

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-05 Statewide Electrical Engineering 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

This statewide contract is to provide necessary Electrical Engineering Design Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Jessica Goodwin, P.E.
User Division - Traffic Operations
Approximate Fee - \$500,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$300,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

Support staff of the Division of Traffic Operations in the design of electrical traffic control devices and roadway lighting on an as needed basis.

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

The selected Consultants will be responsible for working with the Kentucky Transportation Cabinet's Division of Traffic Operations and District Offices (primarily Project Development and Traffic areas) to provide design services for electrical traffic control devices and roadway lighting, as needed. The Consultants shall prepare plans and/or perform other activities associated with

the development of plans for these types of devices. The Consultants may be required to do surveys that will include elevations.

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 \$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 \$300,000 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 Traffic Operations 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 DESIGN

The selected Consultants shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans. Plans shall also be designed in accordance with the Traffic Operations Guidance Manual and the Manual on Uniform Traffic Control Devices (MUTCD).

The selected Consultants shall be familiar with the Division of Traffic Operation's structural design program (SALSA) for traffic signal design. The selected Consultants shall be familiar with all requirements for the Federal Aviation Administration (FAA) and the Kentucky Airport Zoning Commission (KAZC) for obstructions near airports and helipads. The selected Consultants shall be familiar with requirements for navigational lighting per the United States Coast Guard.

The Consultants shall use the latest version of AGi32 software by Lighting Analysts Incorporated on all lighting projects. They may be required to do the lighting analysis with elevation requirements.

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.

TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting
- Electrical Engineering Traffic Signals

IX. PROCUREMENT SCHEDULE

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

- Advertisement Posted: November 12, 2024
- Response Date: December 4, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 9, 2024
- Final Selection: December 20, 2024
- Pre-Design Conference: January 6, 2025
- Notice to Proceed: January 27, 2025

X. 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

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. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Jessica Goodwin, P.E., User Division
2. Joshua Amos, P.E., User Division
3. Amanda Desmond, P.E., Secretary's Pool
4. Matthew Sipes, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool