

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-03 Statewide Roadway Signing Plans 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 Signing Plans Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Jason Hyatt, P.E.
User Division - Traffic Operations
Approximate Fee - \$250,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$100,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

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

IV. DBE GOAL

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 should 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 exhibit this plan. A maximum of four (4) 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

The selected Consultant(s) 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.

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 Traffic Operations, 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

One (1) consultant 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 \$250,000. 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 \$100,000 without written approval from the State Highway Engineer.

Instructions for Response to Announcement can be found at:

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

VIII. GUIDLINES 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 Consultant must be prequalified in the following areas by the response due date of this advertisement.

ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Urban Roadway Design

X. PROCUREMENT SCHEDULE

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

- Advertisement Date: September 12, 2023
- Response Date: October 4, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: October 9, 2023
- Final Selection: October 25, 2023
- Pre-Design Conference: November 1, 2023
- Notice to Proceed: November 22, 2023

XI. PROJECT SCHEDULE

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

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

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. (10 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. Jason Hyatt, P.E., User Division
2. Tim Tharpe, P.E., User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Zachary Neihof, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool