

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2017-08 Statewide Roadway Design

This document constitutes a Request for Proposals for Professional 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 roadway and traffic improvements for various projects. Four (4) consultants will be selected.

II. PROJECT INFORMATION

Project Manager – Keith Caudill, P.E.

Approximate Fee – Four (4) Consultants – \$3,000,000 Upset Limit per consultant

Work will be assigned via Letter Agreement, not to exceed \$300,000 per Letter Agreement. (Lump Sum or Cost Plus Fee)

Project Funding – State and Federal Funds

Contract Expiration – June 30, 2019

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

The consultant team should include a DBE Participation Plan with their Response to Announcement. An additional page will be allowed with the Project Approach (page 7) in the Response to Announcement to convey this plan. A maximum of 4 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultants 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 with no new work assigned after June 30, 2019, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$3,000,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$300,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will generally be offered to firms on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Highway Design reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. 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 or does not respond to an invitation to perform services for a project within five (5) business days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, documentation shall be placed 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 Consultants shall utilize the CADD Standards for Highway Plans (current version) Policy in the development of the highway plans. The policy can be found at:

<http://transportation.ky.gov/CADD-Standards/Pages/default.aspx>

VIII. UTILITIES

The selected Consultants may be required to assist the Department with Utility Plans for various projects. The selected Consultants 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 response due date of this advertisement.

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- Surveying

STRUCTURE DESIGN

- Spans Less Than 500' (Including Culvert Design)

X. PROCUREMENT SCHEDULE

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

- Advertisement Date – February 14th, 2017
- Response Date – March 8th, 2017 by 4:30pm ET (Frankfort Time)
- First Selection Meeting – March 13th, 2017
- Final Selection Meeting – March 29th, 2017
- Scoping Conference – April 5th, 2017
- Notice to Proceed – May 25th, 2017

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. (15 points)
2. Capacity to comply with project schedule. (15 points)
3. Past record of performance on project of similar type and complexity. (20 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. DBE Participation Plan (4 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.

XIII. SELECTION COMMITTEE MEMBERS

1. Kevin Martin, P.E., User Division
2. John Rudd, P.E., User Division
3. Andrew Stewart, P.E., Secretary's Pool
4. Thomas Gilpin, P.E., Secretary's Pool
5. Mark Day, P.E., Governor's Pool