

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

## **Department of Highways Professional Services Procurement Bulletin 2021-01 Statewide Landscaping Arboriculture 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**

This statewide contract is to provide necessary Landscaping Arboriculture Services. A Vendor will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Steve Kempf  
User Division - Division of Maintenance  
Approximate Fee - \$100,000 (Upset Limit)  
Projects to be assigned by Letter Agreement not to exceed \$30,000 each lump sum  
Project Funding - State and Federal Funds  
Contract Term - 2 years from date of Notice to Proceed, with an option to renew annually for up to an additional 2 years

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

To provide assistance to the Department of Highways, Division of Maintenance with a full range of landscaping arboriculture consulting services, when needed, on a statewide basis.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

All arboriculture services shall be performed in accordance of industry standards as defined by the International Society of Arboriculture (ISA), American Society of Consulting Arborists (ASCA), and all federal, state, and local laws and regulations. The scope of work includes developing vegetation removal plans, developing vegetation corrective plans, reviewing vegetation removal plans, reviewing vegetation corrective plans, providing expertise for complex arboriculture issues, assisting the Roadside Environmental District Administrators (REDA), performing field inspections after vegetation plans have been implemented, and other arboriculture consulting services.

Field inspectors shall demonstrate experience and knowledge of arboriculture. The inspectors shall be capable of handling the physical requirements needed to access and perform arm's length inspection of the entire project.

## **VI. SPECIAL INSTRUCTIONS**

One (1) Vendor will be selected to provide these services for a period of two (2) years with no new work assigned after two years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$100,000. Once the upset limit is reached or the two year term has expired, services may 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 \$30,000 without written approval from the State Highway Engineer.

Instructions for Response to Announcement can be found at:

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

Before KYTC can enter into a contract, the selected Vendor will be required to provide proof of professional liability insurance and other requirements necessary to execute a contract with KYTC.

Certifications listed below shall be held and maintained throughout the duration of the contract:

- International Society of Arboriculture Certified Arborist with current status per ISA
- International Society of Arboriculture Board Certified Master Arborist per ISA (required for at least one key project team member within 6 months of Notice To Proceed date)

Responses should include a list of arborists with these qualifications or when these qualifications will be received.

The Vendor must provide their own vehicle with safety light and personal protection equipment during field inspections. All field inspections shall be performed during daylight hours. The field inspectors shall park their vehicle outside of the traveled way during inspections.

There is no guarantee of hours. There shall be only one Vendor selected.

**Note: The selected Vendor shall not become involved with work related to a Vegetation Removal Encroachment Permit on behalf of an applicant through the duration of the contract.**

## **VII. METHOD OF DESIGN**

The selected Vendor will be directed to use appropriate design methods that conform to the required standards on a project by project basis. The Vendor shall follow industry standards as set forth by the International Society of Arboriculture, as well as all applicable laws and regulations.

## **VIII. PREQUALIFICATION REQUIREMENTS**

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

### **MAINTENANCE – BRIDGE MAINTENANCE SERVICES**

- Landscaping Arboriculture

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: July 14, 2020
- Response Date: August 5, 2020 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: August 10, 2020
- Final Selection: August 26, 2020
- Scoping Conference: September 2, 2020
- Notice to Proceed: September 23, 2020

## **X. PROJECT SCHEDULE**

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

## **XI. EVALUATION FACTORS**

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

1. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (10 Points)
2. Past record of performance on projects similar in type and complexity. (10 Points)
3. Available team workload capacity to comply with project schedule. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Steve Kempf, User Division
2. Staci Timol, P.E., User Division
3. Stephen De Witte, P.E., Secretary's Pool
4. Joseph Van Zee, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool