

# **A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2019-05 Statewide Electrical Engineering Design Services**

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**

County – Statewide

Route – Various

Item No – Various

Project Description – Preliminary and Final Engineering design services for electrical traffic control devices and roadway lighting (both conventional and high-mast) on an as-needed basis.

### **II. PROJECT INFORMATION**

Project Manager – Ted Swansegar, P.E.

User Division – Traffic Operations

Approximate Fee – \$500,000 upset limit (per consultant). Two consultants to be selected.

Projects to be assigned by Letter Agreement, not to exceed \$300,000 each

Project Funding – State and Federal Funds

Contract Duration – 2 years from date of Notice to Proceed with no option to renew

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

Support staff of the Division of Traffic Operations in the design of electrical traffic control devices and roadway lighting on an as needed basis.

### **IV. SCOPE OF WORK**

The selected Consultants will be responsible for working with the Kentucky Transportation Cabinet's Division of Traffic Operations and District Offices (primarily Project Development and Traffic areas) to provide design services for electrical traffic control devices and roadway lighting, as needed. The Consultants shall prepare plans and/or perform other activities associated with the development of plans for these types of devices. The Consultants may be required to do surveys that will include elevations.

## **V. DBE REQUIREMENT**

The Consultant team shall include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach (Page 7) to demonstrate this plan. A maximum of 4 points will be considered in the Evaluation Factors for the DBE Participation Plan.

## **VI. SPECIAL INSTRUCTIONS**

The Selection Committee will select two consultant firms to perform the required services. Consultants will be assigned tasks in a rotating format.

These contracts will be in effect for two years from the date of Notice to Proceed.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

## **VII. METHOD OF DESIGN**

The selected Consultants shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans. Plans shall also be designed in accordance with the Traffic Operations Guidance Manual and the Manual on Uniform Traffic Control Devices (MUTCD).

The selected Consultants shall be familiar with the Division of Traffic Operation's structural design program (SALSA) for traffic signal design. The selected Consultants shall be familiar with all requirements for the Federal Aviation Administration (FAA) and the Kentucky Airport Zoning Commission (KAZC) for obstructions near airports and helipads. The selected Consultants shall be familiar with requirements for navigational lighting per the United States Coast Guard.

The Consultants shall use the latest version of AGi32 software by Lighting Analysts Incorporated on all lighting projects. They may be required to do the lighting analysis with elevation requirements.

## **VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed Consultant project team must be prequalified in the following areas by the response due date of this advertisement.

### **TRAFFIC ENGINEERING**

- Electrical Engineering Traffic Signal Services
- Electrical Engineering Roadway Lighting Services

## **IX. PROCUREMENT SCHEDULE**

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

- Bulletin Posted – November 13, 2018
- Response Date – December 5, 2018 by 4:30 PM ET (Frankfort Time)
- First Selection – December 10, 2018
- Final Selection – December 21, 2018
- Scoping Conference – January 2, 2019
- Notice to Proceed – February 21, 2019

## **X. PROJECT SCHEDULE**

Contracts will be in effect for 2 years from date of Notice to Proceed. Individual project schedules will be by Letter Agreement on a project-by-project basis.

## **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 traffic engineering projects for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Past record of performance on projects similar in type and complexity. (15 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Capacity to comply with project schedule. (10 Points)
5. DBE Participation Plan. (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Ted Swansegar, P.E., User Division
2. Tim Tharpe, P.E., User Division
3. Tom Hall, P.E., Secretary's Pool
4. Patrick Perry, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool