

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

## **Department of Highways Professional Services Procurement Bulletin 2015-08 Statewide Roadway Design**

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 – Preliminary and final engineering services for roadway and traffic improvements for various projects. Four (4) consultants will be selected.

### **II. PROJECT INFORMATION**

Project Manager – Kevin Martin, P.E.

Approximate Fee – Four (4) Consultants – \$3,000,000 Upset Limit per consultant

Work will be assigned via Letter Agreement, not to exceed \$300,000 per Letter Agreement. (Lump Sum or Cost Plus Fee)

Project Funding – State and Federal Funds

Contract Expiration – June 30, 2017

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

To supplement the Roadway Design service provided by the District and Central Offices on an as-needed basis.

### **IV. DBE REQUIREMENT**

The consultant team should include a DBE Participation Plan with their response to announcement. An additional page will be allowed with the Project Approach (page 7) 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 Consultants will be responsible for working with the Kentucky Transportation Cabinet, Division of Highway Design and District Project Development offices to provide roadway design services, as needed, for various Transportation projects. The selected Consultants may also be responsible for preparing roadway plans, permits and other related project development activities for the construction of approved transportation improvements. Four (4) consultants will be selected to provide these services.

## **VI. SPECIAL INSTRUCTIONS**

Four (4) firms will be selected to provide these services for a period of two (2) years. Contracts will have an upset limit of \$3,000,000. 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. METHOD OF DESIGN**

The selected Consultant shall utilize the CADD Standards for Highway Plans (current version) Policy in the development of the highway plans. The policy can be found at:

<http://transportation.ky.gov/CADD-Standards/Pages/default.aspx>

## **VIII. UTILITIES**

The selected Consultant may be required to assist the Department with Utility Plans for various projects. The selected Consultant may be required to provide Subsurface Utility Engineering (SUE) work to field-locate utilities as needed.

## **IX. PREQUALIFICATION REQUIREMENTS**

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

### **ROADWAY DESIGN**

- Rural Roadway Design
- Urban Roadway Design
- Surveying

## **X. PROCUREMENT SCHEDULE**

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

- Advertisement Date - February 10<sup>th</sup>, 2015
- Response Date - March 4<sup>th</sup>, 2015 by 4:30pm ET (Frankfort Time)
- First Selection Meeting - March 10<sup>th</sup>, 2015
- Final Selection Meeting - March 25<sup>th</sup>, 2015

- Contract Scoping Conference – April 1<sup>st</sup>, 2015
- Notice to Proceed – May 1<sup>st</sup>, 2015

#### **XI. PROJECT SCHEDULE**

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

#### **XII. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or 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. (20 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 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.

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

1. Kevin Martin, P.E., User Division
2. John Rudd, P.E., User Division
3. Kevin Rust, Secretary's Pool
4. Wheeler Nevels, Secretary's Pool
5. Roger Coffey, Governor's Pool