

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2023-12 Statewide Value Engineering Services

This document constitutes a Request for Proposals for a 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 Value Engineering Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Katy Stewart, P.E.  
User Division - Highway Design  
Approximate Fee - \$350,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$65,000  
Project Funding - State and Federal Funds  
Contract Term - Two Years

### **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. It is sometimes necessary to provide training about value engineering. Consultants will be used to perform value engineering studies, VE training, and constructability reviews of design plans.

### **IV. DBE GOAL**

The Consultant team may 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 would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

### **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.
3. **Constructability Reviews:** Upon request, the Selected Consultant will provide quality control review of design plans to identify errors, omissions, and issues that may affect the bidability and constructability of the project. The reviewer must have a strong background in construction oversight and detailed plan reviews

## **VI. SPECIAL INSTRUCTIONS**

Two (2) consultants firms will be selected to provide these services for a period of two (2) years with no new work assigned after two years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$350,000. Once the upset limit is reached or the two year term has expired, services may 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 \$65,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned 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, 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 five (5) business 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:

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

The format for Section 7 (Project Approach) is hereby revised to allow up to a total of ten (10) pages (A-J). The allowable format is as follows:

- No more than three (3) pages of text
- No more than four (4) pages of graphics which may include sample reports, diagrams, maps
- No more than three (3) letters of recommendation

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. In addition to relevant experience of CVS staff, the proposal should identify significant recommendations (from studies led) implemented by federal, local, or other state transportation governmental agencies. Additionally, the Value Engineering Consultant has the option to provide video to demonstrate the facilitation skills 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, geotechnical, and constructability. The proposal should provide a resume outlining the credentials of each individual. Staff availability should include all obligations including those outside of KYTC.

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 from significant VE recommendations implemented by federal, local, or other state transportation governmental agencies other than KYTC. It is encouraged that the proposal contains two or more letters of recommendation from recent clients in the transportation field.

The proposal should identify staff and experience in conducting a quality control review of plans with a focus on constructability issues.

## **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 respond to this project, the Consultant must be prequalified in the following areas by the response due date of this advertisement.

### ROADWAY DESIGN

- Rural Roadway Design
- Value Engineering
- Urban Roadway Design

### STRUCTURE DESIGN

- Spans Under 500 Feet

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: June 13, 2023
- Response Date: July 5, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: July 10, 2023
- Final Selection: July 26, 2023
- Pre-Design Conference: August 2, 2023
- Notice to Proceed: August 23, 2023

## **X. PROJECT SCHEDULE**

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

Completion of All Services – 2 years from Notice to Proceed

## **XI. EVALUATION FACTORS**

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

1. 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. Geometric design, structural design, traffic engineering, and construction management experience of consultant personnel with roadway and bridge projects for KYTC. (10 points)
3. Past record of performance on projects similar in type and complexity. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10

Points)

5. Available team workload capacity to comply with project schedule. (5 Points)
6. Experience of consultant personnel assigned to conduct constructability review of design plans for highway and bridge projects (5 points)

**XII. SELECTION COMMITTEE MEMBERS**

1. Katy Stewart, P.E., User Division
2. Justin Harrod, User Division
3. Joseph Van Zee, P.E., Secretary's Pool
4. Erika Drury, P.E., Secretary's Pool
5. Bart Bryant, P.E., Governor's Pool