

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2016-10 Statewide Landscaping Arboriculture Services

This document constitutes a Request for Proposals for Professional 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

A vendor will be selected to provide arboriculture consulting services statewide on an as-needed basis.

II. PROJECT INFORMATION

Project Manager – Steve Kempf

User Division – Division of Maintenance

Approximate Fee – \$2,000,000 upset limit

Projects to be assigned by Letter Agreement not to exceed \$250,000 each lump sum

Project Funding – State and/or Federal Funds

Contract Duration – 2 years from date of Notice to Proceed, with an option to renew annually for up to an additional 2 years

III. PURPOSE AND NEED

To provide assistance to the Department of Highways, Division of Maintenance with a full range of landscaping arboriculture consulting services, when needed, on a statewide basis.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

One consultant will be selected to provide Landscaping Arboriculture Services for the duration of the contract. All arboriculture services shall be performed in accordance of industry standards as defined by the International Society of Arboriculture (ISA), American Society of Consulting Arborists (ASCA), and all federal, state, and local laws and regulations. The scope of work includes developing vegetation removal plans, developing vegetation corrective plans, reviewing vegetation removal plans, reviewing vegetation corrective plans, providing expertise for complex arboriculture issues, assisting the Roadside Environmental District Administrators (REDA), performing field inspections after vegetation plans have been implemented, and other arboriculture consulting services.

Field inspectors shall demonstrate experience and knowledge of arboriculture. The inspectors shall be capable of handling the physical requirements needed to access and perform arm's

length inspection of the entire project.

VI. SPECIAL INSTRUCTIONS

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 unless 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 key employees and sub-consultants intended to perform the work, including office locations. This section may also be used to list available equipment necessary for providing these services.

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 Vendor's qualifications.

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

Résumés of staff with experience in Electronic engineering content system.

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 Vendor's qualifications. In the second submittal, Vendors may use this section to discuss the Vendors overall capacity to meet Agency deadlines.

Page 6 (A-E): Relative Experience of Proposed Team

This section is required for the initial submittal.

Vendors may use the 5 pages in this section to demonstrate the Vendors experience in providing similar services.

Page 7 (A-C): Project Approach

This section is not required for the initial submittal.

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.

Certifications listed below shall be held and maintained throughout the duration of the contract:

- International Society of Arboriculture Certified Arborist with current status per ISA
- International Society of Arboriculture Board Certified Master Arborist per ISA (required for all personnel within 6 months of Notice To Proceed date)

Responses should include a list of arborists with these qualifications or when these qualifications will be received.

The consultant must provide their own vehicle with safety light and personal protection equipment during field inspections. All field inspections shall be performed during daylight hours. The field inspectors shall park their vehicle outside of the traveled way during inspections.

There is no guarantee of hours. There shall be only one consultant firm selected.

Note: The selected consultant shall not become involved with work related to a Vegetation Removal Encroachment Permit on behalf of an applicant through the duration of the contract.

VII. METHOD OF DESIGN

The selected consultant will be directed to use appropriate design methods that conform to the required standards on a project by project basis. The consultant shall follow industry standards as set forth by the International Society of Arboriculture, as well as all applicable laws and regulations.

VIII. PREQUALIFICATION REQUIREMENTS

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

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date – April 12th, 2016
- Initial Qualifications Filing Due – April 25th, 2016 by 4:30 PM ET
- Initial Selection Committee Meeting – April 27th, 2016
- Selection Committee Meeting to Determine Qualified Vendors – April 29th, 2016
- Qualified Vendors' Pre-Proposal Conference (if necessary) – May 11th, 2016
- Qualified Vendors' Proposals Due – May 18th, 2016
- Final Selection Meeting (if necessary) – May 25th, 2016
- Contract Scoping Conference – June 1st, 2016
- Notice to Proceed – July 1st, 2016

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 landscaping arboriculture consulting services. (10 points)
2. Capacity of firm and availability of qualified staffing to comply with project scheduling of tasks assigned on an as-needed basis. (10 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 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.

XII. SELECTION COMMITTEE MEMBERS

1. Steve Kempf, User Division
2. Staci Timol, P.E., User Division
3. Kevin Rust, P.E., Secretary's Pool
4. Kevin Sandefur, P.E., Secretary's Pool
5. Cole Mitchum, Governor's Pool