

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

## **Department of Highways Professional Services Procurement Bulletin 2013-05 Trigg /US 68 & KY 80/1-180.10 & 1-180.11**

This document constitutes a Request for Proposals for Personal 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**

County – Trigg

Route – US 68/KY 80

Item No – 1-180.10 & 1-180.11

Project Description – Provide Right of Way acquisition services for the major widening of US 68/ KY 80 from 200 meters west of KY 1489 to 200 meters west of Pete Light Spring Road (1-180.10). Provide Right of way acquisition services for the major widening of US 68/ KY 80 from 200 meters west of Pete Light Spring Road to Cadiz Bypass (1-180.11)

### **II. PROJECT INFORMATION**

Project Manager – Greg Morgan, District Right of Way Supervisor

User Division – Division of Right of Way and Utilities

Approximate Fee – \$350,000.00 (Estimated/Unit Price Contract)

Project Funding – Federal National Highway System Funds (NH)

Project Length – 1-180.10: 1.358 miles; 1-180.11: 3.61 miles

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

The purpose of this project is to assist the Kentucky Transportation Cabinet in providing Right of Way acquisition activities on the above projects in Trigg County. The Control of Access will be Partially Controlled with access available where shown on the Roadway Plans. The projects include 38 Parcels in the “Major” category and 15 Parcels in the “Minor” category. It is anticipated that there will be 9 Residential Relocations, 25 miscellaneous moves and a total of 37 building(s)/other acquired. These projects will have damages due to severance, proximity, landlocked remainders, grade, triangulation/shape and Damage Studies are anticipated.

### **IV. DBE REQUIREMENT**

None

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

The selected consultant(s) will be responsible for the following: appraisals; appraisal reviews;

negotiations; relocation assistance; project management; and other related acquisition services. The selected consultant may be required to provide a field office for property owners to reach its personnel. The selected consultant agrees that upon request, staff will be available to assist in responding to FHWA or State inquiries or citations.

#### 1. Titles & Closing

All titles, updates, closings and other legal services shall be performed by an attorney assigned by KYTC Office of Legal Services. Payment for these services shall be the responsibility of KYTC.

#### 2. Appraisal Reviews

##### a. Complex BAV (Before and After Value)

In rare instance, the complexity of a property and/or appraisal problem may require specialized knowledge or increased documentation. Examples of this type of appraisal may include but not be limited to:

1. An acquisition from a university campus where the contributing value of the improvements must be documented as part of the larger parcel.
2. An acquisition from a golf course that affects one or more fairways and/or greens where the appraiser may need to consult an engineer or course designer to determine the true nature of the affect of the taking on the course.

##### b. Standard BAV

This category will be used for most KYTC appraisals. The contributing value of all improvements must be documented. Damages may apply in the after situation and may include but not be limited proximity, changes in topography, severed remainders, changes in highest and best use, loss of parking, etc.

##### c. Minor BAV

Used for minor acquisitions in which the amount of just compensation exceeds the maximum amount under which an MAR (Minor Acquisition Review) may be used. Improvements acquired will be minor in nature and will include but not be limited to items of landscaping, fencing and small secondary buildings (i.e. sheds). The principle building is unaffected and its contributing value may be estimated.

##### d. BV (Before Value)

Used only when the parcel is considered a total take and only the before value is needed.

#### 3. Acquisitions

All Acquisition Parcels are completed following the procedures within Right of Way Guidance Manual.

#### 4. Relocations

When relocation assistance is required as part of a contract the selected consultant shall complete an Acquisition Stage Relocation Report (ASSR) for any and all relocations being assigned.

All relocation will be done in accordance of 49 CRF, Part 23, Uniform Relocation Assistance and Real Property Regulations for Federal and Federally assisted Programs and 600 KAR 3:010 Relocation Assistance Payments of the Transportation Cabinet and the Kentucky Transportation Cabinet Relocation Assistance Guidance Manual, revised February 2011.

## **VI. SPECIAL INSTRUCTIONS**

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

KYTC will allow the following modifications to the standard response format for response to the project advertisement only.

Page 4 (A-E) Resumes, may be expanded, not to exceed 10 pages total (A-J).

