

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2014-03 Statewide Roadway Signing Plans

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

Project Description – Develop permanent roadway signing plans for inclusion into six-year highway plan projects. One (1) consultant will be selected.

II. PROJECT INFORMATION

Project Manager – Dan Hite, PE

User Division – Division of Highway Design

Approximate Fee – \$1,500,000.00

Projects to be assigned by Letters of Agreement. No Letter Agreement shall exceed \$100,000.00 unless authorized by the State Highway Engineer.

Project Funding – State and or Federal Funds

Contract Duration – Contract will be for 2 years.

Contract may be extended for time to complete work assigned under the initial 2 year term. No new assignments will be made after the initial 2 year term Contract will not be modified to increase upset limit. Once the contract Upset Limit is met, or the 2 year term is reached; this service will be re-advertised.

Note: Selection under this advertisement does not guarantee that work will be assigned.

III. PURPOSE AND NEED

To provide consistent permanent signing plans and checking of signing shop drawings for KYTC.

IV. DBE REQUIREMENT

Consultant team may 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 2 points will be considered in the evaluation factors for the DBE participation plan.

V. METHOD OF DESIGN

The selected consultant shall utilize the current CADD standards for Highway Plans policy in the development of Highway Signing Plans.

VI. SCOPE OF WORK

Agreements will be prepared to provide engineering services as needed for the development of signing plans.

The selected consultant will be responsible for working with the Kentucky Transportation Cabinet, Division of Highway Design, District Project Development Offices, FHWA, and other consultants to provide permanent roadway signing plans for KYTC. Required services will include:

1. Development of signing plans in accordance with the MUTCD.
2. Investigation and development of cross sections in order to design beams for ground mounted signs, and to provide design data to the Division of Structures for the development of overhead sign structures.
3. Preparation of estimates and quantities for letting plans.
4. Design of ground mounted sign beams (Type A and Type C), and posts (Type D).
5. A recommendation for roadside safety as it pertains to the sign structures.
6. Checking of sign shop drawings.

VII. SPECIAL INSTRUCTIONS

The selected consultant will be required to work with the Division of Structures in the development of overhead sign structures. The Division of Traffic Operations will be responsible for the review of the signing plans to determine compliance with the MUTCD. Some proposed sign locations may require a survey in order to develop a cross section for the design of the sign support.

Instructions for Response to Announcement can be found at:

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

VIII. GUIDELINES AND SPECIFICATIONS

The selected consultant should be familiar with the following guidelines and specifications:

- Manual on Uniform Traffic Control Devices (MUTCD)
- Highway Design Guidance Manual
- Traffic Operations Guidance Manual
- Standard Specifications for Structural Supports for Highway Signs, Luminaries, and Traffic Signals
- Roadside Design Guide

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the 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

X. PROCUREMENT SCHEDULE

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

RESPONSE DATE • October 2, 2013 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • October 8, 2013

SECOND SELECTION COMMITTEE • October 23, 2013

CONTRACT SCOPING CONFERENCE • November 1, 2013

NOTICE TO PROCEED • December 15, 2011

XI. PROJECT SCHEDULE

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

COMPLETION OF ALL SERVICES – November 30, 2015

XII. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with highway projects for KTC and/or for federal, local, or other state governmental agencies. (10 points)
2. Capacity to comply with project schedule. (10 points)
3. Past record of performance on projects of similar type and complexity. (20 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. DBE Participation Plan (2 points)
6. 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. Dan Hite, PE., User Division
2. Andre Johannes, PE., User Division
3. Carl Van Zee , PE., Secretary's Pool
4. Diana Radcliffe, PE., Secretary's Pool
5. David Eaton, Governor's Pool