

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2022-01 Statewide LPA Project 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 LPA Project Services. Five (5) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Susan Oatman, P.E.
User Division - State Highway Engineers Office / Office of Local Programs
Approximate Fee - \$1,500,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$250,000 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 design and various professional services for Local Public Agencies administering projects funding by federal-aid and/or state dollars 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 (Section 7) to demonstrate this plan. A maximum of 4 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultants will be responsible for working with Local Public Agencies which have entered into an agreement with the Kentucky Transportation Cabinet to administer projects funded with federal-aid and/or state dollars. The selected Consultants must have the capacity to

provide the following design and various professional services:

- Roadway Design
- Sidewalk Design
- Streetscape Design
- Structural Design
- Building Design
- Land Surveying
- Property Boundary Determination
- Architecture
- Site Design Services, including landscaping
- Historic Property Restoration/Rehabilitation
- Construction Document Preparation (Including but not Limited to: Proposals, Specifications, and Estimates)
- Construction Engineering (Including but not limited to Inspection Services)
- Review of Various Engineering Documents for Compliance with Federal and State Policies
- Grant Application Writing
- Planning Services
- Environmental Services
- Geotechnical Design
- Right-of-Way Acquisition and Relocation
- Utility Coordination

These services will be provided for a wide range of projects, (such as restoring historic buildings, constructing sidewalks, and designing streetscape projects, among others). The selected Consultants must also be available to provide construction inspection services of the projects if needed. The selected Consultants must be able to work with and explain Kentucky Transportation Cabinet and Federal Highway Administration requirements to the Local Public Agency representatives when needed.

VI. SPECIAL INSTRUCTIONS

Five (5) 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 \$1,500,000. 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 \$250,000 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 State Highway Engineers Office 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. 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>

The Department will allow the following modifications to the standard response format for response to this Statewide LPA General Services advertisement only:

- *Section 3: Project Team Organizational Chart, may be expanded, not to exceed one 11" x 17" page or two 8.5" x 11" pages.*
- *Section 4: (A-E) Resumes, may be expanded, not to exceed 10 pages total (A-J). Please clearly identify the role each team member will play, including identification of the primary daily point of contact and all individuals that may be named Project Manager for individual Letter Agreements.*
- *Section 5: Workload / Commitments does not have a page limit.*
- *Section 6: (A-E) Project Experience, may be expanded, not to exceed 10 pages total (A-J). For each project cited (at a minimum) please clearly identify the year of project completion, if the project was federally or state funded, the name of the LPA (if applicable), the name of the consultant's Project Manager, and the role of the consultant staff whose resume is included in the consultant's response for this work. Please note if the Project Manager is no longer with the firm.*
- *Section 7: (A-C) Project Approach, may be expanded, not to exceed 5 pages total (A-E), inclusive of the DBE Participation Plan.*

VII. STANDARD OF DESIGN

The selected Consultants must design all projects in conformity with the Kentucky Transportation Cabinet's Standard Specifications for Road and Bridge Construction, current Edition or, where it does not apply to a project, whatever other standard of design has been agreed upon between the Local Public Agency and the Kentucky Transportation Cabinet in their Memorandum of Agreement for the specific project.

VIII. DOCUMENT PREPARATION

The selected Consultants must be capable of designing plans for projects, developing construction proposals, and completing checklists and other forms required for project approval.

IX. PREQUALIFICATION REQUIREMENTS

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

CONSTRUCTION ENGINEERING SERVICES

- Construction Project Supervision

ENVIRONMENTAL & UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase 1)

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

- Botany
- Terrestrial Zoology
- Wetlands
- Freshwater Macroinvertebrates
- Water Quality

ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES

- Air Quality Analysis
- Prehistoric Archaeology
- Highway Noise Analysis
- Historic Archaeology
- EIS Writing & Coordination
- Cultural-Historic Analysis

GEOTECHNICAL SERVICES

- Geotechnical Engineering
- Geotechnical Drilling
- Geotechnical Laboratory Testing

RIGHT OF WAY SERVICES

- Relocation
- Acquisition

ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Urban Roadway Design

TRANSPORTATION PLANNING

- Pedestrian & Bicycle Planning & Design
- Transportation Planning Engineering

STRUCTURE DESIGN (please see note below)

- Spans Under 500 Feet*

TRAFFIC ENGINEERING (please see note below)

- Electrical Engineering Roadway Lighting*
- Traffic Engineering*
- Electrical Engineering Traffic Signals*

Note – Structure Design and Traffic Engineering prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should either of these services become necessary during the delivery of the project, the selected Consultant team must obtain the required qualifications before providing those services.

X. PROCUREMENT SCHEDULE

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

- Advertisement Posted: July 13, 2021
- Response Date: August 4, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: August 9, 2021
- Final Selection: August 25, 2021
- Pre-Design Conference: September 1, 2021
- Notice to Proceed: September 22, 2021

XI. PROJECT SCHEDULE

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

XII. 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. (15 Points)
2. Range of services with which consultant has experience and which consultant can provide; Consultant must demonstrate the ability to provide the range of services listed in the Scope of Work. (10 Points)
3. Past record of performance on projects similar in type and complexity. (9 Points)
4. Available team workload capacity to comply with project schedule. (4 Points)
5. Project approach and proposed procedures to accomplish the services for the project. (4 Points)
6. DBE Participation Plan (4 Points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XIII. SELECTION COMMITTEE MEMBERS

1. Susan Oatman, P.E., User Division
2. Amanda Desmond, P.E., User Division
3. Erika Drury, P.E., Secretary's Pool
4. Stephen De Witte, P.E., Secretary's Pool
5. John Greenwell, P.E., Governor's Pool