

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2020-01 Statewide LPA General Services

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

I. PROJECT DESCRIPTION

Consultant Services are needed to provide design services for a wide variety of projects at the direction of the Kentucky Transportation Cabinet and various Local Public Agencies that have contracted with the Kentucky Transportation Cabinet to administer projects funded with federal-aid and/or state dollars.

II. PROJECT INFORMATION

Project Manager – Susan Oatman, P.E. – Statewide LPA Coordinator

User Divisions – State Highway Engineer's Office / Office of Local Programs

Approximate Fee – Five (5) Consultants will be selected to provide services.

\$1,500,000 Upset Limit each contract.

Work will be assigned via Letter Agreement, not to exceed \$250,000 per Letter Agreement

Project Funding – Federal and State Funds

III. PURPOSE AND NEED

The purpose of this contract is to assist the Kentucky Transportation Cabinet in providing a wide range of design and various professional services for Local Public Agencies administering projects funding by federal-aid and/or state dollars on an as-needed basis.

IV. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach (Page 7) to demonstrate this plan. A maximum of 2 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 Local Public Agencies which have entered into an agreement with the Kentucky Transportation Cabinet to administer projects funded with federal-aid and/or state dollars. The selected Consultants must have the capacity to

provide the following design and various professional services:

- Roadway Design
- Sidewalk Design
- Streetscape Design
- Structural Design
- Building Design
- Land Surveying
- Property Boundary Determination
- Architecture
- Site Design Services, including landscaping
- Historic Property Restoration/Rehabilitation
- Construction Document Preparation (Including but not Limited to: Proposals, Specifications, and Estimates)
- Construction Engineering (Including but not limited to Inspection Services)
- Review of Various Engineering Documents for Compliance with Federal and State Policies
- Planning Services
- Environmental Services
- Geotechnical Design
- Right-of-Way Acquisition and Relocation
- Utility Coordination

These services will be provided for a wide range of projects, (such as restoring historic buildings, constructing sidewalks, and designing streetscape projects, among others). The selected Consultants must also be available to provide construction inspection services of the projects if needed. The selected Consultants must be able to work with and explain Kentucky Transportation Cabinet and Federal Highway Administration requirements to the Local Public Agency representatives when needed.

VI. SPECIAL INSTRUCTIONS

Five (5) firms will be selected to provide these services for a period for two (2) years with no new work assigned after the two year period, although the contract may be extended for time to complete work already assigned. Letter Agreements may be executed with either the State Highway Engineer's Office or with the Office of Local Programs. Each of the 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 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 \$250,000 without written approval from the State Highway Engineer.

The Selection Committee will rank the selected Consultants and list them in consecutive order to determine the initial order for which projects 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 or Local Public Agency. 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 or does not respond to an invitation to perform services for a project within five

(5) 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>

The Department will allow the following modifications to the standard response format for response to this Statewide LPA General Services advertisement only:

Page 3: Project Team Organizational Chart, may be expanded, not to exceed one 11" x 17" page or two 8.5" x 11" pages.

Page 4: (A-E) Resumes, may be expanded, not to exceed 10 pages total (A-J). Please clearly identify the role each team member will play, including identification of the primary daily point of contact and all individuals that may be named Project Manager for individual Letter Agreements.

Page 5: Workload / Commitments does not have a page limit.

Page 6: (A-E) Project Experience, may be expanded, not to exceed 10 pages total (A-J). For each project cited (at a minimum) please clearly identify the year of project completion, if the project was federally or state funded, the name of the LPA (if applicable), the name of the consultant's Project Manager, and the role of the consultant staff whose resume is included in the consultant's response for this work. Please note if the Project Manager is no longer with the firm.

Page 7: (A-C) Project Approach, may be expanded, not to exceed 5 pages total (A-E), inclusive of the DBE Participation Plan.

VII. STANDARD OF DESIGN

The selected Consultants must design all projects in conformity with the Kentucky Transportation Cabinet's Standard Specifications for Road and Bridge Construction, current Edition or, where it does not apply to a project, whatever other standard of design has been agreed upon between the Local Public Agency and the Kentucky Transportation Cabinet in their Memorandum of Agreement for the specific project.

VIII. DOCUMENT PREPARATION

The selected Consultants must be capable of designing plans for projects, developing construction proposals, and completing checklists and other forms required for project approval.

IX. 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.

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- Surveying

CONSTRUCTION ENGINEERING

- Construction Project Supervision

TRANSPORTATION PLANNING

- Highway Planning Services
- Pedestrian and Bicycle Facility Planning and Design

RIGHT-OF-WAY SERVICES

- Right of Way Acquisition
- Right of Way Relocation

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

- Macroinvertebrates
- Water Quality
- Botany
- Zoology
- Wetlands

ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES

- Prehistoric Historic
- Historic
- Highway Noise
- Air Quality Analysis
- Cultural-Historic Analysis
- EIS Writing and Coordination

ENVIRONMENTAL & UST SERVICES

- Hazmat Preliminary Site Assessment (Phase I)
- UST Preliminary Site Assessment

GEOTECHNICAL SERVICES

- Engineering Services
- Laboratory Testing Services
- Drilling Services

STRUCTURE DESIGN (please see note below)

- Spans under 500 Feet

TRAFFIC ENGINEERING (please see note below)

- Traffic Engineering Services
- Electrical Engineering Traffic Signal Services
- Electrical Engineering Roadway Lighting Services

Note – Structure Design and Traffic Engineering prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should either of these services become necessary during the delivery of the project, the selected Consultant team must obtain the required qualifications before providing those services.

X. PROCUREMENT SCHEDULE

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

- Bulletin Posted – July 9, 2019
- Response Date – July 31, 2019 by 4:30 PM ET (Frankfort time)
- First Selection – August 5, 2019
- Final Selection – August 21, 2019
- Scoping Meeting – August 28, 2019
- Notice to Proceed – October 1, 2019

XI. PROJECT SCHEDULE

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

XII. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Relative experience of consultant personnel assigned to project team in working with federal-aid projects and with Kentucky Transportation Cabinet processes. (15 Points)
2. Range of services with which consultant has experience and which consultant can provide; Consultant must demonstrate the ability to provide the range of services listed in the Scope of Work. (10 Points)
3. Past record of performance on projects similar in type and complexity to local public agency projects. (9 Points)
4. Capacity of Consultant to comply with project schedules. (4 Points)
5. Project approach and proposed procedures to accomplish the services for possible projects – After review of the responses the selection committee will invite respondents deemed qualified for the work needed to submit additional information regarding their team's approach to projects. This additional information will be used by the selection committee to determine the best qualified firm. (4 Points)
6. DBE Participation Plan. (2 Points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 points)

XIII. SELECTION COMMITTEE MEMBERS

1. Susan Oatman, P.E., User Division
2. Beth Niemann, P.E., User Division
3. Tom Hall, P.E., Secretary's Pool
4. Patrick Perry, P.E., Secretary's Pool
5. Kellie Baker, P.E., Governor's Pool