

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2016-01 Statewide Aviation System Plan

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 Aviation.

I. PROJECT DESCRIPTION

Research and prepare a Statewide Aviation System Plan for the state of Kentucky, including analysis of all General Aviation (GA) airports in the state. Determination of the current status and deficiencies of all GA airports and analysis of the current and future needs of each airport as it pertains to the overall Kentucky Aviation System. Categorize the GA Airports in Kentucky by their current operational and functional status and consider each airport's place in the overall Kentucky Aviation System. Consider and quantify the direct economic effects of each GA airport to the local and state economy.

II. PROJECT INFORMATION

Project Manager – Craig Farmer, P.E.
User Division – Kentucky Department of Aviation
Approximate Fee – \$1,000,000 Upset Limit
Project Funding – State and Federal Funds
Contract Duration – June 30, 2017

III. PURPOSE AND NEED

To provide the Kentucky Transportation Cabinet (KYTC) and Kentucky Department of Aviation (KDA) with data relative to existing condition of the GA airport system, the existing and future needs of the GA airports within the system, and create a better understanding of how the individual GA airports combine into a single aviation “system” to better serve the citizens of Kentucky.

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 5 points will be considered in the evaluation factors for the DBE Participation Plan.

V. SCOPE OF WORK

A detailed scope of work will be discussed and negotiated with the selected consultant prior to a contract being issued. The limits of this scope of work will be contingent on Federal Aviation Administration (FAA) eligibility and funding limitations. However, the basic Project Description above will be adhered to as closely as possible.

VI. METHOD OF DESIGN

The plan must adhere to all FAA Advisory Circulars and associated standards for a document of this type.

VII. SPECIAL INSTRUCTIONS

All interested consulting firms should submit a response for this project with a listing of their qualifications. Instructions for Response to Announcement can be found at:

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

For this initial submittal, the guidelines for responding should be used as detailed below:

Page 1: Basic Project Information

- No changes

Page 2 (A-B): Project Service and Staff Summary

- No prequalification categories need to be met in order to submit the initial proposal for this project.
- This section should list the employees and sub-consultants intended to perform the work, in order to be referenced by the following sections.

Page 3: Project Team Organizational Chart

- This section is not required for the initial submittal. No information on the project team's organization will be necessary until the second submittal upon acceptance of the firm's qualifications.

Page 4 (A-E): Relative Experience of Key Project Team Members

- Resumes of staff with experience in State Aviation System Planning and State Aviation System Plan work in other states.

Page 5 (A-B): Available Team Workload Capacity

- This section is not required for the initial submittal. No information on the team's workload capacity will be necessary until the second submittal upon acceptance of the firm's qualifications.

Page 6 (A-E): Relative Experience of Proposed Team

- Company experience with projects of similar scope recommended.

Page 7 (A-C): Project Approach

- This section is not required for the initial submittal. No information or narrative on project approach will be necessary until the second submittal upon acceptance of the firm's qualifications.

Based on the information provided in the first submittal, the committee will decide which of the responding consulting firms will be considered "qualified" to complete the project. There will be no maximum number of firms selected. All firms whose qualifications are approved by the committee will be allowed to submit the second proposal. The firms will not be ranked or evaluated based

on the initial submittal. The first proposal will only be used to determine which firms are qualified to perform the project work.

Once a consulting firm has been approved for this project, a second proposal will be prepared and submitted. At that time, the same committee will select one (1) consulting firm to be awarded this project, based on the "Evaluation Factors" and points described in the Procurement Bulletin. It will be required that all seven sections/pages of the response be completed and submitted according to the "*Instructions for Response to Announcement*". It is assumed that the same information that was included in the first submittal will be re-submitted in the second proposal.

Before KYTC can enter into a contract, the selected firm will be required to provide proof of professional liability insurance, certification that the firm is registered with the Commonwealth of Kentucky in accordance with KRS 3.22.060, and other requirements necessary to execute a contract with KYTC.

VIII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant project team is not required to be prequalified prior to the initial submittal.

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date – July 14, 2015
- Response Date (Initial Response) – July 29, 2015
- Notice of Prequalification – July 31, 2015
- Response Date (Final Response) – August 12, 2015
- Final Selection – August 17, 2015
- Contract Scoping Conference – August 19, 2015
- Notice to Proceed – October 1, 2015

X. PROJECT SCHEDULE

Draft Submittal – October 1, 2016

Final Submittal – January 1, 2017

XI. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with Aviation State System Plan completion for other state governmental agencies. (20 points)
2. Past record of performance on State Aviation System Plans of similar complexity and size as Kentucky. (20 points)
3. Relative experience of consultant personnel assigned to project team with existing airport data collection methodology and analysis for previously completed Aviation State System Plans. (10 points)

4. Relative familiarity of consultant personnel assigned to project team with general aviation airports in Kentucky and the existing Kentucky Aviation System. (10 points)
5. Innovative project approaches and procedures to accomplish the services for the project. (10 points)
6. Relative experience of consultant personnel assigned to project team with economic impact data analysis and reporting (5 points)
7. Capacity of project team to comply with project schedule. (5 points)
8. DBE Participation Plan, including firm names of DBE participants and/or documented Good Faith Effort (5 points)
9. 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. Jill Asher, P.E., Secretary's Pool
4. Kevin Rust, P.E., Secretary's Pool
5. Cole Mitcham, P.E., Governor's Pool