

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-12 Statewide Surveying 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 Surveying Services. Three (3) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager -	William Semones, P.E.
User Division -	Highway Design
Approximate Fee -	\$500,000 per contract (Upset Limit)
	Work will be assigned via Letter Agreement, not to exceed \$100,000
Project Funding -	State and Federal Funds
Contract Term -	Two Years

III. PURPOSE AND NEED

The purpose of this contract is to assist the Kentucky Transportation Cabinet in providing a wide range of Surveying activities on a statewide basis for both Highway Plan and non-highway plan projects, on an as-needed basis.

IV. DBE GOAL

The Consultant team shall 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 should demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. A maximum of four (4) points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. METHOD OF SURVEY

The method of survey will be determined based on the needs of each specific project. The project team will determine the best and most efficient way the surveying work is to be done. Kentucky

utilizes consultants to identify the quality of subsurface utility information needed for highway plans, and to acquire and manage that level of information during the development of highway projects. This survey method is called SUE or Subsurface Utilities Engineering. This method specializes in locating underground Utilities and will therefore, require some specialized equipment to complete the task.

Several new surveying technologies are available, and where applicable, the use of Lidar may be preferred. These methods include Static (Scanner), the use of UAV's (Drones) and Mobile Lidar to obtain point cloud information to use in the design process. If needed, these new technologies may also be used in many other different ways such as Bridge Scans.

VI. SCOPE OF WORK

Consultant contracts will be negotiated to perform surveying services for projects, on county, state, and federally funded highways on an as-needed basis; including reconnaissance, control, planimetric survey, utility location, subsurface utility location according to ASCE standards and per KYTC Design Manual Guidance (Chapter HD-300), terrain survey, establish property lines, and staking. All LAS files generated from scanning devices shall be included in the deliverables.

All CADD files shall be submitted in Bentley ORD MicroStation format (or current version as recognized by KYTC) using the most current version of the KYTC CADD Standards. All DGN files shall be submitted in US Survey Feet format and utilizing the Kentucky Single Zone State Plane Coordinate System. All terrain models shall be in Bentley ORD format and all survey data shall be submitted in Bentley ORD (FWD) format or in a specific ASCII format containing Point # N, E, Z, CODE. All survey data shall be required to utilize the KYTC feature table codes. Any data not conforming to these instructions will be rejected.

Do not respond to this RFP if you are not set up to produce these deliverables solely in the formats listed above. This includes files being produced in another Software format and then converted to achieve the accepted format. These types of files will be rejected.

One (1) copy of all survey information shall be submitted to the KYTC Survey Coordination Office while the other copy will go to the KYTC District Office.

VII. 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 \$500,000. 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 \$100,000 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>

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.

ROADWAY DESIGN

- Surveying
- *Rural Roadway Design* (see note below)*
- *Urban Roadway Design* (see note below)*

Utility Design* (see note below)

- *Subsurface Utility Engineering**

** 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.*

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: June 10, 2025
- Response Date: July 2, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: July 7, 2025
- Final Selection: July 23, 2025
- Pre-Design Conference: July 30, 2025
- Notice to Proceed: August 20, 2025

X. 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

XI. 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 with highway project for KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Past record of performance on projects similar in type and complexity. (15 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Available team workload capacity to comply with project schedule. (10 Points)
5. 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. (5 Points)
6. DBE Participation Plan (4 Points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XII. SELECTION COMMITTEE MEMBERS

1. William Semones, P.E., User Division
2. Patrick Perry, P.E., User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Casey Smith, P.E., Secretary's Pool
5. Cindy Evensen, P.E., Governor's Pool