

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2018-09 General Engineering Consultant for the Bridge Program

This document constitutes a Request for Proposals for a Professional 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

The Kentucky Transportation Cabinet's (KYTC) Department of Highways (Department) is responsible for inventorying and inspecting 14,272 bridges located throughout the Commonwealth, with 9,056 being state-owned and 5,216 being locally owned structures. As part of this responsibility, KYTC evaluates the condition of the structures and determines the appropriate load rating (safe vehicle weight).

The Department has identified approximately 1,000 critical bridges in need of rehabilitation or replacement due to deteriorating conditions. A program budget of \$700 million is proposed to address these needs over the next 6 years.

The Department is seeking assistance in the following areas:

- Bridge Inspection/Prioritization
- Cost Management
- Surveying
- Preliminary/Final Engineering
- Plan Development
- Procurement Assistance and Oversight
- Geotechnical Services
- Environmental
- Program/Project Management
- Contract Administration
- Right of Way Acquisition
- Utility Relocation
- Communications
- Record Keeping
- Construction Supervision
- Construction Inspection
- Other duties as determined through the life of the contract

II. PROJECT INFORMATION

Program Manager – Royce Meredith, P.E.

User Division – State Highway Engineer's Office

Total Approximate Fee – Initial Planning Phase \$2.5 million, remaining phases will depend on development, delivery and oversight assistance needs.

Project Funding – Federal and/or State Funds

Contract Type – Cost-plus/fixed fee and Cost per unit of work

III. PURPOSE AND NEED OF CONTRACT

Assist the Department in the planning, management, development, delivery and oversight for the rehabilitation and replacement of deteriorated bridges identified in the Bridge Program.

IV. CONFLICT OF INTEREST

Award of this contract will prohibit all team members, including all affiliated and subsidiary firms, from providing any future Professional Service or Personal Service contracts, directly or indirectly for KYTC, associated with this Bridge Program. This does not include contracts currently in place or for structures that are not a part of the Bridge Program.

V. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their response to the announcement. The plan needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the project approach to demonstrate this plan. A maximum of 10 points will be considered in the evaluation factors for the DBE Participation Plan.

VI. METHOD OF DESIGN

When required, design shall be by American Association of State Highway and Transportation Officials (AASHTO) Load Resistance Factor Design (LRFD) Specifications, unless otherwise stipulated by the Program Manager. The selected Consultant shall utilize the Computer Aided Design & Drafting (CADD) Standards for Bridge Design. All submittals shall be in the form of a CADD deliverable and pdf format. The CADD deliverable shall be in Microstation, dgn format, using Division of Bridge Design File Format, Seed Files, Cell Files and Resource File. Design by AASHTO LRFD Specifications will be required on new projects. No additional hours will be allowed for LRFD designs.

VII. SCOPE OF WORK

The selected Consultant shall be responsible for assisting the Department in the planning, development, management, delivery, and oversight of the Bridge Program.

1. The Consultant shall assist the Department in the overall program management of the Bridge Program. The Consultant shall assign a program manager to serve as a single point of contact that assists the Department's program manager in the management and coordination between the various bridges and program functions.

2. The Consultant shall provide engineering services that are necessary to deliver the Bridge Program. These include but are not limited to bridge maintenance services, roadway design, utility engineering, structure design, traffic operations and geotechnical services. The Consultant shall designate an Engineering Manager to oversee this area.
3. While it is a goal to avoid right of way impacts whenever feasible, there may be situations where the acquisition of property on a permanent or temporary basis may be needed. Given the critical path of the right of way process on these unique situations, the Consultant shall provide right of way services for the Bridge Program. Services include but are not limited to titles and closing, appraisals and appraisal reviews, acquisitions, relocations, property management, condemnation services and expert witness services. Legal services shall be provided by firms approved for the types of legal services required on the statewide list in the KYTC's Office of Legal Services. The Consultant shall designate a Right of Way Manager to lead this effort.
4. While it is a goal to avoid utility impacts whenever feasible, there may be situations where conflicts are unavoidable. Given the critical path of the utility relocation process, the Consultant shall provide services necessary to coordinate the relocation of utilities that are necessary to deliver the Bridge Program. Services include but are not limited to coordination with utility owners, execution of agreements and inspection services. The Consultant shall designate a Utility Manager to lead this effort.
5. The Consultant shall assist KYTC in the development of a communications plan for the Bridge Program. The Consultant shall designate a Communications Manager to lead this effort.
6. The Consultant shall provide services necessary to gain environmental clearance, including all permits necessary for the Bridge Program. The Consultant shall designate an Environmental Manager to lead this effort.
7. The Consultant may be asked to assist the Department with construction supervision. If requested the Consultant shall attend all reviews, be responsive to the schedule and review times, and provide all technical assistance necessary to assure the contract requirements are being met. The Consultant shall designate a Construction Oversight Manager to lead this effort.
8. The Consultant may be asked to assist the Department with construction inspection. The Department will direct the number of inspectors needed on an as needed basis. The Consultant shall provide the number of inspectors the Department directs. The inspector must be qualified by having at least five (5) years of roadway and/or bridge construction experience. Engineering education may be substituted on a year by year basis with the Department's approval. The inspector must have experience and understanding of construction practices, record keeping and workmanship in regard to inspections. The inspector must be capable of handling the physical requirements needed to access and perform all inspection activities on any construction project. Certifications listed below shall be held and maintained.

- ACI Level I Certification
- Aggregate Sampling Technician
- Grade Level I Technician
- Asphalt Lay-Down Technician
- Structural Inspection Level I
- KEPSC-RI qualification

Grade I certification requires use of nuclear density machine. The inspector will be required to furnish his own badge and will track and report to appropriate safety organization. The inspector will have to transport nuclear density machine from storage area to job site and be in compliance with policy on transportation and storage and supervision while in his possession until stored properly at end of work day. Inspectors are required to attend safety classes presented by Troxler.

9. The Consultant shall be responsible for keeping all records associated with program activities.

VIII. SPECIAL INSTRUCTIONS

A cost-plus/fixed fee contract will be negotiated except for the construction inspection portion which will be negotiated as a cost per unit of work contract.

The cost-plus component of the contract will be revisited on a biennial basis through the life of the contract. The cost per unit of work contract will be revisited on an as needed basis through the life of the contract.

This cost per unit of work for inspection services is defined by the cost of the services of one inspector and the unit will be an hour. The cost per hour will include the pay rate for the personnel classifications providing the inspections, overhead, travel expenses, profit and all other direct and indirect cost incurred by the consultant to accomplish the work.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

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

- KYTC will allow for font smaller than 10 point throughout but all text must remain legible
- Page 3: Project Team Organizational Chart, may be expanded not to exceed two 8.5" x 11" pages (A-B) or one 11" x 17" page
- Page 4 (A-E): Relative Experience of Key Project Team Members, may be expanded not to exceed 20 pages total (A-T)
- Page 5 (A-B): Available Team Workload Capacity, may be expanded not to exceed four 8.5" x 11" pages (A-D) or two 11" x 17" pages
- Page 6 (A-E): Relative Experience of Proposed Team, may be expanded not to exceed 10 pages total (A-J)
- Page 7 (A-C): Program Approach, may be expanded not to exceed 20 pages total (A-T). As standard procedure, the DBE participation plan should also be included in this portion of the response

IX. INTERVIEW

The selection committee may choose to conduct oral interviews of the proposal teams. The oral interview will last no more than one hour. Each Proposer will be allowed up to 30 minutes for a presentation followed a question and answer session which should last no more than 30 minutes. The presentation shall not be used to fill in missing or incomplete information in the written proposal. KYTC will ask the Proposers specific questions relative to their proposal. Follow-up questions from KYTC will be permitted. The oral interview will not be scored separately. The interview is used solely for KYTC to seek clarification of the Proposer's proposal. Proposers will not be permitted to ask questions of KYTC.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

If KYTC opts for interviews, the following key personnel from each Proposer shall attend the oral interview: Program Manager, Engineering Manager, Environmental Manager, and up to five other individuals.

Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts may also attend the interviews but shall not score the presentations. Elected officials will not be permitted to attend. KYTC will terminate the interview promptly at the end of the allocated time.

KYTC may audio tape, videotape and/or use a court reporter to document the oral interviews. All interviews will be held at the Kentucky Transportation Building at 200 Mero Street, Frankfort, Kentucky.

X. PREQUALIFICATION REQUIREMENTS

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

BRIDGE MAINTENANCE SERVICES

- In-depth Structure Inspection

ROADWAY DESIGN

- Surveying
- Rural Roadway Design
- Urban Roadway Design

STRUCTURE DESIGN

- Spans less than 500 feet

TRAFFIC OPERATIONS

- Traffic Engineering Services
- Electrical Engineering for Traffic Signals
- Electrical Engineering for Lighting

CONSTRUCTION ENGINEERING

- Construction Project Supervision

GEOTECHNICAL SERVICES

- Drilling Services
- Geotechnical Engineering
- Laboratory Testing Services

RIGHT OF WAY SERVICES

- Acquisition Services
- Relocation Services
- Appraisal Services (As Prequalified as set forth in the Right of Way Guidance Manual)
- Property Management Services (Not a Prequalification area)
- Condemnation Services (Approved Firm on Office of Legal Services Statewide List)

ENVIRONMENTAL AND UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase 1) **or**
 - Hazmat Preliminary Site Assessment (Phase 1) **and**
 - UST Preliminary Site Assessment
- Hazmat Site Investigation (Phase 2) **or**
 - Hazmat Recon/Sampling (Phase 2)

ENVIRONMENTAL AQUATIC TERRESTRIAL ECOSYSTEM ANALYSIS

- Fisheries
- Macro invertebrates
- Water Quality
- Botany
- Zoology
- Wetlands

ENVIRONMENTAL ARCHAEOLOGY AND OTHER SERVICES

- Prehistoric Archaeology
- Historic Archaeology
- Highway Noise
- Air Quality Analysis
- Stream Mitigation
- Socioeconomic Analysis
- Cultural Historic Analysis
- EIS Writing and Coordination

UTILITY DESIGN (**please see note below)

- Communication
- Electrical Level 1
- Electrical Level 2
- Gas Level 1
- Gas Level 2
- Water & Sewer Level 1
- Water & Sewer Level 2
- Petroleum

- Utility Preconstruction Coordination
- Utility Construction Inspection
- ** No utility design prequalifications will be required with the initial proposal but all necessary qualifications must be obtained by the selected team during the delivery of the program

XI. PROCUREMENT SCHEDULE

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

- Bulletin Posted – March 13, 2018
- Response Date – April 4, 2018 by 4:30 PM ET (Frankfort time)
- First Selection – April 6, 2018
- Second Selection – April 9, 2018
 - The Selection Committee will short-list to 3 responding firms for interviews
- Consultant Interviews – Morning of April 13, 2018
 - All responding firms should be prepared to present a short presentation and respond to questions
- Final Selection – Afternoon of April 13, 2018
- Scoping Conference – April 18, 2018
- Notice to Proceed – May 9, 2018

XII. PROJECT SCHEDULE

Contract will be in effect from Notice to Proceed until 6 months after Formal Acceptance of all bridges in the Bridge Program or when the Department decides to terminate the contract. Estimated date of contract completion is 2025.

XIII. EVALUATION FACTORS

1. Relative experience of Program Manager, Engineering Manager, Right of Way Manager, Utility Manager, Communications Manager, Environmental Manager and Construction Manager with the successful delivery of construction projects on an accelerated schedule and within budget for KYTC, and/or other federal, local or state governmental transportation agencies. (45 points)
2. Demonstration of a unique approach on how your team will deliver the bridge program over a 6 year period. (40 points)
3. DBE participation plan (10 points)
4. Capacity and availability of team members over the life of the contract. (5 points)

XIV. SELECTION COMMITTEE MEMBERS

1. Marshall Carrier, P.E., User Division
2. Royce Meredith, P.E., User Division
3. Andrew Stewart, P.E., Secretary's Pool
4. Mikael Pelfrey, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool

XV. INITIAL PRELIMINARY BRIDGE LISTING

The attached spreadsheet is a preliminary list. Please note that some bridges are currently in the design process and will likely continue to be administered by the others. The General Engineering Consultant needs to understand the costs of these bridges and how it effects the Bridge Program.

[Bridge Program GEC | Bridge List | 3-8-2018](#)