

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2017-06 Transportation Asset Management Plan

This document constitutes a Request for Proposals for 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

One consultant will be selected to provide a Transportation Asset Management Plan (TAMP) for the Kentucky Transportation Cabinet. Qualifications will be determined based on information provided in the consultant's response to the RFP.

II. PROJECT INFORMATION

Project Manager – Jason Siwula, P.E.

User Division – State Highway Engineer's Office

Approximate Fee – \$500,000 upset limit (including renewals)

Project Funding – State and/or Federal Funds

Contract Duration – 2 years from date of Notice to Proceed, with an option to renew for up to an additional 2 years

III. PURPOSE AND NEED

Asset management is the strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

The purpose of this project is to develop a risk-based Transportation Asset Management Plan in compliance with Federal Highway Administration (FHWA) final rule on Asset Management Plans, published on October 24, 2016. A link to FHWA's final rule on Asset Management Plans is available online at <https://www.regulations.gov/document?D=FHWA-2013-0052-0064>

FHWA rules require that states submit initial plans describing asset management plan processes by April 30, 2018 and fully compliant asset management plans by June 30, 2019. Subsequently, states must submit updated processes at least every 4 years thereafter for recertification. For the initial TAMP, the Kentucky Transportation Cabinet intends to focus on pavement and bridge assets.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

Task 1 – Review of KYTC TAM Self-Assessment

The proposer will review the TAM self-assessment conducted by KYTC in 2016 to determine which parts of a TAMP are already in place within KYTC.

The 2016 KYTC Transportation Asset Management Self-Assessment is now available [here](#).

Task 2 – Gap Analysis

The selected Consultant shall conduct interviews with KYTC leadership and Asset Management team to provide a gap analysis identifying shortcomings within the KYTC Asset Management Program. Based upon these interviews and the results of Task 1, the Consultant shall provide a list of implementable steps and timeline to address those issues.

Task 3 – Development of Plan

The selected Consultant will work with KYTC to develop a TAMP which includes, at a minimum, the following features:

- Summary listing and condition description of the NHS pavements and bridges
- NHS pavements and bridges targets
- Asset management objectives and measures
- Performance gap analysis
- Risk analysis
- Life-cycle planning
- Financial plan (minimum 10 years)
- Investment strategies

In developing the plan, the Consultant shall comply with FHWA final rule on Asset Management Plans, published on October 24, 2016 as well as any subsequent modifications or clarifications. An initial plan shall be completed by March 1, 2018. A fully compliant TAMP shall be completed by December 31, 2018.

Task 4 – Recommendations for Long Term TAMP Administration

Based upon information in other tasks, the selected Consultant will work with KYTC to develop an implementation roadmap to ensure the long term success of the Transportation Asset Management Plan. These should include recommendations regarding where the TAMP responsibilities will be housed within KYTC, staffing levels, and other required resources.

Task 5 – KYTC Leadership Workshop

At a minimum, the selected Consultant will conduct a one day workshop for KYTC leadership and managers to help them understand the scope of asset management and their roles in a Transportation Asset Management program. This workshop will be accompanied by documentation for the future use of the Transportation Cabinet to hold similar workshops in the future. Additional training or workshops may be necessary as issues are identified or if changes occur among key KYTC team members.

Task 6 – Progress Reports

The selected Consultant shall submit quarterly progress reports in electronic form which detail the following:

- Activities performed under the agreement to date
- Anticipated work to be accomplished during the next quarter
- Forecast timeline for all remaining activities

- Description of problems encountered or anticipated that may negatively impact the completion of the scope of work, along with recommended solutions
- Summary of expenditures compared to planned expenditures

VI. SPECIAL INSTRUCTIONS

Instructions for Response to Announcement can be found at:

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

For the initial submittal, the guidelines in the hyperlink above for responding should be used unless modified 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 key employees and sub-consultants intended to perform the work, including office locations. This section may also be used to list available equipment necessary for providing these services.

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 consultant's qualifications.

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

Résumés of staff with experience ~~in Electronic engineering content system~~. Up to 10 pages allowed for resumes.

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 consultant's qualifications. In the second submittal, consultants may use this section to discuss the consultant's overall capacity to meet Agency deadlines.

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

This section is required for the initial submittal. Consultants may use the 5 pages in this section to demonstrate the consultant's experience in providing similar services.

Page 7 (A-C): Project Approach

This section is not required for the initial submittal.

Based on the information provided in the first submittal, the committee will decide which of the responding consultants will be considered "qualified" to complete the project. There will be no maximum number of consultants qualified. All consultants whose qualifications are approved by the committee will be allowed to submit the second response to announcement proposal. The consultants will not be ranked or evaluated based on the initial submittal. The first submittal will only be used to determine which consultants are qualified to perform the project work.

Once a consultant has been approved for this project, a second response to announcement proposal will be prepared and submitted. At that time, the same committee will select one (1) consultant 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 response to announcement proposal.

Before KYTC can enter into a contract, the selected Consultant will be required to provide proof of professional liability insurance and other requirements necessary to execute a contract with KYTC.

VII. METHOD OF DESIGN

N/A

VIII. PREQUALIFICATION REQUIREMENTS

To respond to this project (initial submittal) the project team is not required to be prequalified.

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date – December 13, 2016
- Initial Qualifications Filing Due – January 11, 2017 by 4:30 PM ET
- Initial Selection Committee Meeting – January 13, 2017
- Selection Committee Meeting to Determine Qualified Consultants – January 20, 2017
- ~~Qualified Consultants' Pre-Proposal Conference (if necessary) – February 1, 2017~~
- Qualified Consultants' Proposals Due – ~~February 15, 2017~~ February 8, 2017
- Final Selection Meeting (if necessary) – February 22, 2017
- Contract Scoping Conference – March 1, 2017
- Notice to Proceed – April 1, 2017

X. PROJECT SCHEDULE

Task 1 – May 1, 2017

Task 2 – August 31, 2017

Task 3 – Initial Draft due March 1, 2018 (fully-compliant TAMP due December 31, 2018)

Task 4 – June 30, 2018

Task 5 – July 31, 2018

Task 6 – Quarterly on 1st business day of month beginning June 1, 2017

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 experience developing transportation asset management plans. (10 points)
2. Capacity of firm and availability of qualified staffing to comply with project scheduling of tasks assigned on an as-needed basis. (10 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)

5. 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. Jason Siwula, PE, User Division
2. Tracy Nowaczyk, PE, User Division
3. Thomas Gilpin, PE, Secretary's Pool
4. Nikki Boden, PE, Secretary's Pool
5. Wes Sydnor, Governor's Pool