# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

# Department of Highways Professional Services Procurement Bulletin 2014-12 Expedited Bridge Replacement Program

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

- Counties A. Western KY Graves / McCracken / Simpson / Simpson / Gallatin B. Eastern KY – Casey / Rockcastle / Fleming / Estill / Leslie
- Routes A. CR 1381 / KY 1288 / KY 664 / CR 1300 / CR 1001 B. CR 1006 / CR 1140 / KY 560 / KY 594 / CR 1138
- Item Nos. A. 1-1155 / 1-1153 / 3-1086 / 3-1089 / 6-1089 B. 8-1064 / 8-1063 / 9-1089 / 10-1109 / 11-1098

Project Description -

- A. 1-1155 Replace bridge on CR 1381 (Lewis Road) over IC Railroad, 0.7 mile southeast of KY 339 (SD, SR = 32.9) Bridge ID# 042C00253N
  - 1-1153 Replace bridge on KY 1288 (Lebanon Church Road) over Blizzard Ponds Draining Canal, 0.35 mile east of KY 1014 (SD, SR = 18.2) Bridge ID# 073B00142N
  - 3-1086 Replace bridge on KY 664 (Sulphur Springs Road) over Johnson Creek, 0.11 mile west east of KY 1885 (A42SD, SR = 39.9) Bridge ID# 107B00019N
  - 3-1089 Replace bridge on CR 1300 (Robey Bethel Road) over Spring Creek, 1.0 mile north of KY 100 (A42SD, SR = 42.3) Bridge ID# 107C00004N
  - 6-1089 Replace bridge on CR 1001 (Little Sugar Creek) 1.134 miles southeast of US 42 (SD, SR = 46.7) Bridge ID# 039C00002N
- Β.
- 8-1064 Replace bridge on Upper Brush Creek Road over Brush Creek, 1.3 miles northeast of KY 1552 (SD, SR = 20.3) Bridge ID# 023C00002N
- 8-1063 Replace bridge on Mullins Station Road over Mullins Spring, 0.4 mile northeast of US 25 (SD, SR 11.9) Bridge ID# 102C00012N
- 9-1089 Replace bridge on KY 560 over Johnson Creek (SD, SR = 36.4) Bridge ID# 035B00085N
- 10-1109 Replace bridge on KY 594 over Henderson Branch, 4.4 miles southwest of KY 1139 (SD, SR = 2.0) Bridge ID# 033B00031N
- 11-1098 Replace bridge on CR 1138 over Greasy Creek (SD, SR = 2.0) Bridge ID# 066C00019N

# II. PROJECT INFORMATION

Project Manager – Paul Looney, P.E.

User Division – State Highway Engineer's Office

Approximate Fee – \$375,000 per package (Approximately 500 hours per bridge for Roadway and Structure Design, Geotechnical, Right-of-Way, and Utility Services)

Project Funding – Federal Funds

A. – BRZ / BRX / BRX / BRZ / BRZ funds

B. – BRZ / BRZ / BRX / BRX / BRZ funds

Project Length – Approximately 0.1 mi. for each bridge

#### III. PURPOSE AND NEED

To ensure the continued structural safety of bridge structures for use by the motoring public by providing expedited bridge design, right-of-way clearance, and utility relocation at the various structurally deficient bridges.

#### IV. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their response to announcement. An additional page will be allowed with the project approach in the Response to Announcement to convey this plan. A maximum of 4 points will be considered in the evaluation factors for the DBE Participation Plan.

#### V. SCOPE OF WORK

The selected Consultant will be required to provide engineering services to perform Preliminary Engineering and Final Roadway Design, including the preparation of any geotechnical services, design studies, drainage design, right of way plans, traffic control plans, Advanced Situation Folders, Final Plans, and cost estimates as necessary to complete Preliminary Design and Final Design, Geotechnical Services and Structure Design Services for this project.

#### VI. SPECIAL INSTRUCTIONS

The Department may modify the selected Consultant agreement to include design of additional similar bridges for expedited replacement. The additional related engineering services may be requested up to a contract upset limit of \$150,000 above the initial contract amount for each contract package.

KYTC has estimated a fee of \$375,000 per package (approximately 500 hours per bridge) to cover the Roadway and Structure Design Services, including surveying, utility coordination, right of way and geotechnical services. Responding firms should address in their project approach how they will modify the standard design process to complete these bridges within the estimated fee for the project.

The Department may retain any of the services advertised in this document to be performed by in-house state forces.

An extra 5 pages will be allowed for Page 4 Relative Experience of Key Project Team Members

in the response to announcement for a total of 10 pages (A-J). An extra 5 pages will be allowed for Page 6 Relative Experience of Proposed Team in the response to announcement for a total of 10 pages (A-J). There will be no limit to the number of key team members within the 10 pages allowed for Page 4 Relative Experience of Key Project Team Members and the 10 pages allowed for Page 6 Relative Experience of Proposed Team in the response to announcement for this project. An extra 2 pages will be allowed for Page 7 Project Approach in the response to announcement for a total of 5 pages (A-E).

Instructions for Response to Announcement can be found at: <u>http://transportation.ky.gov/professional-services/pages/respond-to-an-announcement.aspx</u>

Two (2) consultants will be selected with each receiving a contract. One (1) consultant will be selected for Group A, and one (1) consultant will be selected for Group B.

# VII. AVAILABLE STUDIES

- <u>Bridge Inspection Reports</u> (report for Graves 1-1155.00 will be added later and posted in Questions and Corrections)
- Bridge Replacement Studies

# VIII. METHOD OF DESIGN

The selected consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

#### IX. ENVIRONMENTAL

The Department will provide any necessary Environmental Services. The Environmental Document is anticipated to be a CE Level 1 for each project.

#### X. <u>GEOTECHNICAL SERVICES</u>

The selected Consultant will provide all Geotechnical Services for the project. Geotechnical Services are included in the 500 total hours allowed for each bridge. If the Consultant can present evidence that extraordinary Geotechnical services will be required up to forty (40) additional hours may be allowed. At any time, if the Department has the capacity to provide these services, the Department may retain the advertised geotechnical services.

# XI. STRUCTURE DESIGN

If necessary, the selected Consultant shall provide the necessary engineering service to submit to the KYTC Advanced Situation Folders for the appropriate applicable structures. The Structure Design will be performed by the Consultant. Prequalification in the area of Structure Design is required to be identified in the Consultant's Response to Announcement.

# XII. <u>TRAFFIC</u>

Traffic projections and related information will be provided by the Department.

# XIII. PHOTOGRAMMETRIC SERVICES/SURVEY

The Consultant may be responsible for obtaining the aerial photography or field surveying and will furnish manuscripts on computer disks in DGN format.

# XIV. <u>RIGHT OF WAY</u>

The selected Consultant shall identify property owners within the project limits. Property owner information shall be shown on the plans along with existing right of way and property lines. Right of way summary sheets shall be provided with the Preliminary Line & Grade submittal showing areas of taking for each alignment alternative.

Responsible for ALL areas of Right of Way acquisition and maintaining files:

- 1. Title Report(s) Done by Attorney or Title Firm (prequalified firm with OLS)
- 2. Deed of Conveyance or Grant of Easement Prepared and signed by Attorney
- 3. Gather sales in the area for MAR calculation(s) -MAR calculated by Buyer and approved by ROW Project Manager in RWU-MS System
- 4. Offer to Purchase, Record of Contacts, Parcel Summary, Payment Summary, Condemnation Pay Statement, and other documents completed in the RWU-MS System
- 5. Record of Contacts maintained by buyer
- 6. Title Update, Releases, Closing, and delivery of checks done by Title Attorney
- 7. Deeds/Grant of Easements is to be recorded and recorded copies placed in parcel file
- 8. Pro-rated tax letter and property owner survey given to property owner at closing

#### Appraisers

- 1) Appraisers must be selected from the KYTC ROW list of pre-qualified real estate appraisers. The list is available for review by contacting Eric Monhollon at <u>Eric.Monhollon@ky.gov</u>
- 2) Appraisers should provide advance notice of the date and time of their appraisal inspections of the subject property to the Respondent's ROW Project Manager in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Assistance Specialist.
- 3) Prepare and conduct personal pre-appraisal contact with interest owner(s) for each parcel using acceptable KYTC forms.
- 4) Contact property owners or their designated representative to offer opportunity to accompany the appraiser on the appraiser's inspection of subject property. Maintain record of contact in file.
- 5) For the initial appraisal, prepare complete appraisal report for each parcel to be acquired utilizing KYTC forms. These reports shall conform to KYTC policies and procedures along with the Uniform Standards of Professional Appraisal Practices as promulgated by the Appraisal Foundation.
- 6) As necessary, prepare written notification to the Project Manager of any environmental concerns associated with the right of way to be acquired, which could require environmental re-mediation.
- 7) As necessary, the appraiser will coordinate with the review appraiser regarding revisions, comments, or additional information that may be required.
- 8) Complex BAV (Before and After Value)

In rare instances 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 green 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.
- 9) 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 to proximity, changes in topography, severed remainders, changes in highest and best use, loss of parking, etc.
  - 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.
  - 2) BV (Before Value)-Used only when the parcel is considered a total take and only the before value is needed.

#### Appraisal Review Service

- 1) Appraisers must be selected from the KYTC ROW list of pre-qualified real estate appraisers. The list is available for review by contacting Eric Monhollon at <u>Eric.Monhollon@ky.gov</u>
- Review all appraisal reports for each parcel to determine consistency of values, supporting documentation related to the conclusion reached, compliance with Department policies and procedures and the Uniform Standards of Professional Appraisal Practices.

#### **Negotiation Services**

- 1) Analyze preliminary title report to determine potential title problems, propose and inform the KYTC ROW Project Manager of methods to cure title deficiencies.
- 2) Analyze appraisal and appraisal review reports and confirm the KYTC's approved value prior to making offer for each parcel.
- Prepare the initial offer letter, memorandum of understanding, instruments of conveyance, and any other documents required or requested by KYTC on applicable Department forms.
- 4) The written offer, approved appraisal report and required brochures must be given to each property owner or the property owner's designated representative. Shall maintain a record of contacts and secure the necessary instruments upon acceptance of the offer for the closing.
- 5) Respond to property owners inquiries verbally and in writing within three (3) business days.
- 6) Shall have a minimum of three (3) contacts with each property owner or the property owner's designated representative and maintain a precise record of contacts for each parcel on applicable Department forms. (Note: Three (3) contacts may be waived for special circumstances)
- 7) Advise property owner of the Administrative Settlement process. Transmit to the KYTC ROW Project Manager any written counter offer from property owners including supporting documentation, and Provider recommendation with regard to Administrative Settlements in accordance with Department policy and procedures.

- 8) Issue Property Owner's Survey to the property owner.
- 9) All Acquisition Parcels are completed following the procedures within the Right of Way Guidance Manual.
- 10) Negotiation using an MAR:
  - 1) Acquisition Agent will be responsible for the following:
    - Determine if in fact a MAR should be used, (MAR's are used when value of the acquisition is less than \$10,000 and non-complex.) MAR's which exceeds \$10,000 and up to \$25,000 shall be subject to an appraisal if requested by the property owner(s).
    - □ Creating the MAR by the collection of comparable sales data either independently or from the approved comparable sales book for the project. A minimum of three (3) comparable sales shall be used to determine the value for the "Offer to Purchase" letter. Once the MAR is completed, the agent may then proceed with contacting the property owner and arrange for a meeting to make the MAR offer
    - □ MAR offer is given to the property owner both verbally and in writing
    - □ Owner has about 30 days to sign, or submit a counter offer to be reviewed
    - □ Once the acquisition agent has completed the file, the file is sent to Central Office for processing, either for payment or condemnation.
    - □ If a file is submitted for condemnation, the file is reviewed and forwarded on to the Office of Legal Services, and they assign an attorney to the file.
- 11) Negotiation using an Appraisal (Before and After Method)

Acquisition Agent will be responsible for the following:

NOTE: The same steps are followed as above; with the exception of the appraisal value amount has no limit, and the fair market value compensation is based on comparable sales of surrounding locations.

# Relocation Assistance Services for Residential, Non-Residential, Miscellaneous Moves, and Outdoor Advertising

- 1) When relocation assistance is required as part of a contract the selected Consultant shall complete an Acquisition Stage Relocation Report (ASRR) for any and all relocations being assigned.
- 2) All I relocations will be done in accordance to 49 CFR, 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.
- 3) The Relocation Assistance Specialist should provide advance notice of the date and time of their initial meeting with the Displacee with (if applicable and practical) the Appraiser's inspection of the subject property in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Assistance Specialist
- Notify all Displacees and potential Displacees of eligibility for relocation assistance. At the time of initial contact, provide Displacees with a Relocation Assistance Brochure [Your Benefits as a Highway Displacee]
- 5) Provide on-going relocation assistance and advisory services to Displacees affected by acquisition of right of way.
- 6) Locate, evaluate, and maintain files on comparable available housing.
- 7) Compute and submit the request for relocation housing/rental supplement to the KYTC ROW Project Manager using KYTC approved forms.

- 8) Provide 90-day notice to vacate simultaneous with the delivery of relocation benefits package. The 90-day notice may not be delivered prior to a personal interview with the Displacee to determine the type, needs and eligibilities.
- 9) Notify the KYTC ROW Project Manager immediately if the Displacee does not move after the 30-day notice.
- 10) Perform a decent, safe, and sanitary inspection of the replacement housing in accordance with Department policy.
- 11) Coordinate and monitor with displaced homeowners, business owners, tenants, and with moving companies in accordance with Department procedures.
- 12) Maintain relocation record of contacts journaling all attempted and completed contacts with all parties. This includes descriptions of the reasons and outcome for each contact.
- 13) Attend closings on replacement property if requested by any party involved, and assure supplemental payment is properly distributed.
- 14) Relocation agent will be available for any appeals and hearings.
- 15) Issue Relocation Surveys to all Displacees.
- 16) Residential Relocation Relocation Agent will be responsible for the following:
  - 1) Explaining Relocation Assistance Program and possible benefits available to displaced persons
  - 2) Determining eligibility for Relocation Assistance benefits
  - 3) Determining need for Last Resort Housing
  - 4) Justifying need for Last Resort Housing
  - 5) Offering advisory services
  - 6) Updating worksheet
  - 7) Calculating rent and/or purchase supplement computations and all revisions
  - 8) Determining personal property located within the acquisition
  - 9) Issuance of 90 day and 30 day notices
  - 10) Performing Decent, Safe and Sanitary Inspections of replacement property
  - 11) Determining eligible incidental expenses for reimbursement
  - 12) Determining Mortgage Interest Differential payment eligibility
  - 13) Securing required documentation necessary for filing claims
  - 14) Filing all claims on proper forms in a timely manner
  - 15) Attending closings of replacement property
  - 16) Ensuring requirements of program benefits are met
  - 17) Filing required reports in a timely manner
  - 18) Inspecting that personal property is removed from acquired area
  - 19) Secure key(s) to acquire improvements
  - 20) Turning key(s) over to District property management
  - 21) Assisting displaced person(s) with the Appeals
  - 22) Being available for deposition and/or testimony at 13B Appeal Hearing
  - 23) Making themselves and contact information available to displaced person(s)
  - 24) Willingly work through assigned district and its Right of Way personnel
  - 25) Close each parcel with completed TC 62-210 and updated record of contacts
  - 26) Close project with completed TC 62-97
  - 27) Turn completed files over to ROW Project Manager
- 17) Nonresidential Relocation Relocation Agent will be responsible for the following:
  - 1) Explaining Relocation Assistance Program and possible benefits available to displaced
  - 2) Determining eligibility for Relocation Assistance benefits
  - 3) Offering advisory services
  - 4) Updating worksheet
  - 5) Determining personal property located within the acquisition

6) Identifying any hazardous wastes or substances

- 7) Issuance of 90 day and 30 day notices
- 8) Determining which nonresidential benefits are best for displace
- 9) Determining compensation for moving personal property
- 10) Securing bids for moving personal property (if necessary)
- 11) Determining if displaced is eligible for reestablishment benefits
- 12) Determining which expenses are eligible for reestablishment
- 13) Obtaining CO approval prior to the reestablishment
- 14) Obtaining before and after pictures of reestablishment
- 15) Determining if displaced is eligible for in lieu of move benefits
- 16) Obtaining required tax documentations for in lieu of move benefits
- 17) Determining in lieu of move benefit
- 18) Obtaining required documentation necessary for filing claims
- 19) Filing all claims on proper forms in a timely manner
- 20) Ensuring requirements of program benefits are met
- 21) Filing required reports in a timely manner
- 22) Inspecting that personal property is removed from acquired area
- 23) Assisting displaced person(s) with the Appeals
- 24) Being available for deposition and/or testimony at 13B Appeal Hearing
- 25) Making themselves and contact information available to displaced person(s)
- 26) Willingly work through assigned district and its Right of Way personnel
- 27) Close each parcel with completed TC 62-210 and updated record of contacts
- 28) Close project with completed TC 62-97
- 29) Turn completed files over to ROW Project Manager
- 18) Miscellaneous Move Relocation Relocation Agent will be responsible for the following:
  - 1) Explaining Relocation Assistance Program and possible benefits available to displaced persons
  - 2) Determining eligibility for Relocation Assistance benefits
  - 3) Offering advisory services
  - 4) Updating worksheet
  - 5) Determining personal property located within the acquisition
  - 6) Issuance of 90 day and 30 day notices
  - 7) Determining compensation for moving personal property
  - 8) Securing bids for moving personal property (if necessary)
  - 9) Obtaining required documentation necessary for filing claims
  - 10) Filing all claims on proper forms in a timely manner
  - 11) Ensuring requirements of program benefits are met
  - 12) Filing required reports in a timely manner
  - 13) Inspecting that personal property is removed from acquired area
  - 14) Assisting displaced person(s) with the Appeals
  - 15) Being available for deposition and/or testimony at 13B Appeal Hearing
  - 16) Making themselves and contact information available to displaced person(s)
  - 17) Willingly work through assigned district and its Right of Way personnel
  - 18) Close each parcel with completed TC 62-210 and updated record of contacts
  - 19) Close project with completed TC 62-97
  - 20) Turn completed files over to ROW Project Manager

#### Subproviders

Sub-Providers providing service under the work authorization shall meet the same requirements and level of experience as required of the prime. No subcontract under the letter agreement shall relieve the primary respondent of responsibility for the service. If the respondent uses a Sub-Provider for any or all of the work required, the following conditions shall apply under the listed circumstances:

- 1) Respondents planning to subcontract all or a portion of the work shall identify the proposed Sub-Providers.
- 2) Subcontracting shall be at the respondent's expense.
- 3) KYTC retains the right to check Sub-Provider's background and make a determination to approve or reject the use of submitted Sub-Providers.

Should a full BAV appraisal be necessary, consultant responsible for appraisal and first stage review prior to submitting to the District (appraiser and review appraiser to be chosen from preapproved list maintained in Central Office Right of Way).

Maintain all project and parcel files. All necessary signed paper work and documentation to complete Right of Way file(s).

Complete payment packet(s) turned in to District Office for review and payment processing if parcel purchased. Complete condemnation packet(s) turned in to District Office for review and processing if parcel is condemned.

All completed and checked Right of Way project and parcel files turned in and submitted to District Right of Way Agent Supervisor, at the end of the project. KYTC will have 14 days to review all submittals. In addition all right of way activity must adhere to KYTC Division of Right of Way policies and procedures and other requirements which are by policy or law.

# XV. UTILITY DESIGN

The selected Consultant will be responsible for determining the existing locations of utilities to determine feasibility of redesign or utility relocation and cost estimates. The Department will develop the utility contact list. All utilities including aerial carriers shall be field-verified by the Consultant. Sizes and types of underground and aerial utilities shall be identified on the plans.

#### XVI. RAILROAD COORDINATION

The selected Consultant will be responsible for Railroad Coordination activities, including, but not limited to, executing any engineering and/or construction agreements and acquiring any necessary right of way or easements. The Division of Right of Way and Utilities, Utilities and Rail Branch shall review all Railroad Coordination documents prior to execution.

#### XVII. PREQUALIFICATION REQUIREMENTS

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

#### ROADWAY DESIGN

- Rural Roadway Design
- Surveying

#### STRUCTURE DESIGN

• Spans under 500 feet

#### **GEOTECHNICAL SERVICES**

- Drilling Services
- Engineering Service

Laboratory Testing Services

# R/W SERVICES

To respond to this project, the consultant must be 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.

# XVIII. PROCUREMENT SCHEDULE

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

RESPONSE DATE • Wednesday July 2<sup>nd</sup>, 2014 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • July 8<sup>th</sup>, 2014

SECOND SELECTION COMMITTEE • July 23rd, 2014

PRE-DESIGN CONFERENCE • July 30<sup>th</sup>, 2014

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • August 8<sup>th</sup>, 2014

CONTRACT NEGOTIATIONS • August 15th, 2014

NOTICE TO PROCEED • September 1<sup>st</sup>, 2014

#### XIX. PROJECT SCHEDULE

PRELIMINARY LINE AND GRADE – October 1, 2014

FINAL JOINT INSPECTION – January 31, 2015

ADVANCED SITUATION FOLDER SUBMITTED – February 15, 2015

FINAL RIGHT-OF-WAY PLANS SUBMITTED – February 15, 2015

FINAL ROADWAY PLANS – February 15, 2015

FINAL STRUCTURE PLANS – February 15, 2015

#### XX. EVALUATION FACTORS

- 1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or for federal, local or other state governmental agencies. (15 points)
- 2. Capacity to comply with project schedule. (15 points)

- 3. Past record of performance on project of similar type and complexity. (15 points)
- 4. Project approach and proposed procedures to accomplish the services for the project. (15 points)
- 5. DBE Participation Plan (4 Points)
- 6. 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.

#### XXI. SELECTION COMMITTEE MEMBERS

- 1. Paul Looney, P.E., User Division
- 2. Kevin Sandefur, P.E., User Division
- 3. Brad Eldridge, P.E., Secretary's Pool
- 4. Diana Radcliffe, P.E., Secretary's Pool
- 5. Brad Rister, Governor's Pool

#### XXII. PROJECT MAPS



