Page 5 (A-B) Workload/commitments, may be expanded, not to exceed 4 pages (A-D).

Page 6 (A-E) Project Experience, may be expanded, not to exceed 10 pages total (A-J).

Page 7 (A-C) Project Approach, may be expanded, not to exceed 5 pages total (A-E)

The selected consultant will be required to maintain continuing Professional Liability Insurance of an amount not less than \$500,000.00 during the life of this contract.

The Department reserves the right to terminate this agreement at any time upon a thirty (30) days written notice to the selected consultant. In the event termination is a result of a cancellation of a project, no deed will be taken for property once notice is received, unless specifically authorized in writing by the Director of the Division of Right of Way. IN the event of termination, the selected consultant will be compensated for work performed through the date of said termination. Work completed, in whole or in part, will become the property of the Department. Any dispute in connection with work not disposed of by this agreement will be referred to the Secretary of the Transportation Cabinet, or duly authorized representative, whose decision will be final.

## **VII. AVAILABLE STUDIES**

- 1) [Trigg US 68\\_Ky 80 ROW\\_plans.pdf \(11 MB\)](#)
- 2) [Trigg US 68\\_KY 80 orthos2010\\_public\\_rw-showing.pdf \(25 MB\)](#)
- 3) [Trigg US 68\\_KY 80 1\\_180\\_10\\_RW\\_PLANS \(22 MB\)](#)
- 4) Added 11-26-12 [Trigg US 68 KY 80 Project Report Binder 01-180\\_10](#)
- 5) Added 11-26-12 [Trigg US 68 KY 80 Project Report Binder 01-180\\_11](#)

## **VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the consultant proposed consultant must be currently prequalified for Right of Way Services by the Division of Right of Way and Utilities. The selected consultant must maintain prequalification as set out in the ROW Guidance Manual throughout the term of the contract.

[Click here for a list of firms prequalified by KYTC Division of Right of Way and Utilities](#)

## **IX. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • ~~November 28~~ December 5, 2012 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • December 10, 2012

SECOND SELECTION COMMITTEE • December 18, 2012

SCOPING CONFERENCE • January 2, 2013

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • January 21, 2013

CONTRACT NEGOTIATIONS • February 1, 2013

NOTICE TO PROCEED • March 1, 2013

#### **X. PROJECT SCHEDULE**

COMPLETION OF ALL SERVICES • June 30, 2014

#### **XI. EVALUATION FACTORS**

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

1. **Project Manager – (50 Points)** (Score is based on the Project Manager's experience with KYTC or any other projects, as a Project Manager, from previous assignments, and any professional training. Project Manger shall provide documentation to be evaluated.)
2. **Staff Experience – (60 Points)** (Score is based on the experience of the assigned Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KYTC, experience with other agencies, professional training, as well as, experience on past projects. Staff Members shall provide documentation to be evaluated.)
3. **Quality of Work – (50 Points)** (Score is based on the assigned Appraiser(s), Reviewing Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KTYC, with other agencies, professional training, quality of work, professionalism and ratings from previous assignments. Must provide documentation to be evaluated.)
4. **Cooperation of Past Assignments – (40 Points)** (Score is based on how well the firm has responded to requests from those responsible for oversight on any past contracts.)
5. **Timeliness on Past Assignments – (40 Points)** (Score is based on how well the firm has performed in completing any prior assignments in a timely manner; taking into account those events beyond the control of the selected consultant which may have caused delays.)
7. **Consultant's offices where work is to be performed – (10 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.)

#### **XII. SELECTION COMMITTEE MEMBERS**

1. Michael P. McGregor, P.E., User Division
2. David Orr, P.E. User Division

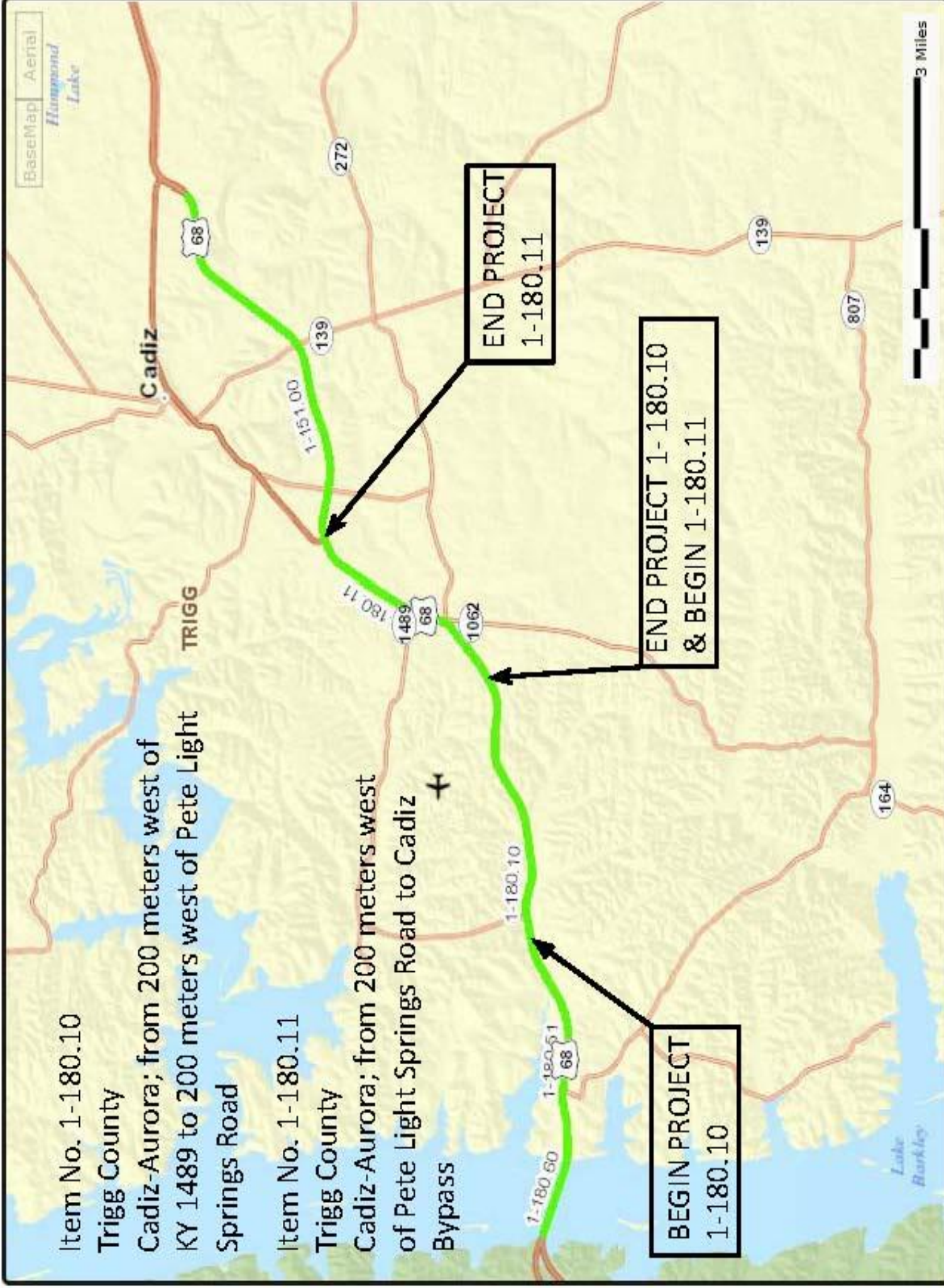
3. John Moore, P.E., Secretary's Pool
4. Tim Pyles, P.E., Secretary's Pool
5. Brad Rister, Governor's Pool

Item No. 1-180.10  
Trigg County

Cadiz-Aurora; from 200 meters west of  
KY 1489 to 200 meters west of Pete Light  
Springs Road

Item No. 1-180.11  
Trigg County

Cadiz-Aurora; from 200 meters west  
of Pete Light Springs Road to Cadiz  
Bypass



**BEGIN PROJECT**  
1-180.10

**END PROJECT 1-180.10  
& BEGIN 1-180.11**

**END PROJECT**  
1-180.11

