

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2022-07 Tunnel Management and Operations

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

The East End Crossing Tunnel (EECT) carries I-265 under US-42 in Jefferson County. This contract is to provide technical assistance to create an Operations Maintenance Contract necessary for Tunnel Management and Operations.

II. PROJECT INFORMATION

Project Manager - Tracy Nowaczyk, P.E.
User Division - Maintenance
Approximate Fee - \$500,000 (Lump Sum)
Project Funding - State and Federal Funds

III. PURPOSE AND NEED

The operations, maintenance, regular inspections and repairs of the East End Crossing Tunnel (EECT) have been handled by the Kentucky Transportation Cabinet through district staff, master agreements and TRIMARC monitoring. Tunnel systems include, but are not limited to, the following:

- Fire Detection and Suppression
- Tunnel Ventilation
- Emission monitoring system
- Power supply and distribution system
- Tunnel lighting
- Drainage System
- Fire- and life-safety systems (radio communications)
- Supervisory Control and Data Acquisition (SCADA)
- Intrusion detection and access control
- Tunnel traffic surveillance and ITS
- Tunnel signage, signals, and control
- Tunnel communications and control
- Tunnel Mechanical and Electrical Systems

The consultant will assist the Department in the development and delivery of an Operations Maintenance Contract to be advertised for the EECT.

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 (Section 7) to demonstrate this plan.

V. CONFLICT OF INTEREST

Award of this contract will prohibit the selected Consultant and subconsultants from submitting on a future advertisement for the Operations Maintenance contract.

VI. SCOPE OF WORK

The selected Consultant shall be responsible for assisting the Department in the development of an Operations Maintenance Contract for the EECT in Jefferson County.

1. The Consultant shall assist the Cabinet in the development of contract documents, standards, specifications and requirements to:
 - a. Perform routine and corrective maintenance within the limits of the EECT.
 - b. Perform routine systems inspections within the limits of the EECT.
 - c. Maintain an inventory of all assets within the limits of the EECT.
 - d. Maintain documentation in compliance with National Tunnel Inspection Standards (NTIS).
 - e. Maintain work order documentation for all work within EECT limits.
 - f. Specify performance expectations for assets within the EECT
 - g. Specify any penalties related to performance and response of assets and maintenance needs within the EECT limits.
2. The Consultant shall assist the Cabinet in the development of a quarterly inspection procedure and report to monitor contractor performance.
3. The Consultant shall review and provide recommendations for work order software to maintain documentation related to EECT.
4. The Consultant shall perform any additional services on this tunnel as required by the Cabinet.

The Consultant contract may be renewed in two-year cycles and provide for additional services, contingent upon the approval of both parties.

VII. SPECIAL INSTRUCTIONS

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

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

The Department will allow for the following modification to the standard response format for response to this advertisement only:

- Section 7 (A-C): Project Approach, may be expanded not to exceed 4 pages total. As standard procedure, the DBE Participation Plan should also be included in this portion of the response with an additional fifth page allowed.

VIII. AVAILABLE INFORMATION

The East End Tunnel Operations and Maintenance Manual will be made available.

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.

[MAINTENANCE – BRIDGE MAINTENANCE SERVICES](#)

- *Tunnel Inspection*

** Note – These Tunnel Inspection prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services, or bring on a prequalified subconsultant at that time.*

X. INTERVIEW

The selection committee will identify a shortlist of three proposers who submit a responsive proposal to participate in an oral interview. All responding firms should be prepared to present a short presentation and respond to questions. The oral interview will last no more than 60 minutes. Each Proposer will be allowed no more than 30 minutes for a presentation followed by a question and answer session, which should take no longer than 30 minutes.

The presentation shall not be used to fill in missing or incomplete information in the written proposal. No additional material shall be presented other than information from the formal response, although a 2-sided 11" x 17" sheet shall be permitted for reference by the Selection Committee.

KYTC will ask the Proposers specific questions relative to their proposal. Follow-up questions from KYTC will be permitted. The oral interview will not be scored separately. The interview is used solely for KYTC to seek clarification of the Proposer's proposal. Proposers will not be permitted to ask questions of KYTC.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

Each firm shall be required to bring the Consultant's Project Manager and may bring up to four other individuals, at least one of which will actively participate at a local level on the team, to the interview.

Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts or FHWA staff may also attend the interviews. Elected officials will not be permitted to attend. KYTC will terminate the interview promptly at the end of the allocated time.

KYTC may videotape to document the oral interviews. These recordings are not intended for public use except for the selected Consultant team, which shall be shared with the Department's project team. All other interviews will be shared only with the responding firms but not dispersed by the Department. All interviews are expected to be held via videoconference.

XI. PROCUREMENT SCHEDULE

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

- Advertisement Posted: January 11, 2022
- Response Date: February 2, 2022 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: February 3, 2022
- Shortlist Meeting: February 11, 2022
- Interviews & Final Selection: February 24, 2022
- Scoping Conference: March 1, 2022
- Consultant Fee Proposal March 11, 2022
- Contract Negotiations March 23, 2022
- Notice to Proceed: April 13, 2022

XII. PROJECT SCHEDULE

- Work Order System Evaluation July 1, 2022
- Draft Deliverables November 1, 2022
- Final Deliverables December 15, 2022

XIII. 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 highway project for KYTC and/or federal, local or other state governmental agencies. (30 Points)
2. Past record of performance on projects similar in type and complexity. (20 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. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XIV. SELECTION COMMITTEE MEMBERS

1. Tracy Nowaczyk, P.E., User Division
2. Josh Rogers, P.E., User Division
3. David Erickson, P.E., Secretary's Pool

4. Charlie Dale, P.E., Secretary's Pool
5. Bart Bryant, P.E., Governor's Pool