

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-02 Statewide Permit Inspection 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 encroachment Permit Inspection Services. One (1) consultant will be selected to provide these services on an as-needed basis for two (2) years.

II. PROJECT INFORMATION

Project Manager - Ricky Sizemore, P.E.
User Division - Maintenance
Approximate Fee - \$2,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$200,000
Project Funding - State and Federal Funds
Contract Term - Two (2) Years

III. PURPOSE AND NEED

The selected Consultants will be asked to perform necessary work to ensure the continued safety, quality, and installation of permitted utilities on an as-needed basis.

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 selected Consultants will be responsible for coordinating with the Kentucky Transportation Cabinet, Division of Maintenance to provide permit inspection services, as needed, for various Transportation projects or encroachment permit projects. The selected Consultant's work may include any/all of the inspection services defined by the Division of Maintenance to facilitate the

encroachment permit process.

VI. SPECIAL INSTRUCTIONS

One (1) consultant 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 \$2,000,000. 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 \$200,000 without written approval from the State Highway Engineer.

Instructions for Response to Announcement can be found at:

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

Certifications listed below shall be held and maintained throughout the duration of the contract:

- Work Zone Traffic Control Supervisor (WZTCS) Qualification. Each inspection crew shall have one WZTCS. Qualification shall be current within five (5) years.
- Work Zone Traffic Control Technician (WZTCT) Qualification. Every member of the inspection crew shall have WZTCT qualification. Qualification shall be current within five (5) years.

VII. PERMITS

The selected Consultants may be required to assist the Department with permit encroachment conflict identification and investigation for various projects.

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
- Surveying
- Urban Roadway Design

Utility Design* (see note below)

- *Utility Construction Inspection **
- *Utility Preconstruction Coordination**

** Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: August 8, 2023
- Response Date: August 30, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: September 1, 2023
- Final Selection: September 20, 2023
- Pre-Design Conference: September 27, 2023
- Notice to Proceed: October 18, 2023

X. PROJECT SCHEDULE

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

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

XI. EVALUATION FACTORS

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

1. Past record of performance on projects similar in type and complexity. (20 Points)
2. In-house capabilities to perform the required services. (15 Points)
3. Available team workload capacity to comply with project schedule. (15 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Ricky Sizemore, P.E., User Division
2. Randi Feltner, P.E., User Division
3. Zachary Neihof, P.E., Secretary's Pool
4. Casey Smith, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool