

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

## **Department of Highways Professional Services Procurement Bulletin 2025-03 Statewide Utility Management**

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 Utility Management. Three (3) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Jennifer McCleve, P.E.  
User Division - Right of Way & Utilities/Rails  
Approximate Fee - \$1,000,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$200,000  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

The selected Consultants will be asked to perform necessary work to supplement the Utility Management Services provided by the District and Central Offices on an as-needed basis.

### **IV. DBE REQUIREMENT**

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 Consultants will be responsible for working with the Kentucky Transportation Cabinet, Division of Right of Way and Utilities to Utility Management Services, as needed, for various Transportation projects. The selected Consultants' work may include any/all of the associated prequalified professional services defined as Utility Management activities for the

facilitation of approved transportation improvements. These services include utility relocation plan design (water and sewer level 1 and level 2, gas level 1 and 2, electric level 1 and 2, and communication), utility preconstruction coordination, and utility construction inspection. Three (3) consultants will be selected to provide these services.

## **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 \$1,000,000. 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 \$200,000 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 Right of Way & Utilities/Rails 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. METHOD OF DESIGN**

The selected Consultants shall utilize the CADD Standards for Highway Plans (current version) Policy in the development of utility relocation plans using highway plans as base plan. 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 conflict identification and investigation 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 Consultant must be prequalified in the following areas by the response due date of this advertisement.

## ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Urban Roadway Design

## UTILITY DESIGN

- Water & Sewer Level 1
- Water & Sewer Level 2
- Utility Preconstruction Coordination
- Utility Construction Inspection
- *Communication\** (see note below)
- *Electrical Level 1\** (see note below)
- *Electrical Level 2\** (see note below)
- *Gas Level 1\** (see note below)
- *Gas Level 2\** (see note below)
- *Petroleum\** (see note below)

*\* 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.*

## **X. PROCUREMENT SCHEDULE**

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

- Advertisement Date: September 10, 2024
- Response Date: October 2, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: October 7, 2024
- Final Selection: October 23, 2024
- Pre-Design Conference: October 30, 2024
- Notice to Proceed: November 20, 2024

## **XI. PROJECT SCHEDULE**

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

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

## **XII. EVALUATION FACTORS**

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

1. Past record of performance on projects similar in type and complexity. (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. Available team workload capacity to comply with project schedule. (15 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

**XIII. SELECTION COMMITTEE MEMBERS**

1. Jennifer McCleve, P.E., User Division
2. Allen Rust, P.E., User Division
3. Casey Smith, P.E., Secretary's Pool
4. Emily Deason, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool