

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2022-04 Statewide Maintenance Design and Repair Services

This document constitutes a Request for Proposals for a 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

This statewide contract is to provide necessary Maintenance Design and Repair Services. Three (3) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - David Tipton, P.E.
User Division - Maintenance
Approximate Fee - \$750,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$150,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To ensure the continued structural safety of bridge sized structures for use by the traveling public by providing various bridge maintenance design services.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

Design services shall include digital files of Microstation design drawings and final PDFs, for contract ready proposals (CRPs), including but not limited to, superstructure replacements, deck replacements, carbon fiber repairs for impact damage, bearing replacements, jacking plans, joint replacements of joints larger than 4", pier/abutment patching, and bridge drain repairs.

The CRP notes shall specify that the Contractors perform all work in accordance with the Kentucky Transportation Cabinet, Department of Highway's 2019 Standard Specifications for Road and Bridge Construction and applicable Supplemental Specifications and the latest

Standard Drawings, when possible.

When construction processes incorporate techniques and/or materials required for a repair that are not covered by the Standard Specifications, the CRP will include its own detailed construction and material specifications.

CRP notes shall also include provisions for traffic control, and any other provisions deemed necessary to the contract. The appropriate district office will be consulted when developing Traffic Control plans. Finalized CRP's will be submitted to the Division of Maintenance, Bridge Preservation Branch on paper (8 ½" x 11") and in electronic format. A copy of the engineer's calculations and a cost estimate shall also be submitted as reference support material. Notes and specifications shall be supplied in Microsoft Word format and drawings/plans shall be supplied in accordance with the Department's current CADD Standards for Highway Plans Policy as appropriate.

The firms selected to complete a package shall review the proposal on the Kentucky Transportation Cabinet, Division of Construction Procurement website before the letting and shall be available to answer any questions that may arise on a particular project before a contract is let as well as answering any questions that may arise during the construction phase of the repairs.

VI. SPECIAL INSTRUCTIONS

Three (3) consultants will be selected to provide these services for a period of two (2) years with no new work assigned after two years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$750,000. Once the upset limit is reached or the two year term has expired, services may 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 \$150,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool of selected Consultants and list in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned 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 Maintenance 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, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided 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. STANDARD PERSON-HOURS

Person-hours for other structures will be negotiated on a case-by-case basis.

VIII. PREQUALIFICATION REQUIREMENTS

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

Structure Design

- Spans Under 500 Feet

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: October 12, 2021
- Response Date: November 3, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 8, 2021
- Final Selection: November 22, 2021
- Pre-Design Conference: December 1, 2021
- Notice to Proceed: December 22, 2021

X. PROJECT SCHEDULE

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

- Completion of All Services – 2 Years from Notice to Proceed

XI. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Experience with developing bridge repair plans and proposals. (20 Points)
2. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (15 Points)
3. In-house capability to perform the required services. (15 points)
4. Demonstrate familiarity with regulatory requirements and Standard Specifications. (15 points)
5. Past record of performance on projects similar in type and complexity. (10 Points)
6. Available team workload capacity to comply with project schedule. (10 Points)

XII. SELECTION COMMITTEE MEMBERS

1. David Tipton, P.E., User Division
2. Dora Alexander, P.E., User Division
3. Erika Drury, P.E., Secretary's Pool
4. Joseph Van Zee, P.E., Secretary's Pool
5. R. Bruce Scott, P.E., Governor's Pool