

# REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2013-12 Statewide Value Engineering

This document constitutes a Request for Proposals for Personal 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**

Consulting services will be used to perform various value engineering (VE) services including VE project studies and VE training.

### **II. PROJECT INFORMATION**

Project Manager – Boday Borres, P.E.

User Division – Highway Design

Approximate Fee - Two (2) Consultants will be selected to provide services.

- \$350,000 Upset Limit for each consultant.
- Work will be assigned via Letter Agreement, not to exceed \$50,000 per Letter Agreement.
- Each Consultant will be assigned specific tasks to perform and will be paid in accordance with the prices established for the various activities. Task assignments will be made by Letter Agreement. Work is anticipated in three categories as indicated in the Section V, Scope of Work.

Project Funding – Various State and Federal Funds

Contract Completion – August 31, 2015

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

Value engineering studies are required on certain projects per federal regulations. Additionally, value engineering studies are periodically requested on other projects. Finally, it is sometimes necessary to provide training about value engineering. Consultants will be used to perform various value engineering services including VE project studies and VE training.

### **IV. DBE REQUIREMENT**

None

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

The VE Consultant shall possess the expertise and capacity to be able to perform all of the value engineering services listed below:

1. **Value Engineering Studies:** Upon request, the Consultant shall participate in a value engineering project study based on one of the levels below.
  - a. **Provide the team leader only:** The Consultant will provide a team leader while the Kentucky Transportation Cabinet (KYTC) will provide the study team members. The team leader shall be a Certified Value Specialist (CVS). See Section VI, Special Instructions for further requirements. The team leader will conduct the study, compile the information for the report, prepare the report, and prepare/conduct a presentation for management if necessary. KYTC has the right to reject, accept, or request the team leader on a project by project basis.
  - b. **Provide a partial team:** The Consultant will provide a mix of study team members, including a team leader (as outlined Section V.1.a) to complement/supplement the team members provided by KYTC. Names of team members to be provided by the Consultant will be forwarded to the KYTC for review and approval prior to conducting the VE study. KYTC will specify certain disciplines to be provided and minimum experience requirements. The team members will have some value engineering training.
  - c. **Provide the entire team:** The Consultant will provide the entire study team, including the team leader as outlined Section V.1.a. Names of team members to be provided by the Consultant will be forwarded to KYTC for review and approval prior to conducting the VE study. KYTC will specify certain disciplines to be provided and minimum experience requirements. The team members will have some value engineering training.
2. **Training:** The Consultant will provide training based on the needs identified by KYTC. Potential training may include one of the following:
  - a. SAVE certified Module 1 workshop.
  - b. SAVE certified Module 2 workshop.
  - c. One day VE overview training to prepare attendees to participate in VE studies or for project team staff to understand the role of VE in project development.
  - d. Other customized value engineering training classes.
3. **Other Services:** The Consultant may be requested to provide other services to compliment the internal KYTC VE services that may include:
  - a. Information gathering for team studies
  - b. Providing facilities for team study activities
  - c. Preparation of VE study report
  - d. Formal presentation of VE findings
  - e. Development of implementation plans

## **VI. SPECIAL INSTRUCTIONS**

The Value Engineering Consultant shall have at least one person that will serve as a team leader on VE studies who is a Certified Value Specialist (CVS), as recognized by the organization SAVE International. Each CVS should either be a Professional Engineer (PE) and/or should have extensive experience in leading VE teams on transportation (highways and bridge engineering) projects. The team leader should also have skills in creating graphics, writing reports, preparing presentations, and giving presentations. The proposal should provide

a resume and other documentation that demonstrates the credentials of the CVS staff that will be serving KYTC as a team leader.

The VE Consultant shall also have staff (directly employed or on contract) available to participate on VE study teams who has worked on transportation projects funded by KYTC and has a working knowledge of Microstation, KYTC design standards and processes. Staff should include individuals with the following expertise: traffic engineering & modeling, geometric design, estimating, structural design, and constructability. The proposal should provide a resume outlining the credentials of each individual.

Additionally, the proposal should demonstrate the VE Consultant's team's ability to prepare competent reports and VE training services. It is encouraged that the proposal contains two or more letters of recommendation from recent clients in the transportation field.

Two (2) firms will be selected to provide these services for a period of two (2) years. Contracts will have an upset limit of \$350,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work.

The Selection Committee will randomly draw from the pool consisting of the selected firms and list in consecutive order the initial order for which projects will be offered. Typically, two projects will be offered to a firm before rotating to the other firm. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firm on the list has been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within 14 calendar days, documentation shall be placed in the project files and the next firm on the rotating list shall be offered the project.

If a firm is more that 30 days past due on two (2) or more tasks on an active letter of agreement, at KYTC's project manager's discretion, the firm may not be offered an additional project until the remaining firms on the list have been offered a project. In such situation, KYTC's project manager may assign the next project to the subsequent firm on the rotating list. KYTC's project manager shall document such decisions in the project files. The firm that is skipped shall not be eligible to accept another project until the remaining firms on the list have been offered a project.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

The format for Page 7 is hereby revised to allow a total of 10 pages (A-J). In responding in this open format, Page 7, Project Approach, a maximum of ten (10) pages (A-J) is acceptable.

## **VII. ADDITIONAL INFORMATION**

Draft VE project study reports are generally required to be submitted to the KYTC VE coordinator within two weeks of completion of the VE study.

## **VIII. PREQUALIFICATION REQUIREMENTS**

None

## **IX. PROCUREMENT SCHEDULE**

RESPONSE DATE • Wednesday, July 10, 2013 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • July 16, 2013

FINAL SELECTION COMMITTEE • July 30, 2013

CONTRACT SCOPING CONFERENCE • August 5, 2013

NOTICE TO PROCEED • September 1, 2013

## **X. PROJECT SCHEDULE**

Individual project schedules will be by letter agreement on a project by project basis.

COMPLETION OF ALL SERVICES – August 31, 2015

## **XI. EVALUATION FACTORS**

1. Relative value engineering experience of consultant personnel assigned to lead and participate on engineering projects for KYTC and/or for federal, local or other state transportation governmental agencies. (10 points)
2. Relative design, traffic, and construction experience of consultant personnel assigned to project team with roadway and bridge projects for KYTC. (5 points)
3. Capacity to comply with project schedule. This includes the ability to schedule and provide necessary staff for a VE study or training with a two month notice. It also includes the ability to punctually submit a draft and final report. (5 points)
4. Past record of performance on projects of similar type and complexity. (10 points)
5. Project approach and proposed procedures to accomplish the services for the project. (10 points)
6. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

## **XII. SELECTION COMMITTEE MEMBERS**

1. Brent A. Sweger, PLS, User Division
2. Travis Carrico, P.E., User Division
3. Rachel Mills, P.E., Secretary's Pool
4. John Moore, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool