

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-05 Statewide Alternative Delivery Support 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 Alternative Delivery Support Services for the procurement and delivery of Design Build and other Alternative Delivery Projects. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

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|-------------------|---|
| Project Manager - | Erika Drury, P.E. |
| User Division - | Construction Procurement |
| Approximate Fee - | \$6,000,000 per contract (Upset Limit) Work will be assigned via Letter Agreement, not to exceed \$2,000,000 |
| Project Funding - | State and Federal Funds |
| Contract Term - | Two Years |

III. PURPOSE AND NEED

The Division of Construction Procurement utilizes Design Build, Progressive Design Build and other alternative delivery methods to procure and deliver projects that benefit from early contractor involvement and innovation. Additional staff and expertise in alternative delivery methods is needed to procure these projects in a timely manner.

IV. CONFLICT OF INTEREST

Consultants are advised that the Consultant team providing services for a letter agreement will not be allowed to participate or join any contracting team on projects they are assigned under this contract. The Consultant team not providing services for a project may participate on a contracting team. Sub-consultants will not be allowed to participate or join a contracting team for an individual project they have or will provide services for under this contract.

Consultants are advised that KYTC will evaluate on a project-by-project basis on whether the Consultant team will be allowed to pursue a separately solicited Professional Services Contract for projects for which they receive an assignment under this contract.

Additional conflicts of interest may be identified on a letter agreement basis.

V. SCOPE OF WORK

The selected Consultant will provide KYTC's Project Managers procurement support and design assistance during full development for alternative delivery projects. These services would include work at both the program and project levels. Work throughout the life of the Contract may include assisting with program updates and improvements, assisting with pre- award activities such as procurement support (preparation of Request for Qualifications (RFQ), Request for Proposal (RFP), evaluation criteria, Alternative Technical Concept (ATC) evaluation, etc.) and post-award services including design review assistance during construction.

KYTC may request assistance with evaluating and implementing alternative contracting approaches new to KYTC.

It is KYTC's intention to have the Consultant provide services on its alternative delivery projects. However, KYTC, at its sole discretion, may exclude projects from this contract and issue separate solicitations.

The Consultant will be expected to work cooperatively with other consultants and contractors that may be under contract with KYTC.

The Consultant will be expected to identify the following positions and provide resumes for each positions:

| | |
|--|---|
| Design Build Project Manager | Must have no less than five (5) years of experience as an Owner's Representative for Traditional Design Build Projects for a State Government Owner/Agency, as well as five (5) years of Project Management Experience. Provide references for these years of experience. |
| Roadway Lead | Must have no less than ten (10) years of roadway design experience on major highway projects. |
| Structures Lead | Must have no less than ten (10) years of structural design experience on major highway projects. |
| Contract and Procurement Documents Specialist | Must have no less than five (5) years of experience in contract drafting for alternative delivery projects for a State Government Owner/Agency. Experience developing RFQs/RFPs, managing evaluations, and negotiating contracts. Experience coordinating with legal counsel, consultants, and technical experts during procurement. In-depth knowledge of state procurement statutes, federal requirements, and KYTC policies. |
| Document Management Specialist | Document Control Lead must have no less than five (5) years of experience in document control for submittals, transmittals, version control of documents, etc. |
| Progressive Contracting Lead | Progressive Contracting Lead must have no less than five (5) years of experience as an Owner's Representative for Progressive Contracting Projects (Progressive Design Build, CM/GC, etc.) Provide references for these years of experience. Familiarity of industry standards and national best practices for Progressive Design Build and CM/GC procurement methods. |

The scope of work for Letter Agreements to be issued under this agreement could include specific tasks within any or all of these broad categories:

Primary Tasks

- 1) Procurement Assistance. Contract documents and procurement process for alternative delivery projects. This includes assistance with, but is not limited to:
 - Preparation and facilitation of industry events such as forums and/or workshops
 - Preliminary Engineering for the development of a Design Build Project
 - Preparation of Reference Information Documents
 - Preparation of any or all stages of RFQ
 - Preparation of any or all stages of RFP
 - Develop Evaluation Manuals for scoring the Statement of Qualifications and Technical Proposals
 - Support procurement processes, including assisting with RFP and RFQ evaluation processes, establishing evaluation criteria, and procurement record management
 - Draft and maintain contract documents, including addenda and clarifications.
 - Support of Negotiations in Engineering and Contracting
 - Support of ATC evaluations
 - Public involvement activities
 - Preparation of Financial Plans and Project Management Plans
 - Conduct Risk management activities
 - Preparing risk management plan and preliminary project risk analysis.
 - Facilitate risk workshops or Cost and Schedule Risk Analysis (CSRA), as necessary, and maintain a project risk register
 - Ensure federal compliance
 - Provide strategic advice on determining the appropriate Alternative Delivery Method.
- 2) Post-Award contract administration of alternative delivery projects. This includes, but is not limited to:
 - Design review assistance during construction
 - Design verification/oversight support
- 3) Support of KYTC's Alternative Delivery Program Manager. This includes, but is not limited to:
 - Updates to contract document templates
 - Provide strategic advice for the evaluation of potential projects for alternative delivery
 - Assist with updates and developments to KYTC Manuals and Standards regarding alternative delivery contracting
 - Identify and implement process improvements
 - Development of Training processes

VI. SPECIAL INSTRUCTIONS

The Department reserves the option to modify the selected Consultants' agreement to include any necessary engineering and/or related services for this project. The firm(s) or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

Two (2) 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 \$6,000,000. 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 \$2,000,000 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>

The Department will allow for the following modifications to the standard response format for responses to this Statewide advertisement only:

- Section 6 (A-E): Project Experience may be expanded, not to exceed 7 pages total (A-G). In addition to describing relevant project experience, provide Contact Information for a representative from an Owner where the firm provided Owner's Representative services for:
 - One (1) Design Build, and
 - One (1) CM/GC or Progressive Design Build project.

These may be two different references. The Owner in each case must be a Department of Transportation (DOT) or public owner. Contact information should include name, title, organization, phone number, and email address.

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.

GEOTECHNICAL SERVICES

- Geotechnical Engineering

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design

STRUCTURE DESIGN

- Spans Under 500 Feet

TRAFFIC ENGINEERING

- Traffic Engineering

UTILITY DESIGN

- Utility Preconstruction Coordination

Environmental & UST Services* (see note below)

- UST & Hazmat Preliminary Site Assessment (Phase 1)*

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

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

Environmental Archaeology & Other Services* (see note below)

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

Right Of Way Services* (see note below)

- Acquisition*
- Appraisal*
- Appraisal Review*
- Relocation*

* 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: November 11, 2025
- Response Date: December 3, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 8, 2025
- Shortlist Meeting: December 19, 2025
- Interviews & Final Selection: January 7 (if necessary) and 8, 2026
- Scoping Conference: January 21, 2026
- Notice to Proceed: January 30, 2026

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 is expected to be in-person and 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. KYTC will not be required to answer any questions asked by Proposers.

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 in person.

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 as an Owner's Representative specifically for Design Build, CM/GC and Progressive Design Build with highway projects 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. For each project, clearly identify key team members. (15 Points)
3. Experience of consultant personnel assigned to the project team in Risk Assessment and Management on Alternative Delivery Projects. (15 points)
4. Project approach and proposed procedures to accomplish the services for the project. (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 completed projects. This includes both the immediate effectiveness and the long-term safety impacts of finished facilities. (10 Points)
6. Availability to comply with project schedule. (5 Points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Amanda Desmond, P.E., User Division
2. Emily Deason, P.E., User Division
3. Min Jiang, P.E., Secretary's Pool
4. Adam Ulrich, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool