

# **A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2018-08 Statewide Environmental Cultural Historic and Archaeological Studies**

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**

This statewide contract is to provide necessary Environmental Cultural Historic and Archaeological studies and document preparation on a statewide basis for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager – Daniel Davis

User Division – Environmental Analysis (DEA)

Approximate Fee – \$1,500,000 per contract (Upset Limit)

Work will be assigned via Letter Agreement, not to exceed \$500,000 per Letter Agreement

Two (2) Consultants to be selected for a two (2) year contract term

Project Funding – State and Federal Funds

### **III. PURPOSE AND NEED**

To obtain services for environmental activities relating to Cultural Historic/Archaeology.

### **IV. DBE REQUIREMENT**

Consultants 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 2 points will be considered in the Evaluation Factors for the DBE Participation Plan.

### **V. SCOPE OF WORK**

#### **ENVIRONMENTAL STUDIES**

Cultural Historic/Archaeological Resource Investigations required to obtain location approval or authorization for construction.

#### **DOCUMENT PREPARATION**

Technical reports necessary to adequately address specific areas of impact in each of the aforementioned areas.

## **VI. SPECIAL INSTRUCTIONS**

Two (2) firms will be selected to provide these services. The contract period is each firm receiving a two (2) year contract with no new work assigned after June 30, 2020. Contracts will have an upset limit of \$1,500,000. Once the upset limit is reached, or the two (2) 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 upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$500,000 without written approval from the State Highway Engineer.

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 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 Department reserves the right to group multiple projects together as one offering if it is advantageous. 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, does not respond to an invitation to perform services for a project within five 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:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

## **VII. PREQUALIFICATION REQUIREMENTS**

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

### **ENVIRONMENTAL ARCHAEOLOGY**

- Prehistoric (Archaeology)
- Historic (Archaeology)
- Cultural-Historic Analysis

## **VIII. PROCUREMENT SCHEDULE**

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

- Bulletin Posted – February 13, 2018
- Response Date – March 7, 2018 by 4:30 PM ET (Frankfort Time)
- First Selection – March 12, 2018
- Final Selection – March 28, 2018
- Scoping Conference – April 4, 2018
- Notice to Proceed – May 24, 2018

## **IX. PROJECT SCHEDULE**

Individual project schedules will be by Letter Agreement on a project-by-project basis.

Completion Of All Services – June 30, 2020

## **X. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with Section 106 archaeological and cultural historic investigations and KY SHPO Specifications as they relate to highway projects for KYTC. (10 Points)
2. Past record of performance on projects similar in type and complexity. (10 Points)
3. Capacity to comply with project schedule. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. DBE Participation Plan. (2 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.

## **XI. SELECTION COMMITTEE MEMBERS**

1. Daniel Davis, User Division
2. Amanda Abner, User Division
3. Mikael Pelfrey, P.E., Secretary's Pool
4. Darren Back, P.E., Secretary's Pool
5. Wes Sydnor, P.E., Governor's Pool