

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2012-07 Statewide LPA General Services

This document constitutes a Request for Proposals for Personal 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

Consultant Services are needed to provide design services for a wide variety of projects at the direction of the Kentucky Transportation Cabinet and various Local Public Agencies that have contracted with the Kentucky Transportation Cabinet to administer projects funded with federal-aid dollars.

II. PROJECT INFORMATION

Project Managers - David Moses, Assistant State Highway Engineer, PE
Don Pasley, Commissioner of the Office of Local Programs

User Division - State Highway Engineers Office, Office of Local Programs

Approximate Fee - Three (3) Consultants will be selected to provide services.

\$1,000,000 Upset Limit each contract.

Work will be assigned via Letter of Agreement, not to exceed \$100,000 per Letter of Agreement

Project Funding -Federal Funds

III. PURPOSE AND NEED

The purpose of this contract is to assist the Kentucky Transportation Cabinet in providing a wide range of design services for Local Public Agencies administering projects funding by federal aid dollars on an as-needed basis.

IV. DBE REQUIREMENT

Consultants should include a DBE participation plan with their response to announcement. An additional page will be allowed with the Project Approach (page 7) in the response to announcement to convey this plan. A maximum of 4 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultant will be responsible for working with Local Public Agencies which have entered into an agreement with the Kentucky Transportation Cabinet to administer projects funded with federal-aid dollars. The selected consultant must have the capacity to provide the following design services:

- Roadway Design
- Sidewalk Design
- Streetscape Design
- Structural Design
- Building Design
- Land Surveying
- Property Boundary Determination
- Architecture
- Site Design Services, including landscaping
- Historic Preservation
- Construction Document Preparation (Including but not Limited to: Proposals, Specifications, and Estimates)
- Construction Engineering (Including but not limited to Inspection Services)
- Review of Various Engineering Documents for Compliance with Federal and State Policies
- Planning Services
- Geotechnical Design

These services will be provided for a wide range of projects, (such as restoring historic buildings, constructing sidewalks, and designing streetscape projects, among others). The selected consultant must also be available to provide construction inspection services of the projects if needed. The selected consultant must be able to work with and explain Kentucky Transportation Cabinet and Federal Highway Administration requirements to the local public agency representatives when needed.

VI. SPECIAL INSTRUCTIONS

Three firms will be selected to provide these services for a period for two years. Letters of Agreement may be executed with both the State Highway Engineer's Office and with the Office of Local Programs. Each of the contracts will have an upset limit of \$1,000,000.00. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work.

The Selection Committee will randomly draw from the pool of selected consultants and list them in consecutive order to determine the initial order in which projects will be assigned. Projects will be assigned on a rotational basis. 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 fourteen (14) days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

KYTC will allow the following modifications to the standard response format for response to the Statewide LPA General Services advertisement only.

Page 4 (A-E) Resumes, may be expanded, not to exceed 10 pages total (A-J).

Page 5 (A-B) Workload / commitments, may be expanded, not to exceed 4 pages total (A-D).

Page 6 (A-E) Project Experience, may be expanded, not to exceed 10 pages total (A-J).

Page 7 (A-C) Project Approach, may be expanded, not to exceed 5 pages total (A-E).

Instructions for Response to Announcement can be found at:

http://transportation.ky.gov/progperform/instructions_for_response_to_kentucky_transportation_cabinet_6-9-09.pdf

VII. STANDARD OF DESIGN

The selected Consultant must design all projects in conformity with the Kentucky Transportation Cabinet's Standard Specifications for Road and Bridge Construction, current Edition or, where it does not apply to a project, whatever other standard of design has been agreed upon between the Local Public Agency and the Kentucky Transportation Cabinet in their Memorandum of Agreement for the specific project.

VIII. DOCUMENT PREPARATION

The selected consultant must be capable of designing plans for projects, developing construction proposals, and completing checklists and other forms required for project approval.

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the proposed consultant project team must be prequalified in the following areas by the date of this advertisement.

ROADWAY DESIGN

- [Rural Roadway Design](#)
- [Urban Roadway Design](#)
- [Surveying](#)

STRUCTURE DESIGN

- [Structure Design- Spans under 500 Feet](#)

TRAFFIC ENGINEERING

- [Traffic Engineering Services](#)
- [Electrical Engineering Traffic Signal Services](#)
- [Electrical Engineering Roadway Lighting Services](#)

CONSTRUCTION ENGINEERING

- [Construction Project Supervision](#)

TRANSPORTATION PLANNING

- [Highway Planning Services](#)
- [Pedestrian and Bicycle Facility Planning and Design](#)

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

- [Macroinvertebrates](#)
- [Water Quality](#)
- [Botany](#)
- [Zoology](#)
- [Wetlands](#)

ENVIRONMENTAL ARCHAEOLOGY AND OTHER SERVICES

- [Prehistoric Historic](#)
- [Historic](#)
- [Highway Noise](#)
- [Air Quality Analysis](#)
- [Cultural-Historic Analysis](#)
- [EIS Writing and Coordination](#)

ENVIRONMENTAL AND UST SERVICES

- [Hazmat Preliminary Site Assessment \(Phase I\)](#)
- [UST Preliminary Site Assessment](#)

GEOTECHNICAL SERVICES

- [Engineering Services](#)
- [Laboratory Testing Services](#)
- [Drilling services](#)

X. PROCUREMENT SCHEDULE

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

RESPONSE DATE • Wednesday, February 8th, 2012 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • **Monday, February 13th, 2012**

SECOND SELECTION COMMITTEE • **Tuesday, February 28th, 2012**

CONTRACT SCOPING CONFERENCE • March 6th, 2012

NOTICE TO PROCEED • July 1st, 2012

XI. PROJECT SCHEDULE

Individual project schedules will be by letter agreement on a project by project basis.

COMPLETION OF ALL SERVICES • June 30, 2012

XII. 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 in working with federal-aid projects and with Kentucky Transportation Cabinet processes. (11 Points)
2. Range of services with which consultant has experience and which consultant can provide; Consultant must demonstrate the ability to provide the range of services listed in the Scope of Work. (11 Points)
3. Past record of performance on projects similar in type and complexity to local public agency projects. (9 Points)
4. Capacity of Consultant to comply with project schedules. (4 Points)
5. Project approach and proposed procedures to accomplish the services for possible projects – After review of the responses the selection committee will invite respondents deemed qualified for the work needed to submit additional information regarding their team's approach to projects. This additional information will be used by the selection committee to determine the best qualified firm. (4 Points)
6. DBE Participation Plan. (2 Points)
7. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XIII. SELECTION COMMITTEE MEMBERS

1. David Moses, PE, User Division
2. Rick Stansel, User Division
3. Marvin Wolfe, PE, Secretary's Pool
4. Steve Farmer, PE, Secretary's Pool
5. TBD, Governor's Pool