

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

## **Department of Highways Professional Services Procurement Bulletin 2023-03 Statewide Independent Cost Estimator 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 Independent Cost Estimator Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Donnie Miracle, P.E.  
User Division - Construction Procurement  
Approximate Fee - \$3,000,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$1,000,000  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

As the Kentucky Transportation Cabinet (KYTC) expands our usage of alternative delivery methods for transportation infrastructure projects such as Progressive Design Build, and CM/GC, the need for Production Based Estimates has arisen. Additional staff and expertise in Production Based Estimation is vital for the successful execution of alternative delivery projects.

### **IV. DBE GOAL**

The Consultant team may 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 would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

### **V. SCOPE OF WORK**

The Selected Consultant will provide KYTC's Division of Construction Procurement additional support in developing Production Based Estimates for Alternative Delivery Projects, including, but

not limited to projects delivered with Progressive Design Build and CM/GC delivery methods.

The scope of work for Letter Agreements issued under this agreement will include:

- Provide early Opinions of Probable Construction Cost (OPCC) independent analysis of cost and schedule impacts for projects.
- Provide independent cost estimates using production based estimating methodology and heavy civil estimating software at milestones during design phase (likely 30%, 60%, 90%) for each alternative delivery contract.
- Bid / price proposal review and assessment for recommendation in the award of an alternative delivery contract.
- Attend reconciliation meetings between KYTC and the Contractor at pricing milestones and after bid / price proposal submittal (as necessary) for each contract or work package.
- Provide feedback on risk management, including, but not limited to, identification, assessment, cost quantification, and assignment of the probability of occurrence.
- Provide assistance to the Project Team with respect to determining cost impacts of the following items, but not limited to: project phasing, labor availability, mobilization and site access, sequence of design and construction, and availability and procurement of equipment and materials.
- Attend and participate in various meetings at project kickoff and at each pricing milestone, including but not limited to: kickoff meetings, design workshops, risk workshops, quantity reconciliation meetings, price reconciliation meetings during the preconstruction phase.
- Provide construction schedules in Primavera P6 and review the contractors' CPM schedules at OPCC milestones.
- Attend and participate in regular estimate coordination meetings with the Contractor's estimating team during the preconstruction phase to discuss and coordinate various aspects of the cost estimating model.
- Provide schedule and cost analysis for change orders.
- Attend other project meetings as assigned by KYTC's project manager.

Additional tasks may include:

- Change Order/Claims negotiation assistance for construction projects, including design-bid-build projects.
- Training
- Constructability Reviews

## **VI. SPECIAL INSTRUCTIONS**

Two firms 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. The Contract will have an upset limit of \$3,000,000. Once the upset limit is reached or the two (2) 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 \$1,000,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants 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 Construction Procurement 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>

Please include in Section 6 (A-E) any possible references and contact information from agencies for which the firm has performed independent cost estimating services.

## **VII. AVAILABLE INFORMATION**

The Department will furnish any plans, specifications, reports, or other information in the possession of the Department needed for providing the services desired.

## **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.

[Construction Engineering Services](#)\* (see note below)

- *Construction Scheduling / Claims Analysis*\*

*\* Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

To respond to this project, the Consultant should also have the following qualifications:

- Ten (10) years of experience with contractor-style, production-based estimating, along with a knowledge of construction means, methods, and equipment used in heavy civil and transportation projects.
- Proficiency in production based, heavy civil estimation software platforms.
- Experience with identifying, assessing, and pricing risk.
- Experience working on CM/GC and/or Progressive Design Build projects and an understanding of the delivery methods, including the roles and responsibilities of the various parties involved in the contractual relationship to deliver these type of projects
- Experience working with owners, designers, and contractors, serving as an Independent Cost Estimator
- Experience estimating projects with Disadvantaged Business Enterprise (DBE) goals
- Experience developing construction schedules for large, complex transportation projects

- Demonstrated proficiency in critical path scheduling (Primavera P-6 preferred) and analysis on at least three construction projects.

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: September 13, 2022
- Response Date: October 5, 2022 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: October 10, 2022
- Shortlist Meeting: October 19, 2022
- Interviews: October 27-28, 2022
- Final Selection: October 28, 2022
- Pre-Design Conference: November 2, 2022
- Notice to Proceed: November 23, 2022

## **X. INTERVIEW**

The selection committee will identify a shortlist of proposers who submit a responsive proposal to participate in an oral interview. All responding firms should be prepared to present a short presentation and respond to questions. The oral interview will last no more than 60 minutes. Each Proposer will be allowed no more than 30 minutes for a presentation followed by a question and answer session, which should take no longer than 30 minutes.

The presentation shall not be used to fill in missing or incomplete information in the written proposal. KYTC will ask the Proposers specific questions relative to their proposal. Follow-up questions from KYTC will be permitted. The oral interview will not be scored separately.

The interview is used solely for KYTC to seek clarification of the Proposer's proposal. Proposers will not be permitted to ask questions of KYTC.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

Each firm shall be required to bring the Consultant's Project Manager and may bring up to four other individuals, at least one of which will actively participate at a local level on the team, to the interview.

Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts and FHWA staff may also attend the interviews. Elected officials will not be permitted to attend. KYTC will terminate the interview promptly at the end of the allocated time.

KYTC may videotape to document the oral interviews. These recordings are not intended for public use except for the selected Consultant team, which shall be shared with the Department's project team. All other interviews will be returned to the responding firms but on dispersed by the Department. All interviews are anticipated to be held via videoconference.

## **XI. PROJECT SCHEDULE**

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

## **XII. 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 as an Independent Cost Estimator for CM/GC and/or Progressive Design Build projects for federal, local or other state governmental agencies. (20 Points)
2. Relative experience of consultant personnel assigned to project team with Scheduling Analysis on complex alternative delivery transportation infrastructure projects. (20 Points)
3. Past record of performance on projects similar in type and complexity. (20 Points)
4. Available team workload capacity to comply with project schedule. (10 Points)
5. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XIII. SELECTION COMMITTEE MEMBERS**

1. Donnie Miracle, P.E., User Division
2. Erika Drury, P.E., User Division
3. Charlie Dale, P.E., Secretary's Pool
4. Amanda Desmond, P.E., Secretary's Pool
5. R. Bruce Scott, P.E., Governor's Pool