

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2024-07 Statewide Aerial and Photogrammetric 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 Aerial and Photogrammetric Services. Two (2) 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 - \$1,000,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$200,000  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

To provide necessary Statewide Aerial and Photogrammetric Services.

### **IV. DBE GOAL**

The Consultant team may 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 would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

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

Statewide contracts will be negotiated to perform aerial and photogrammetric services for projects on state and federally funded Cabinet Highway projects as well as full flight coverage for specified counties on an as needed basis. Mapping data will be required in digital format, with ASCII Files containing digitized breaklines and random point data to be used for digital terrain modeling. Survey reports shall be submitted in digital format and shall be in PDF Format. One (1) copy of

all files and data shall be submitted to KYTC Central Office and two (2) copies of all files and data shall be sent to the appropriate District Office.

Projects will be assigned by Letter Agreement not to exceed \$200,000 per Letter Agreement. Photographs supplied by the consultant should be in digital orthorectified format. 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.

## **VI. SPECIAL INSTRUCTIONS**

Two (2) 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 \$1,000,000. 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 \$200,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants 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>

## **VII. METHOD OF SURVEY**

The Consultant will be directed to use appropriate survey methods that conform to the required standards on a project-by-project basis.

## **VIII. PHOTOGRAMMETRIC SERVICES**

The Consultant will provide mapping and will furnish manuscripts in ORD format. Statewide Elevation data and Aerial photography can be found at the following link [KyFromAbove - Kentucky's Aerial Photography & Elevation Data Program](#). The selected Consultant shall supplement this information with conventional surveying as determined during project scoping.

## **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.

### **ROADWAY DESIGN**

- Surveying
- Photogrammetry & Related Services

## **X. PROCUREMENT SCHEDULE**

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

- Advertisement Date: January 9, 2024
- Response Date: January 31, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: February 5, 2024
- Final Selection: February 21, 2024
- Pre-Design Conference: February 28, 2024
- Notice to Proceed: March 20, 2024

## **XI. PROJECT SCHEDULE**

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

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

## **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 Aerial & Photogrammetric Services and other Highway projects for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Capacity to comply with project schedule (15 points)
3. Past record of performance on projects similar in type and complexity. (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)

**XIII. SELECTION COMMITTEE MEMBERS**

1. William Semones, P.E., User Division
2. Patrick Perry, P.E., User Division
3. Emily Deason, P.E., Secretary's Pool
4. Matthew Sipes, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool