A REQUEST FOR PROPOSAL
FOR
PROFESSIONAL SERVICES CONTRACT

Department of Highways
Professional Services Procurement Bulletin 2020-02
Statewide Right of Way Inventory of KYTC Real Property

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

Consultant services are needed to provide assistance to the Kentucky Transportation Cabinet (KYTC) to inventory real property owned by the KYTC. The successful vendor will verify and record target parcels including supporting documents into a Web/Mobile GIS interface as provided by KYTC. The initial focus will be to identify, document and expedite the disposal of KYTC owned property no longer deemed needed.

II. PROJECT INFORMATION

Project Manager – Ronnie Elmore
User Division – Division of Right of Way and Utilities
Approximate Fee – $500,000 Cost Plus a Fixed Fee
Project Funding – State Funds

III. PURPOSE AND NEED

The purpose of this contract is to assist the Kentucky Transportation Cabinet in inventorying existing property by performing the documentation research to enter and validate parcels into a provided Web/Mobile (GIS) interface in order to advertise their availability for purchase to the public.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The selected Consultant for this contract will be responsible for any or all of the following:
1. Performing document research to verify KYTC-identified potential parcels for future disposal. This would include:
   a. Deed research and verification.
   b. Plat or drawings of the property
   c. Notice of excess purchase if available.
   d. Any other information deemed necessary.
2. Entering said parcels into a KYTC GIS real property inventory using provided Web/mobile GIS tools and including the following information.

a. Geolocation
b. Generalized property description (including physical location)
c. Property photos
d. Estimated property value from a market analysis, including comps (not an official appraisal)
e. Other attributes to be identified as part of the project.
3. Maintaining inventory status as parcels are evaluated with the approved parcels being made available to the public via KYTC web based interactive maps or other means deemed sufficient by KYTC.
4. A subsequent project phase will include analysis of KYTC property to identify economically viable parcels for disposal.
5. Must follow the KYTC ROW Guidance Manual and appropriate Code of Federal Regulations.
6. Other requirements as determined through the life of the project.

Subproviders: Subproviders providing service under the work authorization shall meet the same requirements and level of experience as required of the respondent. No subcontract shall relieve the primary respondent of responsibility for the service. If the respondent uses a Subprovider for any or all of the work required, the following conditions shall apply under the listed circumstances:
a) Respondents planning to subcontract all or a portion of the work shall identify the proposed Subproviders.
b) Subcontracting shall be at the respondent's expense.
c) KYTC retains the right to check Subprovider's background and make a determination to approve or reject the use of submitted Subproviders.
d) The respondent shall be the only contact for the Department and Subproviders and shall list a designated point of contact for all Department and Subprovider inquiries.

VI. SPECIAL INSTRUCTIONS

Instructions for Response to Announcement can be found at:
https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx

Vendors that are selected for presentations will be granted access to an example site and mobile tool for reference and familiarity to address how they will optimize the tools' use.

VII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the proposed Consultant must be prequalified for Right of Way Services by the Division of Right of Way and Utilities by the Response Due Date of this Advertisement.

RIGHT-OF-WAY SERVICES
• Right of Way Acquisition
• Right of Way Relocation

1. The successful vendor must have staff skilled to perform the following tasks:
a. A KYTC prequalified ROW firm.
b. A KYTC prequalified civil engineer.
c. Staff capable of entering parcel information into a web and or mobile GIS ESRI-based solution.
d. The firm will be required to provide their own AGOL (ESRI Named User) licenses to support the work of their staff.

VIII. PROCUREMENT SCHEDULE

Dates other than Response Date are tentative and provided for information only.
- Bulletin Posted – August 13, 2019
- Response Date – September 4, 2019 by 4:30 PM ET (Frankfort Time)
- First Selection – ~~September 10, 2019~~ **September 9, 2019**
- Final Selection – September 25, 2019
- Contract Scoping Conference – October 2, 2019
- Fee Proposal – October 11, 2019
- Contract Negotiations – October 23, 2019
- Notice to Proceed – November 21, 2019

IX. PROJECT SCHEDULE

- Maintain Inventory and Database as directed
- Deliver 50 +/- parcels ready for review and disposal – June 2020
- Deliver 50% of initial batch (300 Parcels) of KYTC properties for review – December 2020
- Verify and deliver 100% of initial KYTC properties for review – June 2021

X. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Project approach and proposed procedures to accomplish the services for the project. (20 Points)

2. Relative experience of consultant personnel assigned to project team. (15 Points)

3. Organizational structure of team and management approach of project team (15 points)

4. Capacity to comply with project schedule. (15 Points)

5. Consultant's past performance on similar projects. (10 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Ronnie J. Elmore, User Division
2. Will Holmes, User Division
3. Patrick Perry, P.E., Secretary's Pool
4. Craig Caudill, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool