

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-11 Campbell | 6-8105.07 | New Route

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

County -	Campbell
Route -	New Connector Road
Item No. -	6-8105.07
Project Description -	Provide Right of Way Appraisal, Appraisal Review, Acquisition, Relocation, and Closing Services for New Connector Road from KY-9 to John's Hill Road

II. PROJECT INFORMATION

Project Manager -	Lynn Whalen, Right-of-Way Agent Supervisor (District 6)
User Division -	Right of Way and Utilities
Approximate Fee -	\$900,000 (Estimated Unit Price Per Parcel)
Project Funding -	High Growth County (HGC Funds)
Project Length -	Approximately 1 mile
Number of Parcels -	27

III. PURPOSE AND NEED

The purpose of this project is to assist the Kentucky Transportation Cabinet in providing Right of Way Appraisal, Appraisal Review, Acquisition, Relocation, and Closing Services for the new connector road in Campbell County.

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

It will be the responsibility of the selected firm to compile and complete the project report prior to the scoping meeting. The project report should be a detailed breakdown of all parcels being acquired along with a detailed breakdown parcel by parcel of all relocations.

Title Reports have been requested by the District Office through the Central Office Division of Legal Services.

The Selected Consultant may be required to provide a field office for property owners to reach its personnel. The Selected Consultant agrees upon request, staff will be available to assist in responding to FHWA or State inquiries or citations.

1. Closings – All closings shall be handled by an Office of Legal Services prequalified attorney
2. Appraisals and Appraisal Reviews
All appraisals and appraisal reviews shall be completed following the procedures within the Appraisal Guideline Manual and the Right of Way Guidance Manual.
3. Acquisitions
All acquisition parcels shall be completed following the procedures within the Right of Way Guidance Manual.
4. Relocation
 - a. Relocation assistance is required as part of a contract. The selected consultant shall complete an Acquisition Stage Relocation Report (ASRR) for all relocation parcels being assigned
 - b. All relocation will be done in accordance with 49 CFR, Part 23, Uniform Relocation Assistance and Real Property Regulations for Federal and Federally assisted Programs and 600 KAR 3:010 Relocation Assistance Payments of the Transportation Cabinet and the Kentucky Transportation Cabinet Relocation Assistance Guidance Manual.

VI. SPECIAL INSTRUCTIONS

The Department may retain any of the advertised services to be performed by in-house state forces.

The Department reserves the right to terminate this agreement at any time upon thirty (30) days written notice to the Selected Consultant. In the event termination is a result of a cancellation of a project, no deed will be taken for property once notice is received, unless specifically authorized in writing by the Director of the Division of Right of Way. In the event of termination, the Selected Consultant will be compensated for work performed through the date of said termination. Work completed, in whole or in part, will become the property of the Department. Any dispute in connection with work not disposed of by this agreement will be referred to the Secretary of the Transportation Cabinet, or duly authorized representative, whose decision will be final.

An 18-month time frame should be allowed for right of way clearance which includes appraisal reviews, appraisals, acquisition, and relocation on this project.

Right of Way contract scoping meeting requirements and general guidelines shall be followed.

Instructions for Response to Announcement can be found at:
<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

VII. AVAILABLE STUDIES

[Preliminary KYTC Project Report - Campbell | 6-8105.07 | New Route](#)

Final Project Report – The Selected Consultant is responsible to compile and complete the project report prior to the Scoping Meeting. The project report shall summarize in detail all relocations, i.e. business, residential, miscellaneous moves, & outdoor advertising.

Note: The Final Project Report shall be written by a pre-qualified person(s) such as a Review Appraiser or Appraiser.

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:

RIGHT OF WAY SERVICES

- Relocation
- Acquisition
- Appraisal
- Appraisal Review

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: May 13, 2025
- Response Date: June 4, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: June 9, 2025
- Final Selection: June 25, 2025
- Pre-Design Conference: July 2, 2025
- Consultant Fee Proposal: July 11, 2025
- Contract Negotiations: July 23, 2025
- Notice to Proceed: August 13, 2025

X. PROJECT SCHEDULE

- Completion of all Services: February 15, 2027

XI. EVALUATION FACTORS

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

1. **Project Manager – (20 Points)** Score is based on the Project Manager's experience with KYTC or any other projects, as a Project Manager, from previous assignments, and

any professional training. Project Manager shall provide documentation to be evaluated.

2. **Staff Experience – (20 Points)** Score is based on the experience of the assigned Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KYTC, experience with other agencies, professional training, as well as experience on past projects. Staff Members shall provide documentation to be evaluated.
3. **Quality of Work – (20 Points)** Score is based on the assigned Appraiser(s), Reviewing Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KYTC, with other agencies, professional training, quality of work, professionalism and ratings from previous assignments. Must provide documentation to be evaluated.
4. **Cooperation of Past Assignments – (15 Points)** Score is based on how well the firm has responded to requests from those responsible for oversight on any past contracts.
5. **Timeliness on Past Assignments – (15 Points)** Score is based on how well the firm has performed in completing any prior assignments in a timely manner; considering those events beyond the control of the selected consultant which may have caused delays.
6. **Highway Safety – (5 Points)** The Consultant demonstrates a comprehensive understanding of safety strategies and the ability to generate meaningful ideas that can measurably enhance the safety of the completed project. This includes both the immediate effectiveness and the long-term safety impacts of the finished facility.
7. **Knowledge of the locality and familiarity of the general geographic area – (5 Points)** Score is based on how well the firm understands the local priorities.

XII. SELECTION COMMITTEE MEMBERS

1. Kelly Divine, User Division
2. Shannon Dearing, User Division
3. Emily Deason, P.E., Secretary's Pool
4. Zachary Neihof, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool

XIII. AREA MAP

