

# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2018-03 Statewide Roadway Signing Plans

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**

One consultant will be selected to develop permanent roadway signing plans for inclusion into KYTC projects.

### **II. PROJECT INFORMATION**

Project Manager – Jason Hyatt, P.E.

User Division – Division of Traffic Operations

Approximate Fee – \$500,000 Upset Limit

Work to be assigned by Letter of Agreement, not to exceed \$100,000 per Letter Agreement

Project Funding – State and/or Federal Funds

Contract Duration – Contract will be for 2 years from NTP

*Note: Selection under this advertisement does not guarantee work will be assigned.*

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

To provide consistent permanent signing plans and checking of signing shop drawings for the Department.

### **IV. DBE REQUIREMENT**

Consultants 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 2 points will be considered in the Evaluation Factors for the DBE Participation Plan.

### **V. METHOD OF DESIGN**

The selected Consultant shall utilize the current CADD standards for Highway Plans policy in the development of Highway Signing Plans.

### **VI. SCOPE OF WORK**

Agreements will be prepared to provide engineering services as needed for the development of signing plans. The selected Consultant will be responsible for working with the Kentucky Transportation Cabinet, Division of Highway Design, District Project Development Offices, FHWA, and other consultants to provide permanent roadway signing plans for the Department. Required

services will include:

1. Development of signing plans in accordance with the MUTCD.
2. Investigation and development of cross sections in order to design beams for ground mounted signs, and to provide design data to the Division of Structures for the development of overhead sign structures.
3. Preparation of estimates and quantities for letting plans.
4. Design of ground mounted sign beams (Type A and Type C), and posts (Type D).
5. A recommendation for roadside safety as it pertains to the sign structures.
6. Checking of sign shop drawings.

The scope of work is intended to serve the needs of the Roadway Signing Plans program by utilizing the prequalification categories listed in this advertisement. However, the Department may supplement any ancillary engineering-related service which is deemed necessary by the Department's Project Manager and for which the Consultant is prequalified to provide services.

## **VII. SPECIAL INSTRUCTIONS**

The selected Consultant will be required to work with the Division of Structures in the development of overhead sign structures. The Division of Traffic Operations will be responsible for the review of the signing plans to determine compliance with the MUTCD. Some proposed sign locations may require a survey in order to develop a cross section for the design of the sign support.

The contract may be extended for time to complete work assigned under the initial two-year term. No new assignments will be made after the initial two-year term and the contract will not be modified to increase upset limit. Once the contract Upset Limit is met, or the two-year term is reached, this service will be re-advertised.

Instructions for Response to Announcement can be found at:

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

## **VIII. GUIDELINES AND SPECIFICATIONS**

The selected Consultant should be familiar with the following guidelines and specifications:

- Manual on Uniform Traffic Control Devices (MUTCD)
- Highway Design Guidance Manual
- Traffic Operations Guidance Manual
- Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals
- Roadside Design Guide

## **IX. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed consultant 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

## **X. PROCUREMENT SCHEDULE**

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

- Bulletin Posted – September 12, 2017
- Response Date – October 4, 2017 by 4:30 PM ET (Frankfort Time)
- First Selection – October 9, 2017
- Final Selection – October 25, 2017
- Pre-Design Conference – November 1, 2017
- Fee Proposal – November 10, 2017
- Contract Negotiations – November 22, 2017
- Notice to Proceed – December 21, 2017

## **XI. PROJECT SCHEDULE**

Individual project schedules will be by Letter Agreement on a project-by-project basis.

Completion of All Services – December 31, 2019

## **XII. EVALUATION FACTORS**

1. Past record of performance on projects of similar type and complexity. (20 points)
2. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or for federal, local, or other state governmental agencies. (10 points)
3. Capacity to comply with project schedule. (10 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. DBE Participation Plan (2 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.

## **XIII. SELECTION COMMITTEE MEMBERS**

1. Jason Hyatt, P.E., User Division
2. Tim Tharpe, P.E., User Division
3. Rachel Catchings, P.E., Secretary's Pool
4. Mikael Pelfrey, P.E., Secretary's Pool
5. Wes Sydnor, P.E., Governor's Pool