

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2014-09 Statewide Environmental Cultural Historic and Archaeological Studies

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

Cultural Historic and Archaeological studies and document preparation, on a statewide basis.

II. PROJECT INFORMATION

Project Manager – David Waldner, P.E.
User Division – Environmental Analysis (DEA)
Approximate Fee – \$1,500,000 per contract (Upset Limit)
Projects to be assigned by Letters of Agreement
Letters of Agreement not to exceed \$500,000
Two (2) Consultants to be selected
Two (2) year contract term
Project Funding – State and Federal Funds

III. PURPOSE AND NEED

To obtain services for environmental activities relating to Cultural Historic/Archaeology.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

ENVIRONMENTAL STUDIES

Cultural Historic/Archaeological Resource Investigations required to obtain location approval or authorization for construction.

DOCUMENT PREPARATION

Technical reports necessary to adequately address specific areas of impact in each of the aforementioned areas.

VI. SPECIAL INSTRUCTIONS

Two (2) firms will be selected to provide these services. The contract period is each firm receiving a two (2) year contract. 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 work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No Letters of Agreement shall exceed \$500,000.

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 offered. Projects will be offered to firms on a rotating 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 or does not respond to an invitation to perform services for a project within seven (7) days, 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:

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

VII. PREQUALIFICATION REQUIREMENTS

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

ARCHAEOLOGY

- Prehistoric (Archaeology)
- Historic (Archaeology)
- Cultural Historic Analysis

VIII. PROCUREMENT SCHEDULE

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

RESPONSE DATE • April 9th, 2014 by 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • April 15th, 2014

FINAL SELECTION COMMITTEE • April 30th, 2014

CONTRACT SCOPING CONFERENCE • May 7th, 2014

NOTICE TO PROCEED • July 1st, 2014

IX. PROJECT SCHEDULE

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

COMPLETION OF ALL SERVICES – June 30, 2016

X. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with Section 106 archaeological and cultural historic investigations and KY SHPO Specifications as they relate to highway projects for KYTC. (10 Points)
2. Capacity to comply with project schedule. (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. 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.

XI. SELECTION COMMITTEE MEMBERS

1. Rebecca Turner, User Division
2. Carl Shields, User Division
3. Sam Hale, PE, Secretary's Pool
4. Brad Eldridge, PE, Secretary's Pool
5. Brad Rister, Governor's Pool