

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2021-08 Roadway Design Services

This document constitutes a Request for Proposals for a 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

This statewide contract is to provide necessary Roadway Design Services. Six (6) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Patrick Perry, P.E.
User Division - Highway Design
Approximate Fee - \$2,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$500,000 per Letter Agreement
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

The selected consultants will be asked to perform necessary work to supplement the Roadway Design services provided by the District and Central Offices on an as-needed basis.

IV. DBE REQUIREMENT

The Consultant team shall include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach (Page 7) to demonstrate this plan. A maximum of 4 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 Kentucky Transportation Cabinet, Division of Highway Design and District Project Development offices to provide roadway design services, as needed, for various Transportation projects. The selected consultants may also be responsible for preparing roadway plans, permits and other related project development

activities for the construction of approved transportation improvements.

VI. SPECIAL INSTRUCTIONS

Six (6) consultants will be selected to provide these services for a period of two (2) years with no new work assigned after two years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. Contracts 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 and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$500,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool of selected consultants and list in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Highway Design reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. 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 five (5) business days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/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.

VIII. UTILITIES

The selected consultants may be required to assist the Department with Utility Plans for various projects. The selected consultants may be required to provide Subsurface Utility Engineering (SUE) work to field-locate utilities as needed.

IX. PREQUALIFICATION REQUIREMENTS

To respond to this project, the Consultant 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

ENVIRONMENTAL & UST SERVICES (please see note below)

- UST & Hazmat Preliminary Site Assessment (Phase I)*

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS (see note)

- Fisheries*
- Freshwater Macroinvertebrates*
- Water Quality*
- Botany*
- Terrestrial Zoology*
- Wetlands*

ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES (please see note below)

- Prehistoric Archaeology*
- Historic Archaeology*
- Highway Noise Analysis*
- Air Quality Analysis*
- Socio-economic Analysis*
- Cultural Historic Analysis*
- EIS Writing and Coordination*

GEOTECHNICAL SERVICES (please see note below)

- Geotechnical Drilling*
- Geotechnical Engineering*
- Geotechnical Laboratory Testing*

RIGHT OF WAY SERVICES (please see note below)

- Acquisition*
- Relocation*

TRAFFIC ENGINEERING (please see note below)

- Traffic Engineering*

UTILITY DESIGN (please see note below)

- Communication*
- Electrical Level 1*
- Electrical Level 2*
- Gas Level 1*
- Gas Level 2*
- Water & Sewer Level 1*
- Water & Sewer Level 2*
- Petroleum*
- Utility Preconstruction Coordination*
- Utility Construction Inspection*

**Note – Environmental, geotechnical, traffic engineering, right-of-way, and/or utility design prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should any of these services become necessary during the delivery of the project, the selected Consultant team must obtain the required qualifications before providing those services.*

X. PROCUREMENT SCHEDULE

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

- Advertisement Posted: February 9, 2021
- Response Date: March 3, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: March 8, 2021
- Final Selection: March 24, 2021
- Pre-Design Conference: March 31, 2021
- Notice to Proceed: April 21, 2021

XI. PROJECT SCHEDULE

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

XII. EVALUATION FACTORS

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

1. Past record of performance on projects similar in type and complexity. (20 Points)
2. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (15 Points)
3. Available team workload 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 (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XIII. SELECTION COMMITTEE MEMBERS

1. Patrick Perry, P.E., User Division
2. Andre Johannes, P.E., User Division
3. Stephen De Witte, P.E., Secretary's Pool
4. Charlie Dale, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool