

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-08 Statewide Highway Safety Improvement Program

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

Develop plans and/or proposal construction documents for Highway Safety Improvement Program (HSIP) projects. Four (4) Consultants will be selected to provide these services.

II. PROJECT INFORMATION

Project Manager – Michael Vaughn, PE

User Division – Central Office Division of Traffic Operations

Approximate Fee:

- (i) Four (4) Consultants will be selected to provide services
- (ii) \$2,000,000 Upset Limit for each consultant agreement
- (iii) Work will be assigned via Letter Agreement, not to exceed \$350,000 per Letter Agreement. (Lump Sum)
- (iv) Each Consultant will be assigned specific tasks to perform. Task assignments will be made by Letter Agreement. Various services are anticipated, as indicated in Section V, Scope of Work

Project Funding – Federal Funds (HSIP Funds)

Contract Term – 2 years

III. PURPOSE AND NEED

The Traffic Engineering Branch within the Division of Traffic Operations manages the Highway Safety Improvement Program (HSIP). The mission of the HSIP is to reduce the number of fatal and serious injury crashes along Kentucky highways by implementing various safety countermeasures via construction projects on roadway sections selected and prioritized through a data-driven process. Currently, the workload of the HSIP staff exceeds the capacity of the group to develop and deliver these projects to letting efficiently; therefore, additional staff and specific expertise is needed to accomplish this objective.

IV. DBE REQUIREMENT

The consultant team should 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 6 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected consultants will be responsible for working with the Central Office Division of Traffic Operations, HSIP staff to provide engineering and other project development services, as described herein, on an “as-needed” basis for various HSIP projects. In general, these services will be conducted for the completion of plans, project specific specifications, and estimates for highway safety improvement projects statewide. While HSIP projects will primarily occur along state maintained routes, projects may be along any public road, including county roads and city streets. The selected consultants should possess and demonstrate a comprehensive understanding of traffic safety-related knowledge to ensure that the entire project development process focuses on improving the safety performance of the project. Furthermore, the Department intends to implement HSIP projects as quickly as possible in order to realize the safety benefits of the improvements. Therefore, the selected consultants should demonstrate their capability to develop and deliver projects to letting quickly and efficiently. The services to be provided may include, but are not limited to, any or all of the following:

1. Preliminary Engineering and Final Roadway Design
2. Right of Way Plans, Traffic Control Plans, and Final Roadway Plans
3. Specifications, Estimates, Special Notes
4. Survey, Inventory, and Assessment of Roadway Features and Elements
5. Horizontal Alignment Signing (including Curve Ball Banking)
6. Intersection Signing and Markings
7. Drainage (Hydraulic Design, Hydrologic Studies, and Drainage Structure Design)
8. Geotechnical Services (Exploration, Testing, Analysis, Design)
9. Structure Design (Earth Retaining Structures, Box Culverts)
10. Right of Way Services
11. Utility Location, Relocation Coordination, and Utility Design
12. Environmental Services

HSIP staff will notify the selected consultants in writing, or via email, when services are needed on a project by project basis. A scoping meeting will be held for each assigned project to determine which services the consultant will be required to provide. HSIP projects typically originate from one of several HSIP initiatives. The following are the current list of HSIP initiatives that may be assigned to the selected consultants:

- Roadway Departure Corridors
- Horizontal Alignment Signing
- Systemic Intersection Improvements
- Intersection Emphasis List
- Localized Risk Mitigation Projects

On a project by project basis, HSIP staff will provide consultants with highway safety design concepts and construction strategies aimed at the primary HSIP initiative from which the project originates. During the project development process, the selected consultants may be required to coordinate with and involve staff from the associated District Offices and/or Local Public Agency representatives. NOTE: HSIP staff will always be the overall project manager of any HSIP projects.

VI. SPECIAL INSTRUCTIONS

Four firms will be selected to provide these services for a period of two years, with each consultant receiving a contract. Each contract will have an upset limit of \$2,000,000. Once the upset limit is

reached or the two year term has expired, services may be re-advertised. The Department may modify the selected consultant agreement to include additional HSIP engineering services. The additional related HSIP engineering services may be requested up to a contract upset limit of \$500,000 above the initial contract amount of each contract.

The Selection Committee will list the selected consultant firms based on the Evaluation Factors listed in Section XIX. This ranking will determine the initial order for which a project will be assigned. Projects will be assigned on a rotational basis. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within fourteen (14) days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

The Department may retain any of the services advertised in this document to be performed by in-house state forces.

The Department will allow the following modifications to the standard response format for response to the Statewide Highway Safety Improvement Program advertisement only:

- Page 4 (A-E): Relative Experience of Key Project Team Members, may be expanded, not to exceed 10 pages total (A-J).
- Page 6 (A-E) Relative Experience of Proposed Team, may be expanded, not to exceed 10 pages total (A-J).
- Page 7 (A-C) Project Approach, may be expanded, not to exceed 5 pages total (A-E).

Instructions for Response to Announcement can be found at:

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

VII. AVAILABLE INFORMATION

The Department will furnish any plans, specifications, reports, or other information in the possession of the Department needed for providing the services desired.

VIII. ROADWAY DESIGN

A determination will be made during the scoping of a project as to the extent of Roadway Design Services that will be needed for each project. When roadway design is required for a project, the roadway design services will include all design engineering and studies required for the development of plans and/or proposal documents. The scope of effort required will vary on a project by project basis and will depend on the extent of safety deficiencies within a project and the available project budget. After identifying safety deficiencies, the selected Consultants will be responsible for making recommendations for improving or correcting the deficiencies and will be responsible for conducting the necessary studies and/or analyses to support these recommendations. This will include associated cost estimates, and for some deficiencies, multiple improvement alternatives may be needed so that the most appropriate option can be selected based on benefit, cost, environmental, or other specific factors.

The selected consultants shall develop plans utilizing the most recent CADD Standards for Highway Plans Policy. In general, HSIP projects are developed and let to construction as "Proposal Only" projects. Therefore, if plan & profile sheets, pipe sheets, cross sections, summary sheets, detail sheets, etc. are required, these sheets shall be submitted on 8.5x11 or

11x17 size sheets. The scale of the sheets can be varied depended upon the information that is being conveyed.

IX. SURVEY AND INVENTORY

A determination will be made during the scoping of a project as to the extent of surveying that will be needed for each project. Appropriate survey methods that conform to the required standards will be determined on a project by project basis. Survey work may include any of the following: reconnaissance, control, planimetric survey, utility location, subsurface utility location according to ASCE standards, terrain survey, establishing property lines, and staking. All LAS files generated from scanning devices shall be included in the deliverables. All CADD files shall be submitted in MicroStation V8i DGN format (or current version as recognized by the Department) using the most current version of the KYTC CADD Standards. All DGN files shall be submitted in US Survey Feet format. All terrain models shall be in InRoads DTM format and all survey data shall be submitted in InRoads Survey (FWD) format or in a specific ASCII format containing Point # N, E, Z, CODE. All survey data shall be required to utilize the KYTC feature table codes. Any data not conforming to these instructions will be rejected.

A determination will be made during the scoping of a project as to the extent of inventorying that will be needed for each project. Inventory work may include, but not limited to, determining and documenting the location, geometry, condition, safety and/or type of any of the following existing roadway features or elements: curves (and associated superelevation cross slopes), shoulders, guardrail, roadside slopes, ditches, drainage structures, signage, and pavement markings. Also, for certain HSIP projects, a crash analysis may be required and will be determined during the scoping of a project.

X. TRAFFIC ENGINEERING

A determination will be made during the scoping of a project as to the extent of Traffic Engineering Services that will be needed for each project. The selected consultants must have the capability to work with KYTC's Highway Information System (HIS) database and GIS database. The select consultants must possess the expertise and capacity to be able to perform any of the traffic engineering tasks listed below:

A. Horizontal Alignment Signing

- A.1** Typically, Horizontal Alignment Signing projects will be performed as a standalone initiative consisting of multiple corridors within a Highway District. However, Horizontal Alignment Signing may sometimes occur in conjunction with other HSIP projects.
- A.2** The selected consultants will need to provide a Digital Measuring Instrument (DMI) to properly locate and inventory signs, as well as establish and/or verify the approximate milepoint limits of the curves along the corridors. The selected consultants will submit an inventory of existing signs for each route reviewed. The inventory should be in a spreadsheet format that indicates the following characteristics of each existing sign: route number, cardinal direction, curve ID, milepoint or station number, location (left or right), MUTCD sign code, sign size, sign condition, signpost quantity, and signpost condition.
- A.3** Each curve will need to have the advisory speed determined through an engineering study. Advisory speeds will be based on one of the established engineering practices as listed in Section 2C.08 of the current edition of the MUTCD. The most common practice to determine advisory speeds is through the use of a traditional, or electronic, Ball-Bank Indicator. The selected consultants will need to provide all equipment

necessary for determining advisory speeds. The Department will consider allowing newer technologies/equipment for determining advisory speeds on a case by case basis. The results of the advisory speed study will be summarized and delivered to the Department for review.

- A.4** Based on the advisory speed study, the selected consultants will be required to determine the appropriate curve signing based on the current edition of the MUTCD (Manual on Uniform Traffic Control Devices). Curves will receive standard curve signage that will consist of the signs required by Table 2C-5 in the current edition of the MUTCD. The exception will be for Enhanced Curves. Curves that are to receive an enhanced curve sign treatment will be specified by the Department and provided to the consultants. Enhanced signage will include the signage required by Table 2C-5 and additional treatments that may include, but not limited to, dual mounted curve signage, oversized curve signage, oversized chevrons, sign post reflective sheeting strips, and W1-1a and W1-2a signs.
- A.5** The selected consultants will create a map/aerial plan sheet that outlines the existing curves and their associated curve ID for each corridor. The selected consultants will also create a Curve Signing Detail Sheet for each curve along each corridor and provide a Signing Summary for each project proposal. The intent of the detail sheets are to show the proposed layout and spacing of the curve signing, as well as detail any unique circumstances, such as entrances, that may require modification of the standard layout or spacing. The Signing Summary should be in a spreadsheet format that indicates the following characteristics of each sign to be installed: route number, cardinal direction, curve ID, milepoint or station number, location (left or right), MUTCD sign code, sign size, and signpost quantity. Depending on project specifics, the Department may request other characteristics to be added to the summary.

B. Intersection Signing and Markings

- B.1** Typically, Intersection Signing and Markings projects will be performed as a standalone initiative consisting of multiple intersections within a Highway District. However, Intersection Signing and Markings may sometimes occur in conjunction with other HSIP projects.
- B.2** The selected consultants will be required to locate and inventory the existing signs and markings along each leg of the intersections' area of influence (typically 500-600 ft) and submit an inventory of existing signs and markings. The existing sign inventory should be in a spreadsheet format that indicates the following characteristics of each existing sign: route number, cardinal direction, approach ID, milepoint or station number, location (left or right), MUTCD sign code, sign size, sign condition, signpost quantity, and signpost condition. The existing markings inventory should be in a spreadsheet format that indicates the following characteristics of the existing markings: route number, cardinal direction, milepoint or station (or milepoint/station range), proposed marking type, color, width, quantity, and condition.
- B.3** The selected consultants will be required to determine the appropriate signing and markings based on the current edition of the MUTCD. Signing may include regulatory, warning, or guidance signing. Panel signing will not be required in this contract.
- B.4** The selected consultant will create Intersection Detail Sheets for each intersection and provide Signing and Striping Summaries for each project proposal. The intent of the detail sheets are to label the approach ID's of each leg of the intersection, and show the proposed layout and spacing of signing for each leg of an intersection, as well as detail the color, width, and layout of all proposed markings. The Signing Summary should be in a spreadsheet format that indicates the following characteristics of each

sign to be installed: route number, cardinal direction, approach ID, milepoint or station number, location (left or right), MUTCD sign code, sign size, and signpost quantity. The Striping Summary should also be in a spreadsheet format that indicates the following characteristics of each marking to be installed: route number, cardinal direction, approach ID, milepoint (or milepoint range), proposed marking type, color, width, and quantity. Depending on project specifics, the Department may request other characteristics to be added to the summaries.

XI. DRAINAGE

A determination will be made during the scoping of a project as to the extent of Drainage Design that will be needed for each project. The scope of effort required will vary on a project by project basis. When drainage is involved in HSIP projects, typically, it only includes culvert and entrance pipe replacements or extensions. However, on occasion, larger drainage structures, such as reinforced concrete box culverts will need to be extended or replaced. The selected consultants will be responsible for the development of plans and/or special drainage analyses. Required services may include:

- Perform watershed and/or drainage network analyses
- Develop hydraulic models for watershed and/or drainage networks
- Perform hydraulic analyses for storm sewers, culvert pipe, and/or box culverts
- Develop drainage folders for highway projects, if needed
- Analyze buried structures for structural integrity

XII. GEOTECHNICAL SERVICES AND STRUCTURE DESIGN

A determination will be made during the scoping of a project on whether Geotechnical Services and Structure Design will be required for the project. Further, if either or both of these services are needed for a project, it will be determined during the scoping of the project whether these services will be performed by the Consultant or by the Department. A sub-consultant for the Geotechnical Services will not be required to be identified in the Consultant's Response to Announcement. If required, Geotechnical Services are anticipated to be coring, soils strength for the pavement design, and slope stability analysis. If required, Structure Design is anticipated to be box culvert extensions and earth retaining structures.

XIII. RIGHT OF WAY

The selected Consultant shall identify property owners within the project limits. Property owner information shall be shown on the plans along with existing right of way and property lines. A determination will be made during the scoping of a project on whether Right of Way Services will be required for the project. Further, if Right of Way Services will be needed for a project, it will be determined during the scoping of the project whether the service will be performed by the Consultant or by the Department. If Right of Way is to be obtained for HSIP projects, it will generally be minimal. Right of way summary sheets shall be provided at the Preliminary Plan Review Meeting showing areas of taking for each alignment alternative. It is anticipated that when Right of Way is needed for HSIP projects, it will be acquired using the minor acquisition review (MAR) valuation and acquisition process.

If Right of Way Services are performed by consultant, the selected Consultant shall be responsible for ALL areas of Right of Way acquisition and maintaining files:

- 1) Title Report(s) – Done by Attorney or Title Firm (prequalified firm with OLS)

- 2) Deed of Conveyance or Grant of Easement – Prepared and signed by Attorney
- 3) Gather sales in the area for MAR calculation(s) -MAR – calculated by Buyer and approved by ROW Project Manager in RWU-MS System
- 4) Offer to Purchase, Record of Contacts, Parcel Summary, Payment Summary, Condemnation Pay Statement, and other documents completed in the RWU-MS System
- 5) Record of Contacts maintained by buyer
- 6) Title Update, Releases, Closing, and delivery of checks done by Title Attorney
- 7) Deeds/Grant of Easements is to be recorded and recorded copies placed in parcel file
- 8) Pro-rated tax letter and property owner survey given to property owner at closing

A. Appraisers

- A.1** Appraisers must be selected from the KYTC ROW list of pre-qualified real estate appraisers. The list is available for review by contacting Eric Monhollon at Eric.Monhollon@ky.gov
- A.2** Appraisers should provide advance notice of the date and time of their appraisal inspections of the subject property to the Respondent's ROW Project Manager in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Assistance Specialist.
- A.3** Prepare and conduct personal pre-appraisal contact with interest owner(s) for each parcel using acceptable KYTC forms.
- A.4** Contact property owners or their designated representative to offer opportunity to accompany the appraiser on the appraiser's inspection of subject property. Maintain record of contact in file.
- A.5** For the initial appraisal, prepare complete appraisal report for each parcel to be acquired utilizing KYTC forms. These reports shall conform to KYTC policies and procedures along with the Uniform Standards of Professional Appraisal Practices as promulgated by the Appraisal Foundation.
- A.6** As necessary, prepare written notification to the Project Manager of any environmental concerns associated with the right of way to be acquired, which could require environmental re-mediation.
- A.7** As necessary, the appraiser will coordinate with the review appraiser regarding revisions, comments, or additional information that may be required.
- A.8** Complex BAV (Before and After Value)
In rare instances 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:
 - A.8.1** An acquisition from a university campus where the contributing value of the improvements must be documented as part of the larger parcel.
 - A.8.2** An acquisition from a golf course that affects one or more fairways and/or green 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.
- A.9** 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 to proximity, changes in topography, severed remainders, changes in highest and best use, loss of parking, etc.
 - A.9.1** 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.

A.9.2 BV (Before Value)-Used only when the parcel is considered a total take and only the before value is needed.

B. Appraisal Review Service

- B.1** Appraisers must be selected from the KYTC ROW list of pre-qualified real estate appraisers. The list is available for review by contacting Eric Monhollon at Eric.Monhollon@ky.gov
- B.2** Review all appraisal reports for each parcel to determine consistency of values, supporting documentation related to the conclusion reached, compliance with Department policies and procedures and the Uniform Standards of Professional Appraisal Practices.

C. Negotiation Services

- C.1** Analyze preliminary title report to determine potential title problems, propose and inform the KYTC ROW Project Manager of methods to cure title deficiencies.
- C.2** Analyze appraisal and appraisal review reports and confirm the KYTC's approved value prior to making offer for each parcel.
- C.3** Prepare the initial offer letter, memorandum of understanding, instruments of conveyance, and any other documents required or requested by KYTC on applicable Department forms.
- C.4** The written offer, approved appraisal report and required brochures must be given to each property owner or the property owner's designated representative. Shall maintain a record of contacts and secure the necessary instruments upon acceptance of the offer for the closing.
- C.5** Respond to property owners inquiries verbally and in writing within three (3) business days.
- C.6** Shall have a minimum of three (3) contacts with each property owner or the property owner's designated representative and maintain a precise record of contacts for each parcel on applicable Department forms. (Note: Three (3) contacts may be waived for special circumstances)
- C.7** Advise property owner of the Administrative Settlement process. Transmit to the KYTC ROW Project Manager any written counter offer from property owners including supporting documentation, and Provider recommendation with regard to Administrative Settlements in accordance with Department policy and procedures.
- C.8** Issue Property Owner's Survey to the property owner.
- C.9** All Acquisition Parcels are completed following the procedures within the Right of Way Guidance Manual.
- C.10** Negotiation using an MAR:
 - C.10.1** Acquisition Agent will be responsible for the following:
 - Determine if in fact a MAR should be used, (MAR's are used when value of the acquisition is less than \$10,000 and non-complex.) MAR's which exceeds \$10,000 and up to \$25,000 shall be subject to an appraisal if requested by the property owner(s).
 - Creating the MAR by the collection of comparable sales data either independently or from the approved comparable sales book for the project. A minimum of three (3) comparable sales shall be used to determine the value for the "Offer to Purchase" letter. Once the MAR is completed, the agent may then proceed with contacting the property owner and arrange for a meeting to make the MAR offer
 - MAR offer is given to the property owner both verbally and in writing

- Owner has about 30 days to sign, or submit a counter offer to be reviewed
- Once the acquisition agent has completed the file, the file is sent to Central Office for processing, either for payment or condemnation.
- If a file is submitted for condemnation, the file is reviewed and forwarded on to the Office of Legal Services, and they assign an attorney to the file.

C.11 Negotiation using an Appraisal (Before and After Method)

C.11.1 Acquisition Agent will be responsible for the following:

- NOTE: The same steps are followed as above; with the exception of the appraisal value amount has no limit, and the fair market value compensation is based on comparable sales of surrounding locations.

