

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2021-11 Statewide Surveying 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 Surveying Services. Three (3) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - William Semones, P.E.
User Division - Highway Design
Approximate Fee - \$400,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$75,000 per Letter Agreement
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

The purpose of this contract is to assist the Kentucky Transportation Cabinet in providing a wide range of Surveying activities on a statewide basis for both Highway Plan and non-highway plan projects, 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

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. All LAS files generated from scanning devices shall be included in the deliverables.

All CADD files shall be submitted in Bentley ORD MicroStation 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 Bentley ORD format and all survey data shall be submitted in Bentley ORD (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. Do not respond to this RFP if you are not setup to produce these deliverables solely in the formats listed above. This includes files being produced in another Software format and then converted to achieve the accepted format. These Types of files 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) consultants 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 \$400,000. 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 \$75,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool of selected Consultants and list in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned 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. The Department may also add additional work to an existing Letter Agreement, if needed. 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, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided 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 must be prequalified in the following areas by the response due date of this advertisement.

ROADWAY DESIGN

- Surveying

IX. PROCUREMENT SCHEDULE

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

- Advertisement Posted: May 11, 2021
- Response Date: June 2, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: June 7, 2021
- Final Selection: June 23, 2021
- Pre-Design Conference: June 30, 2021
- Notice to Proceed: July 21, 2021

X. PROJECT SCHEDULE

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

- Completion of All Services – 2 Years from Notice to Proceed

XI. EVALUATION FACTORS

Consultants 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. (20 Points)
2. Past record of performance on projects similar in type and complexity. (15 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Available team workload 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. William Semones, P.E., User Division

2. Patrick Perry, P.E., User Division
3. Erika Drury, P.E., Secretary's Pool
4. Larry Krueger, P.E., Secretary's Pool
5. R. Bruce Scott, P.E., Governor's Pool