

**A REQUEST FOR PROPOSAL**  
**FOR**  
**PERSONAL SERVICES CONTRACT**

Department of Highways  
Professional Services Procurement Bulletin 2012-08  
Statewide Environmental Cultural Historic and Archaeological Studies

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**

Cultural Historic and Archaeological studies, document preparation, on a statewide basis.

**II. PROJECT INFORMATION**

Project Manager – David Waldner, P.E.  
User Division – Environmental Analysis (DEA)  
Approximate Fee - \$1,500,000.00 per contract (Upset Limit)  
    Projects to be assigned by Letters of Agreement  
    Letters of Agreement not to exceed \$500,000.00  
    Two (2) Consultants to be selected  
    Two (2) year contract term  
Project Funding – State and Federal Funds

**III. PURPOSE AND NEED**

To obtain services for environmental activities relating to Cultural Historic/Archaeology.

**IV. DBE REQUIREMENT**

None

**V. SCOPE OF WORK**

**ENVIRONMENTAL STUDIES**

Cultural Historic/Archaeological Resource Investigations required to obtain location approval.

**DOCUMENT PREPARATION**

Technical reports necessary to adequately address specific areas of impact in each of the aforementioned areas.

## **VI. SPECIAL INSTRUCTIONS**

Two (2) firms will be selected to provide these services. The contract period is each firm receiving a two (2) year contract. Contracts will have an upset limit of \$1,500,000.00. Once the upset limit is reached, or the two (2) 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 upset limit or extended for time to assign new work. No Letters of Agreement shall exceed \$500,000.00.

The Selection Committee will randomly draw from the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a rotating 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 or does not respond to an invitation to perform services for a project within seven (7) days, documentation shall be placed 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:

[http://transportation.ky.gov/properform/instructions\\_for\\_response\\_to\\_kentucky\\_transportation\\_cabinet\\_6-9-09.pdf](http://transportation.ky.gov/properform/instructions_for_response_to_kentucky_transportation_cabinet_6-9-09.pdf)

## **VII. PREQUALIFICATION REQUIREMENTS**

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

### **ARCHAEOLOGY**

- Prehistoric (Archaeology)
- Historic (Archaeology)
- Cultural Historic Analysis

## **VIII. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • March 14, 2012 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • March 19, 2012

SECOND SELECTION COMMITTEE • April 2, 2012

CONTRACT SCOPING CONFERENCE • April 10, 2012

NOTICE TO PROCEED • July 1, 2012

## **IX. PROJECT SCHEDULE**

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

COMPLETION OF ALL SERVICES – June 30, 2014

## **X. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with Section 106 archaeological and cultural historic investigations and KY SHPO Specifications as they relate to highway projects for KYTC. (10 Points)
2. Capacity to comply with project schedule. (10 Points)
3. Past record of performance on projects similar in type and complexity. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. 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.

## **XI. SELECTION COMMITTEE MEMBERS**

1. Amanda Abner, User Division
2. Susan Neumeyer, User Division
3. Deanna Miller, PE, Secretary's Pool
4. Steve Farmer, PE, Secretary's Pool
5. Buddy Smith, Governor's Pool