

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

## **Department of Highways Professional Services Procurement Bulletin 2013-11 Statewide Aviation Planning and Engineering**

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**

Project Description – Aviation planning and engineering services for airport related projects statewide. Two (2) consultants will be selected.

### **II. PROJECT INFORMATION**

Project Manager – Craig Farmer, P.E.

User Division – KY Department of Aviation

Approximate Fee –

Two (2) Consultants will be selected to provide services.

\$750,000 Upset Limit each consultant.

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

Project Funding – State and Federal Funds

Contract Duration – June 30, 2015

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

Assist the KY Department of Aviation with engineering and planning projects beyond the expertise and time constraints of existing personnel.

### **IV. DBE REQUIREMENT**

None

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

The selected consultant will be required to provide airport planning and airport engineering services at public-owned airports throughout the Commonwealth on an as-needed basis in the following areas:

- General airport planning consultation (airport geometry, building configuration, aircraft/automobile parking layout, etc.)

- Airport Layout Plans.
- Airport Master Plans.
- All other airport planning documents required by the FAA or KDA.
- General airport surveying/ mapping (horizontal and vertical).
- Airport approach analysis/evaluation.
- Airport improvement design projects, including, but not limited to:
  - Runway/Taxiway/Apron extension/repair
  - Runway Safety Area improvements
  - Pavement maintenance projects, including crack repair, seal coats, maintenance overlays, etc.
  - Lighting/electrical projects, including runway/taxiway edge lighting, signage, etc.
  - Navigational Aids (Nav aids), including REILs, PAPIs, wind cones, etc.
  - Automated Weather Observation Systems (AWOS) construction/installation.
  - Airport fencing and gates
  - Airport infrastructure projects, including administrative buildings, t-hangars, fuel systems, etc.
- Airport Construction Administration/Observation services.
- Airport construction project estimates.

## **VI. SPECIAL INSTRUCTIONS**

Two (2) firms will be selected to provide these services for a period of two (2) years. Contracts will have an upset limit of \$750,000. Once the upset limit is reached or the two 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 the upset limit or extended for time to assign new work.

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 assigned. Projects will be assigned on a rotational basis. 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 fourteen (14) 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:

<http://transportation.ky.gov/professional-services/pages/respond-to-an-announcement.aspx>

## **VII. AVAILABLE STUDIES**

None

## **VIII. ENVIRONMENTAL**

The Department will provide any needed Environmental Services.

## **IX. PREQUALIFICATION REQUIREMENTS**

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

### **ROADWAY DESIGN**

- Surveying
- Photogrammetry

### **AVIATION SERVICES**

- Airport Master Planning
- Airport Design
- Project Construction Inspection

## **X. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • Wednesday, June 5, 2013 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • June 11, 2013

SECOND SELECTION COMMITTEE • June 25, 2013

CONTRACT SCOPING CONFERENCE • July 1, 2013

NOTICE TO PROCEED • August 1, 2013

## **XI. PROJECT SCHEDULE**

Individual project schedules will be by letter agreement on a project by project basis.

COMPLETION OF ALL SERVICES – June 30, 2015

## **XII. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with aviation planning projects for KDA and/or federal, local or other state governmental agencies. (20 points)
2. Relative experience of consultant personnel assigned to project team with aviation engineering projects for KDA and/or federal, local or other state governmental agencies. (20 points)
3. Knowledge of, and experience with, various FAA procedures and criteria regarding aviation planning and design. (10 points)

4. Knowledge of, and experience at, airports within the KY Air Transportation System. (5 points)
5. 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.

### **XIII. SELECTION COMMITTEE MEMBERS**

1. Craig Farmer, P.E., User Division
2. Joe Carter, P.E., User Division
3. Tim Pyles, P.E., Secretary's Pool
4. John Moore, P.E., Secretary's Pool
5. James Rogers, Governor's Pool