

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-03 Statewide Aviation Planning and Engineering 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 Aviation.

I. PROJECT DESCRIPTION

This statewide contract is to provide necessary Aviation Planning and Engineering Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager -	Wayne Simpson, P.E.
User Division -	KY Department of Aviation
Approximate Fee -	\$750,000 per contract (Upset Limit)
	Work will be assigned via Letter Agreement, not to exceed \$300,000
Project Funding -	State and Federal Funds
Contract Term -	Two Years

III. PURPOSE AND NEED

Assist the KY Department of Aviation with engineering and planning projects beyond the expertise and time constraints of existing personnel.

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. The Consultant team selected shall coordinate with the FAA Memphis ADO to fulfill DBE requirements required as part of 49 CFR Part 26. A maximum of four (4) points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultants will be required to provide airport planning and airport engineering services at public-owned airports throughout the Commonwealth on an as-needed basis in the following areas:

- General airport planning consultation (airport geometry, building configuration, aircraft/automobile parking layout, etc.)
- Airport layout plans
- Airport master plans
- All other airport planning documents required by the FAA or KDA
- General airport surveying/mapping (horizontal and vertical)
- Airport approach analysis/evaluation
- Airport improvement design projects, including, but not limited to:
 - Runway/taxiway/apron extension/repair
 - Runway safety area improvements
 - Pavement maintenance projects, including crack repair, seal coats, maintenance overlays, etc.
 - Lighting/electrical projects, including runway/taxiway edge lighting, signage, etc.
 - Navigational aids (Nav aids), including REILs, PAPIs, wind cones, etc.
 - Automated Weather Observation Systems (AWOS) construction/installation
 - Airport fencing and gates
 - Airport infrastructure projects, including administrative buildings, t-hangars, fuel systems, etc.
- Airport construction administration/observation services
- Airport construction project estimates

VI. SPECIAL INSTRUCTIONS

Two (2) 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 \$750,000. 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 \$300,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants 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 KY Department of Aviation 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. PREQUALIFICATION REQUIREMENTS

To respond to this project, the Consultant must be prequalified in the following areas by the response due date of this advertisement.

AVIATION

- Airport Design
- Airport Master Planning
- Airport Project Inspection

ROADWAY DESIGN

- Surveying
- Photogrammetry & Related Services

VIII. 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

IX. 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

X. 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 aviation planning projects for KDA and/or federal, local or other state governmental agencies. (20 points)
2. Relative experience of consultant personnel assigned to project team with aviation engineering projects for KDA and/or federal, local or other state governmental agencies. (20 points)
3. Knowledge of, and experience with, various FAA procedures and criteria regarding aviation planning and design. (10 points)
4. Knowledge of, and experience at, airports within the KY Air Transportation System. (5 points)

5. DBE Participation Plan (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Wayne Simpson, P.E., User Division
2. Joe Carter, User Division
3. Amanda Desmond, P.E., Secretary's Pool
4. Casey Smith, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool