

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2025-04 Statewide Roadway Design 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 Roadway Design Services. Seven (7) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Patrick Perry, P.E.  
User Division - Highway Design  
Approximate Fee - \$2,000,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$500,000  
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 Roadway Design 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 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.

Additionally, firms selected for the Statewide Roadway Design Services contract may be assigned duties as a technical advisor for KYTC on various aspects of highway projects.

## **VI. SPECIAL INSTRUCTIONS**

Seven (7) 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 \$2,000,000. 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 \$500,000 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 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, 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 Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

## **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.

The selected Consultant shall acquire adequate information regarding existing utility features to identify existing utility facilities within the project area, document and confirm those that may be negatively impacted by the project. The selected Consultant shall bring attention any potential conflicts with existing utility facilities that may result in significant cost or time to relocate. The selected Consultant complete or contribute to a utility conflict matrix, documenting the existing utility facilities that may be impacted by the project. The Consultant shall document or confirm the

following for each utility in the conflict matrix: type of utility, owner of utility, quantify the extent they may be impacted, potential impacts to project budget, potential impact to project schedule, confidence of utility location depicted, and recommendations for remedy.

## **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
- *Advanced Traffic Engineering Design and Modeling\* (see note below)*
- *Advanced Drainage Analysis and Design\* (see note below)*
- *Photogrammetry & Related Services\* (see note below)*

### STRUCTURE DESIGN

- Spans Under 500 Feet

### TRANSPORTATION PLANNING

- Pedestrian & Bicycle Planning & Design
- *Transportation Planning Engineering\* (see note below)*
- *Conceptual Transportation Planning\* (see note below)*

### Environmental & UST Services\* (see note below)

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

### Environmental Aquatic & Terrestrial Ecosystems Analysis\* (see note below)

- *Fisheries\**
- *Freshwater Macroinvertebrates\**
- *Water Quality\**
- *Botany\**
- *Terrestrial Zoology\**
- *Wetlands\**

### Environmental Archaeology & Other Services\* (see note below)

- *Prehistoric Archaeology\**
- *Historic Archaeology\**
- *Highway Noise Analysis\**
- *Air Quality Analysis\**
- *Socio-Economic Analysis\**
- *Cultural-Historic Analysis\**
- *Environmental Document Writing & Coordination\**
- *Stream & Wetland Mitigation\**

### Geotechnical Services\* (see note below)

- *Geotechnical Drilling\**
- *Geotechnical Engineering\**
- *Geotechnical Laboratory Testing\**

Right Of Way Services\* (see note below)

- Acquisition\*
- Relocation\*

Traffic Engineering\* (see note below)

- Traffic Engineering\*
- Electrical Engineering Roadway Lighting\*
- Electrical Engineering Traffic Signals\*

Utility Design\* (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 – These 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 any Letter Agreement assigned under a Master Agreement, 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: October 8, 2024
- Response Date: October 30, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 4, 2024
- Final Selection: November 20, 2024
- Pre-Design Conference: November 25, 2024
- Notice to Proceed: December 18, 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. (4 Points)

**XIII. SELECTION COMMITTEE MEMBERS**

1. Ben Coomes, P.E., User Division
2. Kenny Carrico, P.E., User Division
3. Matthew Sipes, P.E., Secretary's Pool
4. Crystal Mapel, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool