

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways
Professional Services Procurement Bulletin 2014-12
Jefferson / KY 1819 / 5-8203.00

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 – Jefferson

Route – KY 1819 – Billtown Road

Item No – 5-8203.00

Project Description – Provide Right of Way acquisition and relocation services for spot improvements on KY 1819 – Billtown Road from Jeffersontown to I-265.

II. PROJECT INFORMATION

Project Manager – Ron Geveden, Right-of-Way Agent Supervisor (District 5)

User Division – Division of Right of Way and Utilities

Approximate Fee – \$260,000 (Estimated/Unit Price Contract)

Project Funding – Federal Funds (SPP funds)

Project Length – Section #1 – 0.515 miles / Section #2 – 0.267 miles / Section #3 – 0.294 miles

Number of Parcels – TBD

III. PURPOSE AND NEED

The purpose of this project is to assist the Kentucky Transportation Cabinet in providing Right of Way acquisition and relocation services on the above project in Jefferson County. The subject project is for spot improvements on KY 1819 – Billtown Road.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

It will be the responsibility of the selected firm to compile and complete the project report prior to the scoping meeting. The project report should be a detailed breakdown of all parcels being acquired along with a detailed breakdown parcel by parcel summary of all the relocations.

The selected consultant(s) will be responsible for the following: all negotiations including MARs; and relocation series.

Title Reports have been requested by District Office through Central Office to the Division of Legal 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 inquiries 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. Acquisitions

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

3. Relocations

a. 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.

b. 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.

VI. SPECIAL INSTRUCTIONS

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 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.

A 12 month time frame should be allowed for acquisition and relocation of businesses and individuals on this project.

Right of Way contract scoping meeting requirements and general guidelines shall follow:

[http://transportation.ky.gov/Professional-Services/Forms/Right%20of%20Way%20Scoping%20Meeting%20Requirements%20General%](http://transportation.ky.gov/Professional-Services/Forms/Right%20of%20Way%20Scoping%20Meeting%20Requirements%20General%20Guidelines.pdf)

VII. AVAILABLE STUDIES

Project Report – It will be the responsibility of the selected firm to compile and complete the project report prior to the scoping meeting. The project report shall summarize in detail all relocations i.e. business, residential, miscellaneous moves, & outdoor advertising. (Project Report shall be written by a pre-qualified person(s) such as a Review Appraiser or Appraiser)

Right of Way Plan set Section #1 – [ROW Plans 1 of 3\(Half-size\).pdf](#)

Right of Way Plan set Section #2 – [ROW Plans 2 of 3\(Half-size\).pdf](#)

Right of Way Plan set Section #3 – [ROW Plans 3 of 3\(Half-size\).pdf](#)

Full Plan set Section #1 – [Section1PlanSetFull.pdf](#)

Full Plan set Section #2 – [Section2PlanSetFull.pdf](#)

Full Plan set Section #3 – [Section3PlanSetFull.pdf](#)

VIII. PREQUALIFICATION REQUIREMENTS

To respond to this project, the consultant proposed consultant must be prequalified for Right of Way Services by the Division of Right of Way and Utilities by the response due date of this advertisement. 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 • Wednesday, June 25th, 2014, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • July 1st, 2014

FINAL SELECTION COMMITTEE • July 8th, 2014

CONTRACT SCOPING CONFERENCE • July 16th, 2014

TENTATIVE DEADLINE FOR CONSULTANT FEE PROPOSAL • July 23rd, 2014

CONTRACT NEGOTIATIONS • August 1st, 2014

NOTICE TO PROCEED • September 1st, 2014

X. PROJECT SCHEDULE

COMPLETION OF ALL SERVICES • September 15, 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.
6. **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. Ron Geveden, User Division
2. Dean Loy, User Division
3. Carl Van Zee, P.E., Secretary's Pool
4. Sam Hale, P.E., Secretary's Pool
5. James Rogers, Governor's Pool

