

REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-11 Statewide Surveying Services

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

Three (3) Consultant firms will be selected to provide Surveying Services on an as-needed basis.

II. PROJECT INFORMATION

Project Manager – Dan Farrell, P.L.S.

User Division – Highway Design

Approximate Fee - \$400,000 upset limit (per contract)

Work to be assigned via Letter Agreement, not to exceed \$75,000 per Letter Agreement

Project Funding – State and Federal Funds

III. PURPOSE AND NEED

To provide Surveying Services and products on an as-needed basis.

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. METHOD OF SURVEY

Consultant will be directed to use appropriate survey methods that conform to the required standards on a project-by-project basis. Any new technology, such as Unmanned Aerial Vehicles (UAV, UAS, or Drone), used on a project under the Statewide Surveying contract must be approved by the Statewide Survey Coordinator.

VI. SCOPE OF WORK

Three (3) firms will be selected to provide these services. Three (3) Statewide Consultant Contracts will be negotiated to perform surveying services for projects, on county, state, and

federally funded highways on an as-needed basis; including reconnaissance, control, planimetric survey, utility location, subsurface utility location according to ASCE standards, terrain survey, establish property lines, and staking. Each project will be executed by a Letter Agreement not to exceed \$75,000 per Letter Agreement. The negotiated fee for each project will be in a lump sum basis. All LAS files generated from scanning devices shall be included in the deliverables.

All CADD files shall be submitted in Microstation V8i DGN 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. All terrain models shall be in InRoads DTM format and all survey data shall be submitted in InRoads Survey (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.

One (1) copy of all survey information shall be submitted to the KYTC Survey Coordination Office while the other copy will go to the KYTC District Office.

VII. SPECIAL INSTRUCTIONS

Three (3) firms will be selected to provide these services. The Transportation Cabinet reserves the right to also contract with the next-ranked firm if future workload requires. The contract period is each firm receiving a two (2) year contract. Contracts will have an upset limit of \$400,000. Once the upset limit is reached or the two (2) 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 upset limit or extended for time to assign new work. No letter of Agreement shall exceed \$75,000.

The selection committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a rotating 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 or does not respond to an invitation to perform services for a project within fourteen (14) days, documentation shall be placed 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>

VIII. PREQUALIFICATION REQUIREMENTS

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

ROADWAY DESIGN

- Surveying

IX. PROCUREMENT SCHEDULE

- 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.

XI. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with Surveying Services and other Highway projects for KYTC and/or federal, local or other state governmental agencies. (15 Points)
2. Capacity to comply with project schedule (15 points).
3. Past record of performance on project of similar type and complexity. (15 Points)
4. Project approach and proposed procedures to accomplish services for project. (15 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. Dan Farrell, PLS, User Division
2. Kevin Martin, P.E., User Division
3. Kevin Rust, P.E., Secretary's Pool
4. Wheeler Nevels, P.E., Secretary's Pool
5. Joe Walker, Governor's Pool