

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2019-08 Statewide Roadway Design

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

Project Description – Four (4) consultants will be selected to provide preliminary and final engineering services for roadway and traffic improvements for various projects on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager – Kevin Martin, P.E.

User Division – Division of Highway Design

Approximate Fee – \$2,000,000 per consultant (Upset Limit)

Work will be assigned via Letter Agreement, not to exceed \$300,000 per Letter Agreement

Project Funding – State and Federal Funds

Contract Expiration – June 30, 2021

III. PURPOSE AND NEED

The selected consultants will be asked to perform necessary work to supplement the Roadway Design services provided by the District and Central Offices on an as-needed basis.

IV. DBE REQUIREMENT

The consultant team should include a DBE Participation Plan with their Response to the Announcement to help the Department meet FHWA's 11.95% DBE goal. 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 four (4) points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected consultants will be responsible for working with the Kentucky Transportation Cabinet, Division of Highway Design and District Project Development offices to provide roadway design services, as needed, for various Transportation projects. The selected consultants may also be responsible for preparing roadway plans, permits and other related project development activities for the construction of approved transportation improvements. Four (4) consultants will be selected to provide these services.

VI. SPECIAL INSTRUCTIONS

The Department reserves the option to modify the selected Consultants' agreement to include any necessary engineering and/or related services for this project. The firm(s) or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

Four (4) firms will be selected to provide these services for a period of two (2) years with no new work assigned after June 30, 2021, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$2,000,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$300,000 without written approval from the State Highway Engineer.

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 generally be offered to firms on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Highway Design reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. 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 five (5) business days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, 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:

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

VII. METHOD OF DESIGN

The selected Consultants shall utilize the CADD Standards for Highway Plans (current version) Policy in the development of the highway plans. The policy can be found at:

<https://transportation.ky.gov/CADD-Standards/Pages/default.aspx>

VIII. UTILITIES

The selected Consultants may be required to assist the Department with Utility Plans for various projects. The selected Consultants may be required to provide Subsurface Utility Engineering (SUE) work to field-locate utilities as needed.

IX. PREQUALIFICATION REQUIREMENTS

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

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- Surveying

STRUCTURE DESIGN

- Spans Less Than 500' (Including Culvert Design)

ENVIRONMENTAL AQUATIC AND TERRESTRIAL ECOSYSTEMS (please see note below)

- Fisheries
- Macroinvertebrates
- Water Quality
- Botany
- Zoology
- Wetlands

ENVIRONMENTAL ARCHAEOLOGY AND OTHER SERVICES (please see note below)

- Prehistoric
- Historic
- Highway Noise
- Air Quality Analysis
- Socioeconomic Analysis
- Cultural Historic Analysis
- EIS Writing and Coordination

ENVIRONMENTAL AND UST SERVICES (please see note below)

- UST & Hazmat Preliminary Site Assessment (Phase I) **or**
 - Hazmat Preliminary Site Assessment (Phase I) **and**
 - UST Preliminary Site Assessment

GEOTECHNICAL SERVICES (please see note below)

- Drilling Services
- Engineering Services
- Laboratory Testing Services

TRAFFIC ENGINEERING (please see note below)

- Traffic Engineering Services

RIGHT OF WAY SERVICES (please see note below)

- Acquisition Services
- Relocation Services

UTILITY DESIGN SERVICES (please see note below)

- Communication
- Electrical Level 1
- Electrical Level 2
- Gas Level 1
- Gas Level 2
- Water & Sewer Level 1
- Water & Sewer Level 2

- *Petroleum*
- *Utility Preconstruction Coordination*
- *Utility Construction Inspection*

Note – Environmental, geotechnical, traffic engineering, right-of-way, and/or utility design prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should any of these services become necessary during the delivery of the project, the selected Consultant team must obtain the required qualifications before providing those services.

X. PROCUREMENT SCHEDULE

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

- Advertisement Date – February 12, 2019
- Response Date – March 6, 2019 by 4:30pm ET (Frankfort Time)
- First Selection Meeting – March 11, 2019
- Final Selection Meeting – March 27, 2019
- Scoping Conference – April 3, 2019
- Notice to Proceed – May 23, 2019

XI. PROJECT SCHEDULE

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

XII. EVALUATION FACTORS

1. Past record of performance on project of similar type and complexity. (20 points)
2. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or federal, local or other state governmental agencies. (15 points)
3. Capacity to comply with project schedule. (15 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. DBE Participation Plan (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area (2 points)

XIII. SELECTION COMMITTEE MEMBERS

1. Kevin Martin, P.E., User Division
2. John Rudd, P.E., User Division
3. Tom Hall, P.E., Secretary's Pool
4. Craig Caudill, P.E., Secretary's Pool
5. Kellie Baker, P.E., Governor's Pool