

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2019-11 Statewide Surveying Services

This document constitutes a Request for Proposals for 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

Three (3) Consultant firms will be selected to provide Surveying Services on an as-needed basis.

II. PROJECT INFORMATION

Project Manager – Perry Semones, P.E.

User Division – Highway Design

Approximate Fee – \$400,000 Upset Limit each Consultant

Three (3) Consultants will be selected to provide services.

Work to be assigned via Letter Agreement, not to exceed \$75,000 per Letter Agreement

Project Funding – State and Federal Funds

Contract Term – Two (2) Years

III. PURPOSE AND NEED

To provide Surveying Services and products on an as-needed basis.

IV. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. 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 (Page 7) to demonstrate this plan. A maximum of 4 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. METHOD OF SURVEY

Consultant will be directed to use appropriate survey methods that conform to the required standards on a project-by-project basis. Any new technology, such as Unmanned Aerial Vehicles (UAV, UAS, or Drone), used on a project under the Statewide Surveying contract must be approved by the Statewide Survey Coordinator.

VI. SCOPE OF WORK

Three (3) firms will be selected to provide these services. Three (3) Statewide Consultant Contracts will be negotiated to perform surveying services for projects, on county, state, and federally funded highways on an as-needed basis; including reconnaissance, control, planimetric survey, utility location, subsurface utility location according to ASCE standards and per KYTC Design Manual Guidance (Chapter HD-300), terrain survey, establish property lines, and staking. Each project will be executed by a Letter Agreement not to exceed \$75,000 per Letter Agreement. The negotiated fee for each project will be in a lump sum basis. All LAS files generated from scanning devices shall be included in the deliverables.

All CADD files shall be submitted in Microstation V8i DGN format (or current version as recognized by KYTC) using the most current version of the KYTC CADD Standards. All DGN files shall be submitted in US Survey Feet format and utilizing the Kentucky Single Zone State Plane Coordinate System. All terrain models shall be in InRoads DTM format and all survey data shall be submitted in InRoads Survey (FWD) format or in a specific ASCII format containing Point # N, E, Z, CODE. All survey data shall be required to utilize the KYTC feature table codes. Any data not conforming to these instructions will be rejected.

One (1) copy of all survey information shall be submitted to the KYTC Survey Coordination Office while the other copy will go to the KYTC District Office.

VII. SPECIAL INSTRUCTIONS

Three (3) firms will be selected to provide these services for a period of two (2) years with no new work assigned after the two year period, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$400,000. Once the upset limit is reached or the two (2) year term has expired, services will be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$75,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will generally be offered to firms on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Highway Design reserves the right to group multiple projects together as one offering if it is advantageous to the Department. 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 five (5) days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, 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:

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

VIII. PREQUALIFICATION REQUIREMENTS

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

ROADWAY DESIGN

- Surveying

IX. PROCUREMENT SCHEDULE

- Advertisement Date – May 14, 2019
- Response Date – June 5, 2019 by 4:30 PM ET (Frankfort Time)
- First Selection – June 10, 2019
- Final Selection – June 26, 2019
- Contract Scoping Conference – July 3, 2019
- Notice to Proceed – August 22, 2019

X. PROJECT SCHEDULE

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

XI. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with Surveying Services and other Highway projects for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Past record of performance on project of similar type and complexity. (15 Points)
3. Project approach and proposed procedures to accomplish services for project. (15 Points)
4. Capacity to comply with project schedule (10 points).
5. DBE Participation Plan (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 points)

XII. SELECTION COMMITTEE MEMBERS

1. Perry Semones, P.E., User Division
2. Patrick Perry, P.E., User Division
3. Tom Hall, P.E., Secretary's Pool
4. Stewart Lich, P.E., Secretary's Pool
5. Kellie Baker, P.E., Governor's Pool