

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-11 Statewide Aviation Planning and 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

Project Description – Aviation planning and engineering services for airport related projects statewide. Two (2) consultants will be selected.

II. PROJECT INFORMATION

Project Manager – Craig Farmer, P.E.

User Division – KY Department of Aviation

Approximate Fee – \$750,000 Upset Limit each consultant.

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

Work to be assigned via Letter Agreement not to exceed \$250,000 per Letter Agreement

Project Funding – State and Federal Funds

Contract Duration – June 30, 2017

III. PURPOSE AND NEED

Assist the KY Department of Aviation with engineering and planning projects beyond the expertise and time constraints of existing personnel.

IV. DBE REQUIREMENT

The consultant team shall include a DBE Participation Plan with their Response to Announcement. An additional page will be allowed with the Project Approach in the Response to Announcement to convey 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 consultant will be required to provide airport planning and airport engineering services at public-owned airports throughout the Commonwealth on an as-needed basis in the following areas:

- General airport planning consultation (airport geometry, building configuration, aircraft/automobile parking layout, etc.)
- Airport Layout Plans.

- Airport Master Plans.
- All other airport planning documents required by the FAA or KDA.
- General airport surveying/ mapping (horizontal and vertical).
- Airport approach analysis/evaluation.
- Airport improvement design projects, including, but not limited to:
 - Runway/Taxiway/Apron extension/repair
 - Runway Safety Area improvements
 - Pavement maintenance projects, including crack repair, seal coats, maintenance overlays, etc.
 - Lighting/electrical projects, including runway/taxiway edge lighting, signage, etc.
 - Navigational Aids (Nav aids), including REILs, PAPIs, wind cones, etc.
 - Automated Weather Observation Systems (AWOS) construction/installation.
 - Airport fencing and gates
 - Airport infrastructure projects, including administrative buildings, t-hangars, fuel systems, etc.
- Airport Construction Administration/Observation services.
- Airport construction project estimates.

VI. SPECIAL INSTRUCTIONS

Two (2) firms will be selected to provide these services for a period of two (2) years. Contracts will have an upset limit of \$750,000. 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 and list in consecutive order to determine the initial order for which a project will be assigned. Projects will be assigned on a rotational basis. 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 fourteen (14) 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:

<http://transportation.ky.gov/professional-services/pages/respond-to-an-announcement.aspx>

VII. ENVIRONMENTAL

The Department will provide any needed Environmental Services.

VIII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant project team must be prequalified in the following areas by the date of this advertisement.

ROADWAY DESIGN

- Surveying

- Photogrammetry

AVIATION SERVICES

- Airport Master Planning
- Airport Design
- Project Construction Inspection

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date – May 12, 2015
- Response Date – June 3, 2015 by 4:30 PM ET (Frankfort Time)
- First Selection – June 9, 2015
- Final Selection – June 24, 2015
- Contract Scoping Conference – July 1, 2015
- Notice to Proceed – August 1, 2015

X. PROJECT SCHEDULE

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

COMPLETION OF ALL SERVICES – June 30, 2017

XI. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with aviation planning projects for KDA and/or federal, local or other state governmental agencies. (20 points)
2. Relative experience of consultant personnel assigned to project team with aviation engineering projects for KDA and/or federal, local or other state governmental agencies. (20 points)
3. Knowledge of, and experience with, various FAA procedures and criteria regarding aviation planning and design. (10 points)
4. Knowledge of, and experience at, airports within the KY Air Transportation System. (5 points)
5. DBE Participation Plan (4 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. Craig Farmer, P.E., User Division
2. Joe Carter, P.E., User Division
3. Kevin Rust, P.E., Secretary's Pool
4. Ron Matar, P.E., Secretary's Pool
5. Joe Walker, Governor's Pool