D. Relocation Assistance Services for Residential, Non-Residential, Miscellaneous Moves, and Outdoor Advertising

- D.1** When relocation assistance is required as part of a contract the selected Consultant shall complete an Acquisition Stage Relocation Report (ASRR) for any and all relocations being assigned.
- D.2** All relocations will be done in accordance to 49 CFR, 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.
- D.3** The Relocation Assistance Specialist should provide advance notice of the date and time of their initial meeting with the Displacee with (if applicable and practical) the Appraiser's inspection of the subject property in order to coordinate the appraiser's inspection with (if applicable and practical) the initial interview with the Displacee by the Relocation Assistance Specialist
- D.4** Notify all Displacees and potential Displacees of eligibility for relocation assistance. At the time of initial contact, provide Displacees with a Relocation Assistance Brochure *[Your Benefits as a Highway Displacee]*
- D.5** Provide on-going relocation assistance and advisory services to Displacees affected by acquisition of right of way.
- D.6** Locate, evaluate, and maintain files on comparable available housing.
- D.7** Compute and submit the request for relocation housing/rental supplement to the KYTC ROW Project Manager using KYTC approved forms.
- D.8** Provide 90-day notice to vacate simultaneous with the delivery of relocation benefits package. The 90-day notice may not be delivered prior to a personal interview with the Displacee to determine the type, needs and eligibilities.
- D.9** Notify the KYTC ROW Project Manager immediately if the Displacee does not move after the 30-day notice.
- D.10** Perform a decent, safe, and sanitary inspection of the replacement housing in accordance with Department policy.
- D.11** Coordinate and monitor with displaced homeowners, business owners, tenants, and with moving companies in accordance with Department procedures.
- D.12** Maintain relocation record of contacts journaling all attempted and completed contacts with all parties. This includes descriptions of the reasons and outcome for each contact.
- D.13** Attend closings on replacement property if requested by any party involved, and assure supplemental payment is properly distributed.
- D.14** Relocation agent will be available for any appeals and hearings.
- D.15** Issue Relocation Surveys to all Displacees.
- D.16** Residential Relocation - Relocation Agent will be responsible for the following:

- D.16.1 Explaining Relocation Assistance Program and possible benefits available to displaced persons
- D.16.2 Determining eligibility for Relocation Assistance benefits
- D.16.3 Determining need for Last Resort Housing
- D.16.4 Justifying need for Last Resort Housing
- D.16.5 Offering advisory services
- D.16.6 Updating worksheet
- D.16.7 Calculating rent and/or purchase supplement computations and all revisions
- D.16.8 Determining personal property located within the acquisition
- D.16.9 Issuance of 90 day and 30 day notices
- D.16.10 Performing Decent, Safe and Sanitary Inspections of replacement property
- D.16.11 Determining eligible incidental expenses for reimbursement
- D.16.12 Determining Mortgage Interest Differential payment eligibility
- D.16.13 Securing required documentation necessary for filing claims
- D.16.14 Filing all claims on proper forms in a timely manner
- D.16.15 Attending closings of replacement property
- D.16.16 Ensuring requirements of program benefits are met
- D.16.17 Filing required reports in a timely manner
- D.16.18 Inspecting that personal property is removed from acquired area
- D.16.19 Secure key(s) to acquire improvements
- D.16.20 Turning key(s) over to District property management
- D.16.21 Assisting displaced person(s) with the Appeals
- D.16.22 Being available for deposition and/or testimony at 13B Appeal Hearing
- D.16.23 Making themselves and contact information available to displaced person(s)
- D.16.24 Willingly work through assigned district and its Right of Way personnel
- D.16.25 Close each parcel with completed TC 62-210 and updated record of contacts
- D.16.26 Close project with completed TC 62-97
- D.16.27 Turn completed files over to ROW Project Manager
- D.17 Nonresidential Relocation - Relocation Agent will be responsible for the following:
 - D.17.1 Explaining Relocation Assistance Program and possible benefits available to displaced
 - D.17.2 Determining eligibility for Relocation Assistance benefits
 - D.17.3 Offering advisory services
 - D.17.4 Updating worksheet
 - D.17.5 Determining personal property located within the acquisition
 - D.17.6 Identifying any hazardous wastes or substances
 - D.17.7 Issuance of 90 day and 30 day notices
 - D.17.8 Determining which nonresidential benefits are best for displace
 - D.17.9 Determining compensation for moving personal property
 - D.17.10 Securing bids for moving personal property (if necessary)
 - D.17.11 Determining if displaced is eligible for reestablishment benefits
 - D.17.12 Determining which expenses are eligible for reestablishment
 - D.17.13 Obtaining CO approval prior to the reestablishment
 - D.17.14 Obtaining before and after pictures of reestablishment
 - D.17.15 Determining if displaced is eligible for in lieu of move benefits
 - D.17.16 Obtaining required tax documentations for in lieu of move benefits
 - D.17.17 Determining in lieu of move benefit
 - D.17.18 Obtaining required documentation necessary for filing claims
 - D.17.19 Filing all claims on proper forms in a timely manner
 - D.17.20 Ensuring requirements of program benefits are met
 - D.17.21 Filing required reports in a timely manner

- D.17.22 Inspecting that personal property is removed from acquired area
- D.17.23 Assisting displaced person(s) with the Appeals
- D.17.24 Being available for deposition and/or testimony at 13B Appeal Hearing
- D.17.25 Making themselves and contact information available to displaced person(s)
- D.17.26 Willingly work through assigned district and its Right of Way personnel
- D.17.27 Close each parcel with completed TC 62-210 and updated record of contacts
- D.17.28 Close project with completed TC 62-97
- D.17.29 Turn completed files over to ROW Project Manager
- D.18 Miscellaneous Move Relocation - Relocation Agent will be responsible for the following:
 - D.18.1 Explaining Relocation Assistance Program and possible benefits available to displaced persons
 - D.18.2 Determining eligibility for Relocation Assistance benefits
 - D.18.3 Offering advisory services
 - D.18.4 Updating worksheet
 - D.18.5 Determining personal property located within the acquisition
 - D.18.6 Issuance of 90 day and 30 day notices
 - D.18.7 Determining compensation for moving personal property
 - D.18.8 Securing bids for moving personal property (if necessary)
 - D.18.9 Obtaining required documentation necessary for filing claims
 - D.18.10 Filing all claims on proper forms in a timely manner
 - D.18.11 Ensuring requirements of program benefits are met
 - D.18.12 Filing required reports in a timely manner
 - D.18.13 Inspecting that personal property is removed from acquired area
 - D.18.14 Assisting displaced person(s) with the Appeals
 - D.18.15 Being available for deposition and/or testimony at 13B Appeal Hearing
 - D.18.16 Making themselves and contact information available to displaced person(s)
 - D.18.17 Willingly work through assigned district and its Right of Way personnel
 - D.18.18 Close each parcel with completed TC 62-210 and updated record of contacts
 - D.18.19 Close project with completed TC 62-97
 - D.18.20 Turn completed files over to ROW Project Manager

E. Sub-Providers

Sub-Providers providing service under the work authorization shall meet the same requirements and level of experience as required of the prime. No subcontract under the letter agreement shall relieve the primary respondent of responsibility for the service. If the respondent uses a Sub-Provider for any or all of the work required, the following conditions shall apply under the listed circumstances:

- E.1 Respondents planning to subcontract all or a portion of the work shall identify the proposed Sub-Providers.
- E.2 Subcontracting shall be at the respondent's expense.
- E.3 KYTC retains the right to check Sub-Provider's background and make a determination to approve or reject the use of submitted Sub-Providers.

Should a full BAV appraisal be necessary, consultant responsible for appraisal and first stage review prior to submitting to the District (appraiser and review appraiser to be chosen from pre-approved list maintained in Central Office Right of Way).

Maintain all project and parcel files. All necessary signed paper work and documentation to complete Right of Way file(s).

Complete payment packet(s) turned in to District Office for review and payment processing if parcel purchased. Complete condemnation packet(s) turned in to District Office for review and processing if parcel is condemned.

All completed and checked Right of Way project and parcel files will be turned in and submitted to the District Right of Way Agent Supervisor, at the end of the project. KYTC will have 14 days to review all submittals. In addition all right of way activity must adhere to KYTC Division of Right of Way policies and procedures and other requirements which are by policy or law.

XIV. UTILITIES

The consultant will be responsible for determining the existing locations of utilities to determine feasibility of redesign or utility relocation and cost estimates. All utilities, including aerial carriers, may need to be field-verified by the Consultant. For HSIP projects this will typically be Quality Levels C & D. The selected Consultant may be required to perform Utility Relocation Coordination, assist the Department with Utility Design Plans for various projects, and/or be responsible for developing the utility contact list.

XV. ENVIRONMENTAL SERVICES

A determination will be made during the scoping of a project on whether Environmental Services will be performed by the Consultant or by the Department. The Environmental Document for HSIP projects is anticipated to be a CEMP or CE Level 1. If Environmental Services are performed by consultant, the selected Consultant may be responsible for any of the following:

A. Environmental Services

- A.1** Environmental studies required to obtain location approval including Air Quality Analysis, Highway Noise Analysis, Socioeconomic Impact Analysis, Aquatic Ecosystem Analysis, Terrestrial Ecosystem Analysis, Wetland Delineation, Stream Classification, Section 401/404 permitting, Underground Storage Tank and Hazardous Material Investigations, and Cultural Historic/Archaeological Resource Investigations.
- A.2** Mitigation and Remediation as required in any of the aforementioned studies.

B. Document Preparation

- B.1** Technical reports necessary to adequately address specific areas of impact in each of the aforementioned areas.
- B.2** Environmental documentation (CE) necessary for project location approval.
- B.3** Design drawings and data necessary for 401/404 WQC/permit applications.

C. Laboratory Services

- C.1** Interested consultants will not be required to comply with the requirement of utilizing a laboratory prequalified with the KYTC and for UST/Hazmat Services. Criteria for identification of acceptable testing facilities will be discussed with the selected consultant(s) who will provide KYTC with a proposed list of laboratories for approval.

XVI. PREQUALIFICATION REQUIREMENTS

All plan and proposal submittals must be reviewed and stamped by a licensed Professional Engineer. To respond to this project, the project team must be prequalified in the following areas by the response due date of this advertisement.

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- Surveying

STRUCTURE DESIGN

- Spans under 500 feet

TRAFFIC ENGINEERING

- Traffic Engineering Services

GEOTECHNICAL SERVICES

- Drilling Services
- Engineering Services
- Laboratory Testing Services

RIGHT OF WAY SERVICES

- Right of Way Acquisition

ENVIRONMENTAL – ARCHAEOLOGY & OTHER SERVICES

- Prehistoric
- Historic
- Highway Noise
- Air Quality Analysis
- Socioeconomic Analysis
- Cultural Historic Analysis

ENVIRONMENTAL - AQUATIC & TERRESTRIAL ECOSYSTEMS

- Fisheries
- Macro-invertebrates
- Water Quality
- Botany
- Zoology
- Wetlands

ENVIRONMENTAL – UST/HAZMAT

- Hazmat Preliminary Site Assessment (Phase I)
- Hazmat Site Recon/Sampling (Phase II)
- UST Preliminary Site Assessment

XVII. PROCUREMENT SCHEDULE

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

- Advertisement Date - February 10th, 2015
- Response Date - March 4th, 2015 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting - March 10th, 2015
- Final Selection Meeting - March 25th, 2015

- Contract Scoping Conference – April 1st, 2015
- Notice to Proceed – May 1st, 2015

XVIII. PROJECT SCHEDULE

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

XIX. EVALUATION FACTORS

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

1. In-house capability to perform the required services. (20 points)
2. Relative experience of consultant personnel assigned to the project team with highway projects for KYTC and/or federal, local, or other state government agencies. (20 points)
3. Consultant's past performance on projects of similar type and complexity. (20 points)
4. Project approach and proposed procedures to accomplish services for possible projects. (10 Points)
5. Capacity to comply with project schedules. (10 points)
6. DBE Participation Plan (6 Points)
7. 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.

XX. SELECTION COMMITTEE MEMBERS

1. Michael Vaughn, PE, User Division
2. Jarrod Stanley, PE, User Division
3. Ron Matar, Secretary's Pool
4. Travis Thompson, Secretary's Pool
5. Joe Walker, Governor's Pool