

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-04 Statewide Electrical Engineering Design Services

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 – Statewide

Route – Various

Item No – Various

Project Description – Preliminary and Final Engineering design services for electrical traffic control devices and roadway lighting (both conventional and high-mast) on an as-needed basis.

II. PROJECT INFORMATION

Project Manager – Ted Swansegar, P.E.

User Division – Traffic Operations

Approximate Fee – \$2,000,000 upset limit (per consultant) Two consultants to be selected.

Work will be assigned via letter agreement, not to exceed \$200,000 per letter agreement.

Project Funding – State and Federal Funds

Contract Duration – 2 years from date of Notice to Proceed with no option to renew

Project Length – Will vary with project

III. PURPOSE AND NEED

Support staff of the Division of Traffic Operations in the design of electrical traffic control devices and lighting on an as needed basis.

IV. SCOPE OF WORK

The selected consultants will be responsible for working with the Kentucky Transportation Cabinet's Division of Traffic Operations and District Offices (primarily Project Development and Traffic areas) to provide design services for electrical traffic control devices and roadway lighting, as needed. The consultants shall prepare plans and/or perform other activities associated with the development of plans for these types of devices. The consultants may be required to do surveys that will include elevations.

V. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their Response to Announcement. An additional page will be allowed with the project approach in the Response to Announcement to convey this plan. A maximum of 4 points will be considered in the evaluation factors for the DBE Participation Plan.

VI. SPECIAL INSTRUCTIONS

The Selection Committee will select two consultant firms to perform the required services. Consultant will be assigned tasks in a rotating format.

These contracts will be in effect for 2 years from the date of Notice to Proceed.

Instructions for Response to Announcement can be found at:

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

VII. METHOD OF DESIGN

The selected consultants shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans. Plans shall also be designed in accordance with the Traffic Operations Guidance Manual and the Manual on Uniform Traffic Control Devices (MUTCD).

The selected consultants shall be familiar with the Division of Traffic Operation's structural design program (SALSA) for traffic signal design.

The consultants shall use AGI32 for lighting analysis on all lighting projects. They may be required to do the lighting analysis with elevation requirements.

VIII. PREQUALIFICATION REQUIREMENTS

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

TRAFFIC ENGINEERING

- Electrical Engineering Traffic Signal Services
- Electrical Engineering Roadway Lighting Services

IX. PROCUREMENT SCHEDULE

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

ADVERTISEMENT DATE • October 14th, 2014

RESPONSE DATE • Wednesday, November 12th, 2014 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • November 17th, 2014

FINAL SELECTION COMMITTEE • November 28th, 2014

CONTRACT SCOPING CONFERENCE • December 2nd, 2014

NOTICE TO PROCEED • January 1st, 2015

X. PROJECT SCHEDULE

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

XI. EVALUATION FACTORS

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

1. Relative Experience of consultant personnel assigned to project team with traffic engineering projects for KYTC and/or 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 similar in type and complexity. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. DBE Participation Plan. (4 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.

XII. SELECTION COMMITTEE MEMBERS

1. Ted Swansegar, P.E., User Division
2. Jeff Wolfe, P.E., User Division
3. Kevin Sandefur, P.E., Secretary's Pool
4. Ron Matar, P.E., Secretary's Pool
5. Roger Coffey, Governor's Pool