. **Value Engineering Studies:** Upon request, the Selected Consultant will provide a team leader and study team members. The team leader shall be a Certified Value Specialist (CVS). See Section VI, Special Instructions for further requirements. The team leader will conduct the study, compile the information for the report, prepare the report, and prepare/conduct a presentation for management. The Department has the right to reject, accept, or request the team leader on a project by project basis.

The Selected Consultant will provide a mix of study team members, including a team leader to complement/supplement the team members provided by the Department. The Department will typically provide one or two study members and will typically need the Selected Consultant to provide five to six members for each study. Each consultant provided member is expected to be there for the duration of the study. In the event an individual team member needs to leave due to an emergency, the Department expects a backup team member be provided during the initial team member's absence. Names of team members to be provided by the Selected Consultant will be forwarded to the Department for review and approval prior to conducting the VE study. The Department will specify certain disciplines to be provided and minimum experience requirements. The team members will have some value engineering training.

2. **Training:** The Selected Consultant will provide training based on the needs identified by the Department. Potential training may include one of the following:
 - a. SAVE certified Module 1 workshop.
 - b. SAVE certified Module 2 workshop.
 - c. One day VE overview training to prepare attendees to participate in VE studies or for project team staff to understand the role of VE in project development.
 - d. Other customized value engineering training classes.

VI. SPECIAL INSTRUCTIONS

Instructions for Response to Announcement can be found at:

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

The format for Page 7 is hereby revised to allow a total of 10 pages (A-J). In responding in this open format, Page 7, Project Approach, a maximum of ten (10) pages (A-J) is acceptable.

The Value Engineering Consultant shall have at least one person that will serve as a team leader on VE studies who is a Certified Value Specialist (CVS), as recognized by the organization SAVE International. Each CVS should either be a Professional Engineer (PE) and/or should have extensive experience in leading VE teams on transportation (highways and bridge engineering) projects. The team leader should also have skills in creating graphics, writing reports, preparing presentations, and giving presentations. The proposal should provide a resume and other documentation that demonstrates the credentials of the CVS staff that will be serving the Department as a team leader.

The VE Consultant shall also have staff (directly employed or on contract) available to participate on VE study teams who has worked on transportation projects funded by the Department and has a working knowledge of Microstation, the Department's design standards and processes. Staff should include individuals with the following expertise: traffic engineering & modeling, geometric design, estimating, structural design, and constructability. The proposal should provide a resume outlining the credentials of each individual.

Additionally, the proposal should demonstrate the VE Consultant's team's ability to prepare competent reports and VE training services. To illustrate the VE Consultant's Team's ability to prepare competent reports sample excerpts from reports, including diagrams of VE recommendations is encouraged. It is encouraged that the proposal contains two or more letters of recommendation from recent clients in the transportation field.

Two (2) firms will be selected to provide these services for a period of two (2) years. Contracts will have an upset limit of \$350,000. 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 consisting of the selected firms and list in consecutive order the initial order for which projects will be offered. Typically, two projects will be offered to a firm before rotating to the other firm. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firm on the list has been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within 14 calendar days, documentation shall be placed in the project files and the next firm on the rotating list shall be offered the project.

If a firm is more than 30 days past due on two (2) or more tasks on an active letter of agreement, at the Department project manager's discretion, the firm may not be offered an additional project until the remaining firms on the list have been offered a project. In such situation, the Department's project manager may assign the next project to the subsequent firm on the rotating list. The Department's project manager shall document such decisions in the project files. The firm that is skipped shall not be eligible to accept another project until the remaining firms on the list have been offered a project.

VII. ADDITIONAL INFORMATION

Draft VE project study reports are generally required to be submitted to the Department's VE coordinator within two weeks of completion of the VE study.

VIII. PREQUALIFICATION REQUIREMENTS

To be determined within the Consultant's Response to Announcement.

IX. PROCUREMENT SCHEDULE

- Bulletin Posted - June 9, 2015
- Response Date - July 1, 2015 by 4:30 PM ET (Frankfort Time)
- First Selection - July 7, 2015
- Final Selection - July 22, 2015
- Scoping Conference - July 29, 2015
- Notice to Proceed - September 1, 2015

X. PROJECT SCHEDULE

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

COMPLETION OF ALL SERVICES – August 31, 2017

XI. EVALUATION FACTORS

1. Relative value engineering experience of consultant personnel assigned to lead and participate on engineering projects for KYTC and/or for federal, local or other state transportation governmental agencies. (10 points)
2. Relative design, traffic, and construction experience of consultant personnel assigned to project team with roadway and bridge projects for KYTC. (5 points)
3. Capacity to comply with project schedule. This includes the ability to schedule and provide necessary staff for a VE study or training with a two month notice. It also includes the ability to punctually submit a draft and final report. (5 points)
4. Past record of performance on projects of similar type and complexity. (10 points)
5. Project approach and proposed procedures to accomplish the services for the project. (10 points)
6. 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.

XII. SELECTION COMMITTEE MEMBERS

1. Shawn Russell, P.E., User Division
2. Brent Sweger, P.E., User Division
3. Ron Matar, Secretary's Pool
4. Kevin Sandefur, Secretary's Pool
5. Joe Walker, Governor's Pool