

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways
Professional Services Procurement Bulletin 2013-09
Campbell / Licking Pike (KY 9) 4th St. Connector / 6-8101.00
Fayette / Newtown Pike Extension / 7-593.20

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

County – A. Campbell
B. Fayette
Route – A. Licking Pike (KY 9) 4th St. Connector
B. Newtown Pike Extension
Item No – A. 6-8101.00
B. 7-593.20

Project Description –

6-8101.00 Reconstruct KY 9 along a new route from 0.1 mile south of Overlook Drive to KY 8 near the 4th Street Bridge in Newport. This project is access by permit.

7-593.20 Provide Right of Way acquisition services for the acquisition and relocation for 28 parcels on Newtown Pike Extension.

II. PROJECT INFORMATION

Project Manager – 6-8101.00 - Daniel White, District 6 Right of Way Supervisor
7-593.20 - Jeff Ray, District 7 Right of Way Supervisor
User Division – Division of Right of Way and Utilities
Approximate Fee – 6-8101.00 \$1,000,000 (Estimated/Unit Price Contract)
7-593.20 \$150,000 (Estimated/Unit Price Contract)
Project Funding – 6-8101.00 State Funds (FD04)
7-593.20 State Funds (FD04/Bonds)
Project Length – 6-8101.00 1.358 miles
7-593.20 Approximately 1 mile

III. PURPOSE AND NEED

A. 6-8101.00 - The Control of Access will be by permit. The project includes three parcels in the “Major” category. The project includes the acquisition and relocation of one business and two apartment complexes with several tenants in low income housing.

One (1) complex is owned by the Newport Housing Authority, and is designated as **Parcel 114**, and consists of four (4) buildings that will be acquired with a total of twenty-three (23) occupied units at the time of this report. All occupants of the twenty-three (23) units receive

financial assistance that is directly linked to their residency at the Housing Authority's site. The unit types range from 1-bedroom to 3-bedroom with varying square footage. Low Income and a Tight Market are potential problems in finding comparable replacement housing.

The second set of apartments are within the Victoria Square Apartments complex, designated as **Parcel 115**, and consists of three (3) buildings to be acquired with a total of fifty-six (56) units of varying square footage and ranging from 1-bedroom apartments to 3-bedroom apartments. Some Victoria Square occupants receive financial assistance for living expenses which are not tied directly to their residency at Victoria Square and would likely move with the displacees. The General Manager of Broeman Properties, David Stephens, and the Property Manager of Victoria Square Apartments, Kelly Speier, both stated that approximately 12-13% of the complex's occupants received subsidized financial assistance. If this percentage remains consistent with the three (3) buildings affected, then 7-8 of the units will receive subsidized housing payments. Low Income and Tight Market are potential problems in finding comparable replacement housing. Another potential problematic aspect to note of one (1) of the buildings (a 20-unit building) is that a potential Environmental Justice issue is related to this building as both Mr. Stephens and Ms. Speier stated that several of the occupants of the building are related, and may need to stay together or live in close proximity to one another.

The third property (**Parcel 116**) is a business—Kentucky Motor Service, Inc., or K.O.I./Kentucky Auto Parts. The two main aspects of the business are retail sale of auto parts and auto parts distribution. The property has two sales areas; one for domestic auto parts, and one for foreign auto parts. There is a significant amount of inventory in the rear of the building as well and two loading docks. The business also has several small distribution vehicles and drivers. This site employs 26 total employees, with a mixture of full-time and part-time employees. The site will also have relocation of certain hazardous materials.

- B.** 7-593.20 - This project, Phase 2 of the Newtown Pike Extension is partially controlled access highway. Access shall be provided only where specifically indicated on the plans. The project includes 28 total parcels, of which 17 are appraisals and 11 are MARS. It is anticipated that there are 5 relocations on the project and a few miscellaneous moves. This project will have damages due to proximity, landlocked remainders, and grade.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The selected consultant(s) will be responsible for the following: appraisals; appraisal reviews; negotiations; relocation assistance; project management; and other related acquisition services. The selected consultant may be required to provide a field office for property owners to reach its personnel. The selected consultant agrees that upon request, staff will be available to assist in responding to FHWA or State inquires or citations.

1. Titles & Closing

All titles, updates, closings and other legal services shall be performed by an attorney assigned by KYTC Office of Legal Services. Payment for these services shall be the responsibility of KYTC.

2. Appraisal Reviews

a. Complex BAV (Before and After Value)

In rare instance, the complexity of a property and/or appraisal problem may require specialized knowledge or increased documentation. Examples of this type of appraisal may include but not be limited to:

1. An acquisition from a university campus where the contributing value of the improvements must be documented as part of the larger parcel.
2. An acquisition from a golf course that affects one or more fairways and/or greens where the appraiser may need to consult an engineer or course designer to determine the true nature of the affect of the taking on the course.

b. Standard BAV

This category will be used for most KYTC appraisals. The contributing value of all improvements must be documented. Damages may apply in the after situation and may include but not be limited proximity, changes in topography, severed remainders, changes in highest and best use, loss of parking, etc.

c. Minor BAV

Used for minor acquisitions in which the amount of just compensation exceeds the maximum amount under which an MAR (Minor Acquisition Review) may be used. Improvements acquired will be minor in nature and will include but not be limited to items of landscaping, fencing and small secondary buildings (i.e. sheds). The principle building is unaffected and its contributing value may be estimated.

d. BV (Before Value)

Used only when the parcel is considered a total take and only the before value is needed.

3. Acquisitions

All Acquisition Parcels are completed following the procedures within Right of Way Guidance Manual.

4. Relocations

When relocation assistance is required as part of a contract the selected consultant shall complete an Acquisition Stage Relocation Report (ASSR) for any and all relocations being assigned.

All relocation will be done in accordance of 49 CRF, 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, revised February 2011.

Appraisal and appraisal reviews services will not be required for the Fayette County - Newtown Pike Extension – Item No. 7-593.20 project. Appraisal and appraisal reviews services will not be required for the Campbell County - Licking Pike (KY 9) 4th St. Connector – Item No. 6-8101.00 project.

VI. SPECIAL INSTRUCTIONS

Two (2) consultants will be selected with each receiving a contract. Project A will be selected first and Project B will be selected second. A consultant may be selected for more than one project.

The proposals shall contain a Project Approach for each of the above Projects (A and B). Page

7, Project Approach, of the Consultant Response to Announcement may be expanded to a total of 5 pages, to accommodate project approaches for both sections.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

The selected consultant will be required to maintain continuing Professional Liability Insurance of an amount not less than \$500,000.00 during the life of this contract.

The Department reserves the right to terminate this agreement at any time upon a 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.

VII. AVAILABLE STUDIES

[2-6-13 Memo - Project Report 6-8101.pdf](#)

[6-8101_RWSubmittal_11x17_102412.pdf](#)

[7-593.20 ROW Plans_Consultant-h.pdf](#)

[TC 62-75 Project Report 7-593.pdf](#)

VIII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant proposed consultant must be currently prequalified for Right of Way Services by the Division of Right of Way and Utilities. The selected consultant must maintain prequalification as set out in the ROW Guidance Manual throughout the term of the contract.

[Click here for a list of firms prequalified by KYTC Division of Right of Way and Utilities](#)

IX. PROCUREMENT SCHEDULE

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

RESPONSE DATE • March 27, 2013, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • April 2, 2013

SECOND SELECTION COMMITTEE • April 10, 2013

CONTRACT SCOPING CONFERENCE • April 17, 2013

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • April 26, 2013

CONTRACT NEGOTIATIONS • May 6, 2013

NOTICE TO PROCEED • June 1, 2013

X. PROJECT SCHEDULE

COMPLETION OF ALL SERVICES • June 30, 2015

XI. EVALUATION FACTORS

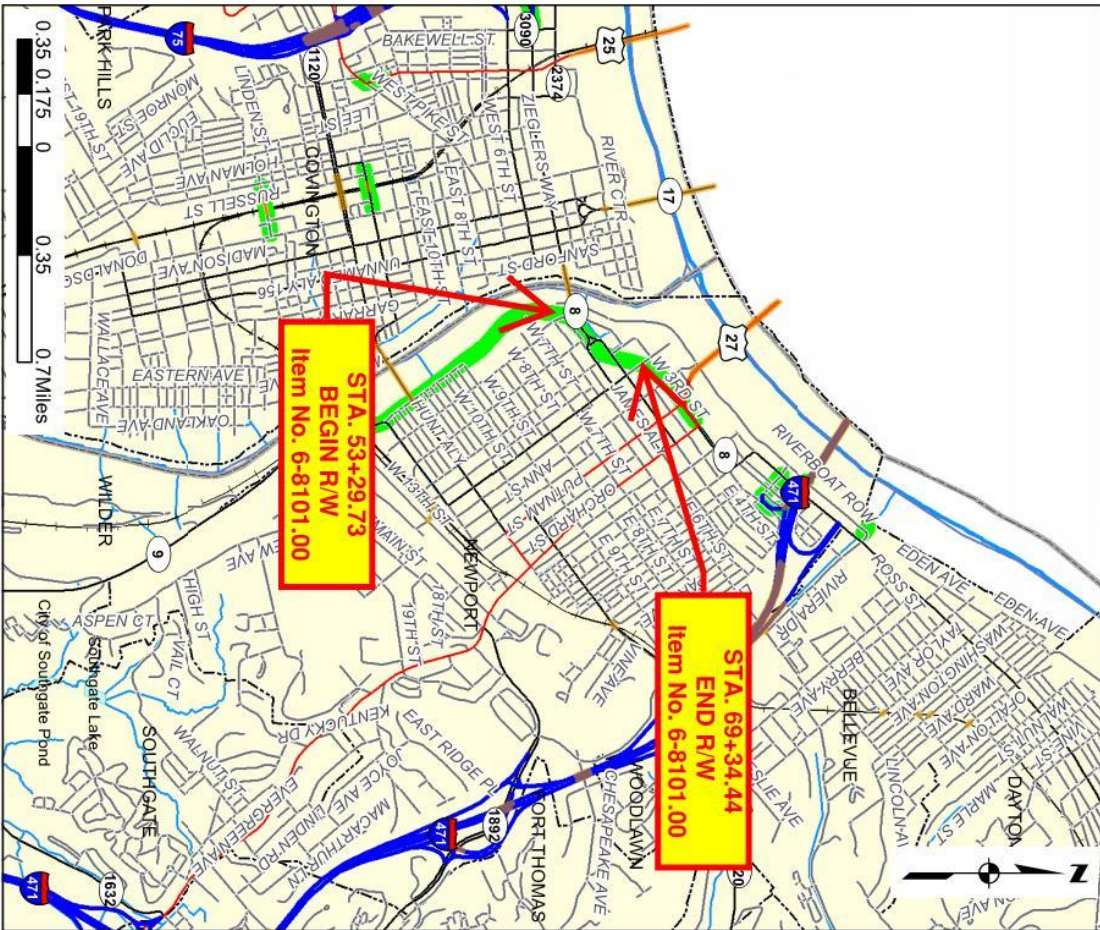
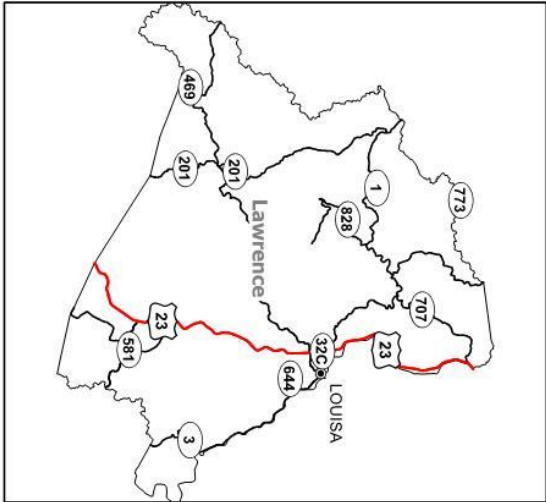
Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. **Project Manager – (50 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 Manger shall provide documentation to be evaluated.
2. **Staff Experience – (60 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 – (50 Points)** Score is based on the assigned Appraiser(s), Reviewing Appraiser(s), Negotiator(s), and Relocation Assistance Agent(s) on their experience with KTYC, 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 – (40 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 – (40 Points)** Score is based on how well the firm has performed in completing any prior assignments in a timely manner; taking into account those events beyond the control of the selected consultant which may have caused delays.
7. **Consultant's offices where work is to be performed – (10 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.

XII. SELECTION COMMITTEE MEMBERS

1. Daniel White, User Division
2. Jeff Ray, User Division
3. Diana Radcliffe, P.E., Secretary's Pool
4. Carl Van Zee, P.E., Secretary's Pool
5. James Rogers, Governor's Pool

PROJECT MAP
CAMPBELL COUNTY
ITEM NO. 6-8101.00
 Right of Way acquisition services for the
 reconstruction of KY 9
 Date: 2/12/2013



PROJECT MAP
FAYETTE COUNTY
ITEM NO. 7-593.20

Right of Way acquisition services for the acquisition and relocation on Newtown Pike Extension.

Date: 3/5/2013

