

# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2014-10 Statewide Pipeline Video Inspection

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**

To provide engineering services as needed for Pipeline Video Inspection and Reporting for local, state, and interstate highway projects in accordance with established KYTC specifications and practices. One (1) consultant will be selected.

### **II. PROJECT INFORMATION**

Project Manager – Rachel Mills, P.E.

User Division – Division of Construction

Approximate Fee – \$1,500,000 Upset Limit – Master Agreement

Two (2) Vendors to be selected to receive contracts

Projects to be assigned by letters of agreement.

Two-Year Contract Term

Project Funding – State and Federal Funds

### **III. PURPOSE AND NEED**

To provide video pipeline inspection services for the department to ensure storm sewer and/or culvert pipe installed on highway construction contracts throughout the state meet the requirements outlined in the 2012 Standard Specifications for Road and Bridge Construction and all applicable supplemental specifications.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

Provide video pipe inspection and a summary report for highway construction projects in accordance with the Kentucky Standard Specifications for Road and Bridge Construction, 2012 Edition and Kentucky Method 64-114. Inspections will be on a project level basis and will be statewide throughout the twelve (12) highway districts. Provide expert advice to the

Department's representative on the acceptability of the materials specified in the requirements of the Contract.

## **VI. GUIDELINES AND SPECIFICATIONS**

- 2012 Standard Specifications for Road and Bridge Construction and all Supplemental Specifications
- Kentucky Method – KM 114-12 Camera/Video Inspection of Pipe With Alternate Methods of Deflection Measurement and all applicable revisions

## **VII. SPECIAL INSTRUCTIONS**

Firms must provide a list of the equipment that will be utilized to perform the inspection work. Responses should also include a list of each individual that that will be performing the inspections along with a list of the experience that each individual has with the equipment and software.

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 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 letter of agreement shall exceed \$300,000.

Work will be assigned on a project basis. The firm will be notified when a project is ready to be inspected. The notice given for this inspection may be as little as 96-hours. There is the possibility that the Department could have pipe inspection needs in all 120 counties. Therefore, the selected firm must have the ability to perform the inspections within the time period. The selected firm will be dealing with Section Engineer's throughout the state when scheduling the inspections. There are fifty-one (51) section offices throughout the state. Section Engineer's serve as the Department's project managers for the construction projects. The Section Engineer or their representative will be contacting the firm to schedule the inspections. The consultant must be onsite to perform the inspection within 96-hours of the given notice.

Subcontracting will not be permitted on this contract.

## **VIII. INSTRUCTIONS FOR SUBMITTING**

Instructions for Response to Announcement can be found at:

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

For the initial submittal, the guidelines in the hyperlink above for responding should be used as modified below:

### **Page 1: Basic Project Information**

No Changes

### **Page 2 (A-B): Project Service and Staff Summary**

No prequalification categories need to be met in order to submit the initial proposal for this project. This section should list the employees that will be performing the work on the contract, in order to be referenced in the following sections. All equipment and computer software equipment should also be referenced in this section.

**Page 3: Project Team Organizational Chart**

This section is not required for the initial submittal. No information on the project team's organization will be necessary until the second submittal upon acceptance of the firm's qualifications.

**Page 4 (A-J): Relative Experience of Key Project Team Members**

This section should include resumes of staff with experience in video pipeline inspection including the specific equipment and software which the staff is familiar with. Up to 10 pages allowed for resumes.

**Page 5 (A-B): Available Team Workload Capacity**

This section is not required for the initial submittal. No information on the team's workload capacity will be necessary until the second submittal upon acceptance of the firm's qualifications.

Based on the information provided in the first submittal, the committee will decide which of the responding Vendors will be considered "qualified" to complete the project. There will be no maximum number of Vendors qualified. All Vendors whose qualifications are approved by the committee will be allowed to submit the second response to announcement proposal. The Vendors will not be ranked or evaluated based on the initial submittal. The first submittal will only be used to determine which Vendors are qualified to perform the project work.

Once a Vendor has been approved for this project, a second response to announcement proposal will be prepared and submitted. At that time, the same committee will select one (1) Vendor to be awarded this project, based on the "Evaluation Factors" and points described in the Procurement Bulletin. It will be required that all seven sections/pages of the response be completed and submitted according to the "Instructions for Response to Announcement". It is assumed that the same information that was included in the first submittal will be re-submitted in the second response to announcement proposal.

Before KYTC can enter into a contract, the selected Vendor will be required to provide proof of professional liability insurance and other requirements necessary to execute a contract with KYTC.

**IX. METHOD OF DESIGN**

The selected consultant will be directed to utilize appropriate standards and methods on a project by project basis.

**X. PREQUALIFICATION REQUIREMENTS**

To respond to this project (initial submittal), the project team is not required to be prequalified.

**XI. PROCUREMENT SCHEDULE**

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

- Initial Qualifications Filing Due • Wednesday, April 30<sup>th</sup>, 2014 4:30 p.m. E.S.T.
- Initial Selection Committee Meeting • May 6<sup>th</sup>, 2014
- Selection Committee Meeting to Determine Qualified Vendors • May 9<sup>th</sup>, 2014
- Qualified Vendors' Proposals Due • May 14<sup>th</sup>, 2014
- Final Selection Meeting • May 21<sup>st</sup>, 2014
- Contract Scoping Conference • May 30<sup>th</sup>, 2014
- Notice to Proceed • July 1<sup>st</sup>, 2014

## **XII. PROJECT SCHEDULE**

The project schedule will vary. Inspection needs will vary on projects throughout the state. The Section Engineer will determine when the video pipeline inspection is needed on a project and will schedule the inspection accordingly.

## **XIII. 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. (15 points)
2. Capacity to comply with project schedule. (10 points)
3. Past record of performance on project of similar type and complexity. (15 points)
4. Project approach and proposed procedures to accomplish the services for this project. (5 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.

## **XIV. SELECTION COMMITTEE MEMBERS**

1. Rachel Mills, P.E., User Division
2. Ryan Griffith, P.E., User Division
3. Tim Pyles, P.E., Secretary's Pool
4. Diana Radcliffe, P.E., Secretary's Pool
5. Brad Rister, PE, Governor's Pool