

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2020-04 Statewide Bridge Maintenance Design Services

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

Two (2) consultant firms will be selected to conduct various bridge maintenance design services for two (2) years.

II. PROJECT INFORMATION

Project Manager - David Tipton, P.E.
User Division - Maintenance
Approximate Fee - \$750,000 upset limit (per consultant)
Projects to be assigned by Letter Agreement not to exceed \$150,000 each
Project Funding - State and/or Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To ensure the continued structural safety of bridge sized structures for use by the travelling public by providing various bridge maintenance design services.

IV. SCOPE OF WORK

Design services shall include digital files of Microstation design drawings and final PDFs, for contract ready proposals (CRPs), including but not limited to, superstructure replacements, deck replacements, carbon fiber repairs for impact damage, bearing replacements, jacking plans, joint replacements of joints larger than 4", pier/abutment patching, and bridge drain repairs.

The CRP notes shall specify that the Contractors perform all work in accordance with the Kentucky Transportation Cabinet, Department of Highway's 2109 Standard Specifications for Road and Bridge Construction and applicable Supplemental Specifications and the latest Standard Drawings, when possible.

When construction processes incorporate techniques and/or materials required for a repair that are not covered by the Standard Specifications, the CRP will include its own detailed construction and material specifications.

CRP notes shall also include provisions for traffic control, and any other provisions deemed necessary to the contact. The appropriate district office will be consulted when developing Traffic Control plans. Finalized CRP's will be submitted to the Division of Maintenance, Bridge Preservation Branch on paper (8 1/2" x 11") and in electronic format. A copy of the engineer's calculations and a cost estimate shall also be submitted as reference support material. Notes and specifications shall be supplied in Microsoft Word format and drawings/plans shall be supplied in accordance with the Department's CADD STANDARDS FOR HIGHWAY PLANS as appropriate.

The firm selected to complete a package shall review the proposal on the Kentucky Transportation Cabinet, Division of Construction Procurement website before the letting and shall be available to answer any questions that may arise on a particular project before a contract is let as well as answering any questions that may arise during the construction phase of the repairs.

V. SPECIAL INSTRUCTIONS

Award of contract from this Request for Proposal is no guarantee of work.

Two (2) firms will be selected to provide these services. The contract period is a two (2) year contract with no new work assigned after two years from the original Notice to Proceed date, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$750,000. 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 upset limit or extended for time to assign new work without approval by the State Highway Engineer. If additional work is required on the same Letter Agreement, a Supplemental Letter Agreement shall be issued. No Letter Agreement shall exceed \$150,000 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 rotating basis. KYTC reserves the right to select one of the two firms outside of the assignment order for a particular project if it is to the benefit of KYTC. 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 Maintenance reserves the right to group multiple projects together as one offering if it is advantageous to the KYTC. KYTC can also add additional work to an existing Letter Agreement, if needed. In the typical order offering, firms will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm turns down a project, it will be offered to the next firm in consecutive order and so on until the project is accepted. If a firm declines a project or does not respond to an invitation to perform services for a project within 7 days from the date the Department offers a project, then documentation shall be placed in the project files noting the project was declined and the next firm in the list shall be offered the project, etc. Firms will not be penalized for not accepting a project, regardless of reason.

Instructions for Response to Announcement can be found at:

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

VI. STANDARD PERSON-HOURS

Person-hours for other structures will be negotiated on a case-by-case basis.

VII. PREQUALIFICATION REQUIREMENTS

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

STRUCTURE DESIGN

- Spans under 500 feet

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Date: October 8, 2019
- Response Date: October 30, 2019 by 4:30 PM ET (Frankfort Time)
- First Selection Committee: November 4, 2019
- Final Selection Committee: November 20, 2019
- Contract Scoping Conference: November 27, 2019
- Notice to Proceed: December 27, 2019

IX. PROJECT SCHEDULE

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

~~The Consultant agrees to complete all work in accordance with the terms of this contract within thirty (30) calendar days from the date the work order is issued.~~

X. EVALUATION FACTORS

- ~~1. Quality of final submittal. (20 points)~~
- 2 Relative experience of consultant personnel assigned to project team with highway projects for KYTC. (15 Points)
- 3 In-house capability to perform the required services. (15 points)
- ~~4 Experience with element level bridge inspections. (15 points)~~
- 4 Experience with developing bridge repair plans and proposals. (20 Points)**
- 5 Demonstrate familiarity with regulatory requirements and Standard Specifications. (15 points)
- 6 Consultant's past performance on similar projects. (10 points)
- 7 Capacity to comply with schedules (10 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.

XI. SELECTION COMMITTEE MEMBERS

1. David Tipton, P.E., User Division
2. Josh Rogers, P.E., User Division
3. Craig Caudill, P.E., Secretary's Pool
4. Tom Hall, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool