

Request for Proposal
For
Architectural Selection for
KYTC-I65 Commercial Vehicle Monitoring (CVM) Station Relocation
I-65 South Bound, Mile Marker 86.4
Hardin County, Kentucky

Solicitation No.: RFP-785-2600000426
Request for Proposal No.: RFP-902

Issued by
Finance and Administration Cabinet

Johnathan Burmeister, Purchasing Agent II
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**REQUEST FOR PROPOSALS
TO PROVIDE PROFESSIONAL SERVICES
Architectural Selection for
KYTC-I65 Commercial Vehicle Monitoring (CVM) Station Relocation
I-65 South Bound, Mile Marker 86.4
Hardin County, Kentucky
RFP-902**

Principal Design Professional: Architect

Project Name and Location: Architectural Selection for
KYTC-I65 Commercial Vehicle Monitoring (CVM) Station
Relocation
I-65 South Bound, Mile Marker 86.4
Hardin County, Kentucky

Project Budget: \$9,400,000.00 Design and Construction

Requested by: KY Transportation Cabinet

Response Deadline (Proposals Due): May 11, 2026, 1:30 PM ET

Short List Meeting: May 22, 2026, 9:00 AM ET
Virtual Meeting

Interviews (subject to change): June 5, 2026, 9:00 AM ET, 10:00 AM ET, 11:00 AM ET
Virtual Meeting

If three or fewer firms submit responses to this RFP, all firms will be interviewed. The Shortlist and Interview dates may be moved.

Selection Process: SHORTLIST WITH INTERVIEWS - KRS 45A.825(8)

Selection Committee Members for this project: (Do NOT contact the Committee members)

Finance and Administration No. 1: Bill Novak
Finance and Administration No. 2: Matt Myers
User Agency No. 1: Joseph Ferguson
User Agency No. 2: Tate Harris
At-Large: Timothy Murphy
Kentucky Auditor of Public Accounts: Alex Evans

Requests for Information:

Johnathan Burmeister, Division of Engineering & Contract Administration
Phone: (502) 545-8257 Email: johnathan.burmeister@ky.gov

NOTICE: Any communication or discussion concerning this RFP with any Commonwealth of Kentucky personnel other than Johnathan Burmeister may result in the firm's response to this Request for Proposal to be determined to be non-responsive.

PROJECT DESCRIPTION

The Commonwealth of Kentucky, Finance & Administration Cabinet, Division of Engineering & Contract Administration (DECA) is seeking professional design services for the Kentucky Transportation Cabinet (KYTC) I-65 Commercial Vehicle Monitoring Station (CVM) Relocation located on I-65 Southbound, Mile Marker 86.4, Hardin County, Kentucky.

Scope of work:

Loadometer Building

The Work will include a new 2,150 sf office building which will house the following functions: Scale monitoring area with views in four directions, customer service area, restrooms, break area, six offices, mechanical room, and an attached three bay garage with overhead door. The HVAC system will be a forced air ducted heat pump. Utilities will include water, sewer (via new lift station), electric, and fiber optic communication. Electrical and data/voice design will coordinate extensively with Metter-Toledo's scale work, designed and installed under separate agreements.

Truck Haven Rest Area Building

The Work will include a new 2,060 sf restroom building which will house the following functions: men's and women's restrooms with 12 water closets for women and 8 water closets 4 urinals for men. Both restrooms will include six lavatories, six hand dryers, diaper changing station, and stainless-steel toilet compartments. Floor finish will be durable, institutional grade products. A utility area and staff break area will be provided in the central area of the building. Vending areas will be provided at a covered areas at either end of the building.

Inspection Barns

Two inspection barns will be provided per typical KYTC standards. Barns will be 24' x 80' with operable gates at either end. The barns will be wood post structures with metal roofs and metal siding. Floor drains to oil water separators will be provided. Lighting, power, and data (security) will also be provided. A lighted inspection pit will be provided down the center of the barn floor with steps at either end.

Site Design

Complete site design serving and immediately surrounding all buildings including all utilities, storm structures, ADA accessibility, pedestrian paths between structures, and some parking design related specifically to each building may also be included in this scope of work. Most of the site design for the greater surrounding area of the weigh station will be design and constructed under separate contracts through KYTC – see description below.

Site Utilities

Water

Hardin County Water District Number 2 (HCWD2) will be the water service provider for this site. To serve this site, HCWD2 identified a service connection on Nolin Road. The project will be required to run a private water line from the meter at Nolin Road to the site. Nolin Road has an existing 6-inch water line. The private water line could likely follow a route which would be 4,600-foot-long 6-inch pipe. This line would require private property easements procured by KYTC. Another 1,000 feet of waterline will be required within the site, to serve each building.

Wastewater

HCWD2 is also the provider for a sanitary sewer connection to the project site. HCWD2 conveys its wastewater to Elizabethtown for treatment. To reach the HCWD2's sewer system, a sewage pump station would be installed on-site, and a force main constructed to HCWD2's existing sewage pump station on Gilead Church Road. The proposed force main would be a 12,100-foot 3-inch line that would need to bore under the Nolin River.

Electrical

Electrical service to the CVM Station will be provided by the local electrical utility. An on-site utility company transformer will provide power for the various facilities located on the site. On-site power distribution will use underground conduit and conductors. The distribution system will provide 120/208 volt, three-phase electrical service to all structures or facilities.

Scope by Others (KYTC will utilize a separate design team and construction contract to complete the following scope of work. This design team shall be responsible for close coordination with the KYTC design team and the separate KYTC construction contractors who will perform this work):

Site Design

All site vehicular use areas, parking areas, traffic lanes, traffic flow patterns, storm drainage, curbs, landscape islands and other site elements outside the buildings will be designed under separate agreements and coordinated with the work under this agreement.

Scale Work

All truck scale work including static scale, WIM (weigh-in-motion), camera systems, Pre-Pass and related items will be designed under separate agreement and coordinated with the work under this agreement. It is understood that the scale related work will require numerous items provided by the building contractor including power, data, multiple conduits, mast arms, signaling devices, and a reinforced concrete static scale pit. Static scale pit will be provided by building contractor to specifications acceptable to the scale contractor. The static scale will be installed in the provided reinforced concrete pit by the scale contractor under separate agreements.

Regulatory Review and Permitting Requirements

Building (General Architectural)

- Plan Review by HBC, Frankfort for compliance with KBC. All applicable codes currently enforced in Kentucky will apply including Plumbing Code, Electrical Code, Building Code, and Accessibility Standards.
- Local Health Dept. and Environmentalist will review plumbing and sewage system.

The Commonwealth reserves the option to increase the scope of services under this RFP if needed and as funding allows.

CONSULTANT TEAM COMPOSITION

The consultant team shall include, at a minimum, the following professional design Disciplines/Expertise. Disciplines/Expertise may reside in one or multiple persons/firms. The consultant team may include other expertise in addition to that listed below.

- **Architect**
- **Mechanical Engineer**
- **Electrical Engineer**
- **Structural Engineer**
- **Civil Engineer**

INDICATION OF KENTUCKY REGISTRATION

This project requires the services of an Architect and/or Engineer registered in Kentucky. Respondents are to provide, in their response submittal, Kentucky Architectural Registration or Kentucky Board of Registration for Professional Engineers numbers for each Architect and/or Engineer that will be providing services for this project.

RESPONDENTS ARE TO PROVIDE REFERENCES

Respondents are to provide a minimum of three (3) references from similar projects. These references are to include: name of project, address of project, date project completed, Construction amount, current contact person and phone number.

PROJECT SCHEDULE

Schedule to be confirmed during design:

Phase A	Sixty (60) days
Phase B	Eighty (80) days
Phase C	One Hundred Twenty (120) days
Phase D	TBD during design process

SPECIAL NOTES

Respondent's attention is called to the Requirement of Affidavits included in this RFP, which **must be submitted with each proposal**. Failure to submit may result in your proposals not being scored.

A Federal Standard Form 330 Part II is not required to be on file **but must be included in your proposal**. **The minimum submittal requirement is for a 330 Part II for the lead firm of the consultant team**. A 330 Part II for each consultant team member is optional, but is often helpful to the Selection Committee in their review.

Use the latest version of the SF 330 Part II located at: [Architect-Engineer Qualifications | GSA](#)

REGISTRATION WITH SECRETARY OF STATE:

Domestic and foreign corporations shall be registered with the Kentucky Secretary of State and declared to be in "good standing" prior to award of contract. Offerors should verify status at the following website: <http://www.sos.ky.gov> and click on "Business Services". Failure to comply with this requirement within (5) days after notification may render your proposal non-responsive.

REGISTRATION WITH SECRETARY OF STATE BY A FOREIGN ENTITY:

Pursuant to KRS 45A.480(1)(b), an agency, department, office, or political subdivision of the Commonwealth of Kentucky shall not award a state contract to a person that is a foreign entity required by [KRS 14A.9-010](#) to obtain a certificate of authority to transact business in the Commonwealth (“certificate”) from the Secretary of State under [KRS 14A.9-030](#) unless the person produces the certificate within fourteen (14) days of the bid or proposal opening. Therefore, foreign entities should submit a copy of their certificate with their solicitation response. If the foreign entity is not required to obtain a certificate as provided in [KRS 14A.9-010](#), the foreign entity should identify the applicable exception in its solicitation response. Foreign entity is defined within [KRS 14A.1-070](#).

For all foreign entities required to obtain a certificate of authority to transact business in the Commonwealth, if a copy of the certificate is not received by the contracting agency within the time frame identified above, the foreign entity’s solicitation response shall be deemed non-responsive or the awarded contract shall be cancelled.

Businesses can register with the Secretary of State at [Kentucky Business One Stop](#)

PROPOSAL SUBMITTAL:

Solicitation responses (“proposal”) shall be received by electronic submission through the Commonwealth’s eProcurement system.

Please be advised: Bids shall not be accepted via postal carrier (USPS, UPS, FED EX, etc.) nor can bids be hand delivered.

Response must contain all information required by the Solicitation and be executed by an authorized agent of the Proposer, affirmed by electronically submitting the proposal through the eProcurement system.

To submit a response, vendor **SHALL** be registered in the Commonwealth eProcurement System via the Vendor Self Service (VSS) System at <https://vss.ky.gov>. Allow 24 - 48 hours to complete Vendor Registration. Vendors must be logged in to their Vendor Self Service account in order to submit a response. The Customer Resource Center is not able to complete registrations and activate accounts on the same day. Closing dates will not be extended for Vendors not registered by the date/time of the bid closing. Vendor Self Registration Guides are provided at <https://vss.ky.gov> under “Download Vendor Forms and Quick Reference Guides.”

All respondents are cautioned to begin their electronic submission in sufficient time to complete before the closing date and time. Delays due to inability to register, document upload impediments, or technical difficulties shall not be justification for acceptance of a late bid or proposal. If you need assistance, please contact:

Customer Resource Center (CRC)

- Email at Finance.CRCGroup@ky.gov;
- Locally at 502-564-9641 or toll-free 877-973- HELP (4357).

Online bid responses must be in an “Accepted” status prior to the closing date and time of the solicitation. The assigned date and time stamp from the eProcurement system generated at the time of final acceptance and formal submission by the vendor shall establish the date and time the bid was submitted. A bid may be modified or withdrawn electronically through VSS prior to the bid closing date and time.

Please be advised, VSS will not allow submission of an online response after the published date and time for closing.

Respondent must attach proposal as an attachment when submitting an electronic response.

Respondent assumes full responsibility for timely submission of the proposal in compliance with the above-described procedures and conditions.

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- Use single page PDF format for proposals. Do not use book/dual-page view.
 - Do not include blank pages.
 - Upload proposal as a single PDF file unless size restrictions (65000 KB) necessitate multiple files. Identify each file accordingly.
 - **Bookmark each section and/or attachment within the PDF.**
-

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS TO PROVIDE PROFESSIONAL SERVICES COMMONWEALTH OF KENTUCKY FINANCE AND ADMINISTRATION CABINET

I. STATUTORY AUTHORITY:

Selection of firms to provide professional services to the Commonwealth of Kentucky are governed by the provisions the Kentucky Revised Statutes, Section 45A from KRS 45A.800 to KRS 45A.835.

Procedural authority for this selection process can be found at KRS 45A.825 (8) (a-g).

A copy of the applicable Kentucky Revised Statutes may be requested from the office and address listed in Section IX, herein.

The Instructions set forth herein are applicable only to selections for professional services sought by the Finance and Administration Cabinet, and do not include any professional services selections made by the Transportation Cabinet.

II. RESPONSIVENESS:

The mission of the selection process is to provide a uniform methodology for the Commonwealth of Kentucky to procure professional architectural and/or engineering services.

The purpose of seeking responses is to afford the members of the Selection Committee the opportunity to fairly evaluate and compare your firm's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the Committee. Therefore, it will be in your firm's best interest to be specifically responsive to the requirements of this solicitation. Given the number of selections presently being made within a short period of time, it will be in your firm's responsibility to carefully consider how to fulfill this requirement. To that end, the Selection Committee is asking the Respondents to submit a cover letter setting forth the Respondent's interest, capabilities, talents and expertise in complying with the project requirements.

The cover letter and Attachments are to be submitted and incorporated therein. The cover letter shall be using a minimum of 10 pt. type and not exceeding four pages in length. This letter will serve as an introduction for the Selection Committee of the Respondent's qualifications and capabilities. It is not meant to limit a Respondent's submittal of other supplementary and/or supporting information as described hereinafter. The imposed page limit will not be counted to include all Attachments, additional and/or supplementary information specifically sought by the Committee. **Results of shortlist meeting and interviews will be sent by e-mail to the contact person listed on the Signature Page of the Proposal.**

Respondents shall be limited to one (1) proposal per Respondent per Project. For the purposes herein, a "Respondent" means that legal entity which submits a proposal. Multiple Respondent proposals per Project will be deemed as being non-responsive.

The goal of the selection process is to match the requirements of the service to be provided with the most appropriate professional firm.

III. FIRM EXPERIENCE:

ATTACHMENT "A" - Provide a list of representative projects completed by your firm that would assist the Selection Committee's consideration of the firm's experience. While the number of projects presented is within your sole discretion, the list should focus on projects of similar scope and technical complexity sought by this solicitation. This list shall be appended to the cover letter and identified as **Attachment "A"**. The list of representative projects shall include the following specific information:

- A. Project Name and Location:
- B. Name and Address of Owner/Client:
- C. Project Description (including cost, size and present status, i.e. completed, etc.).

IV. PERSONNEL AND EXPERIENCE:

ATTACHMENT "B" - Provide an explicit list of the proposed Project team that will be assigned to this Project, should your firm be selected. The list shall identify the principal in charge, project manager/captain, key professional and technical staff. The list shall include any special consultants and/or business entities that the submitting firm proposes to engage and use for the Project. This list shall be appended to the cover letter and identified as **Attachment "B"**. Individual resumes are to be included in the supplementary supporting information submitted by the responding firm and should be designed to demonstrate personal and professional qualifications, experience and training that would be germane to this Project. Provide a brief outline of each individuals anticipated duties relative to this Project.

Project team members identified in Attachment "B" shall include registration or certification number(s) or other information evidencing current professional licensure in the Commonwealth of Kentucky when law requires such licensing. Provide this information on the attached form entitled "Individual Registrations/Firm Permits".

Additional relevant information may be submitted by the Respondent that might assist the Selection Committee in the assessment of your firm's qualifications.

Any known, or anticipated, changes in the composition of the proposed Project team shall be made known to the Selection Committee Administrator, in writing, prior to the completion of the selection process. Non-compliance with this requirement may be deemed as sufficient reason for disqualification.

V. QUALIFICATION REQUIREMENTS

Respondent shall be a lawfully qualified to do business with and within the Commonwealth of Kentucky.

A Federal Standard Form 330 Part II is not required to be on file but must be included in your proposal. The minimum submittal requirement is for a 330 Part II for the lead firm of the consultant team. A 330 Part II for each consultant team member is optional, but is often helpful to the Selection Committee in their review.

Use the latest version of the SF 330 Part II located at: [Architect-Engineer Qualifications | GSA](#)

EQUAL EMPLOYMENT AND NONDISCRIMINATION

- a. The Commonwealth of Kentucky is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination based on race, creed, color, sex, age, religion, national origin, or disability in employment.
- b. Unless exempted in accordance with KRS 45.590, the provisions of KRS 45.560 to 45.640, known as the Kentucky Equal Employment Act of 1978, shall be binding upon the selected Architect-Engineer and the resulting contract shall contain the provisions set out at KRS 45.570(2).
- c. Any respondent not exempted from the affirmative action or reporting requirements of KRS 45.560 to 45.640 shall, within five (5) calendar days after being selected submit to the Office of Equal Employment Opportunity and Contract Compliance, Finance and Administration Cabinet, through the purchasing agency, the information required by KRS 45.600, on forms provided by the purchasing agency, and submitted in the manner prescribed on the forms.

VI. SUPPLEMENTAL INFORMATION SUBMITTAL:

In order to give each candidate firm equal and fair opportunity for consideration by the Selections Committee, please supply the following specific information as part of your Project submittal:

ATTACHMENT "C" - Address of the office(s) where the principal amount of Work of this Project will be performed.

Brief description and percentage of the work product that will be performed in-house by the Respondent.

Brief description and percentage of the work product that will be performed by others, not in-house.

Concise and succinct evidence of the Respondent's present manpower utilization, and/or a brief statement how the manpower requirements of this solicitation would be met.

A complete listing of the following work load:

- E.1. Current contracts with the Commonwealth of Kentucky, Finance and Administration Cabinet. Response is for Respondent firm only and does not include Consultants. (Include Project Name, Scope and present status of the Project.)
- E.2. Commonwealth of Kentucky contracts within the previous two years. Response is for Respondent firm only and does not include Consultants. (Include Project Name, Scope and present status of the Project.)
- E.3. Contracts with other design consultants as a retained Consultant on Commonwealth of Kentucky Contracts held by others for the above time periods. (Include Project Name, Scope and present status of the Project.)

VII. Access to Records

The contractor, as defined in KRS 45A.030 (9) agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this contract for the purpose of financial audit or program review. Records and other prequalification information confidentially disclosed as part of the bid process shall not be deemed as directly pertinent to the contract and shall be exempt from disclosure as provided in KRS 61.878(1)(c). The contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884.

In the event of a dispute between the contractor and the contracting agency, Attorney General, or the Auditor of Public Accounts over documents that are eligible for production and review, the Finance and Administration Cabinet shall review the dispute and issue a determination, in accordance with Secretary's Order 11-004. (See attachment)

VIII. REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS:

Respondent's attention is called to the Requirement of Affidavits included in this RFP, which **must be submitted with each proposal**. Failure to submit may result in your proposals not being scored.

IX. RECIPROCAL PREFERENCE FOR KENTUCKY RESIDENT BIDDERS:

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410)**.

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - a. Is authorized to transact business in the Commonwealth; and
 - b. Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect (Pursuant to KRS 45A.480, the Commonwealth of Kentucky may not contract with any person not in compliance with Kentucky's KRS Chapter 342 workers' compensation insurance requirements)
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following “qualified bidders” will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming “qualified bidder” status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be considered a qualified bidder- affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

Past Vendor Performance may be considered in the award of this Contract. Vendors with a record of poor performance in the last 12 months may be found non-responsible and ineligible for award.

X. RESPONSE FORMAT, TIME AND PLACE:

One copy of the response shall be complete and submitted using the Commonwealth’s eProcurement System ([Vendor Self Service Portal](#)).

Time will be local Frankfort time on the date established as the Response Deadline on the cover page of this solicitation. Any submittals received after the end of the solicitation period will not be given consideration.

XI. RESPONSE EVALUATION CRITERIA:

All proposal responses will be afforded equal consideration by the members of the Architectural/ Engineering Selection Committees as created by KRS 45A.810.

The Selection Committee will review your firm’s previously submitted qualifications for firm size, organization, professional capabilities, location(s), workload(s) and general experience.

All proposals received will be evaluated using a numerical rating system designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents. Criteria for evaluation is included in [FAP 220-14-00.pdf \(ky.gov\)](#). An evaluation form is included herein for your review. Evaluation factors will include the reciprocal preference for resident bidders as required by KRS 45A.494.

Each Selection Committee member will review, consider, evaluate and assign a numerical score to each proposal. All proposals will be graded, then the three highest numerical scores will be ranked in order with the Respondent having the highest score in first place, the second highest score in second place, followed by the third highest score. Each Committee Member shall then indicate, in writing, their choices for first, second and third place. Each named first choice firm will receive three points followed by each second choice firm receiving two points and each third choice firm receiving one point.

The selection process will then follow either KRS 45A.825 (7) – Short Listing Without Interviews or KRS 45A. 825(8) – Short Listing With Interviews.

Short Listing Without Interviews - KRS 45A.825(7): The Committee shall then determine which firm received the highest score based on the points associated with the ranking of each members first, second and third choices. The Committee will notify the Director of Engineering and Contract Administration of the firm receiving the highest score and the Director of Engineering and Contract Administration shall then begin negotiations with the top-ranked firm.

Short Listing With Interviews - KRS45A.825(8): The Committee shall then determine the firms receiving the three highest scores based on the points associated with the ranking of each members first, second and third choices. The Committee will reconvene at a second executive session meeting to interview the three finalists. The finalists will be interviewed as prescribed by the statute and each Committee member rank the firms in the same two-tiered scoring described above.

KRS 45A.825 (9) & KRS 45A.825 (10) set forth the remaining steps in the selection process.

INQUIRIES AND ELECTRONIC COMMUNICATIONS:

Any and all inquiries pertaining to this solicitation shall be addressed to the Selection Committee Administrator - johnathan.burmeister@ky.gov.

Electronic information related to the advertisement and solicitation for professional services may be viewed at: [State Planroom - Finance and Administration Cabinet \(ky.gov\)](http://StatePlanroom-FinanceandAdministrationCabinet.ky.gov)

SPECIAL NOTICE:

Interested firms shall have no contact with any member of the Selection Committee about any matters relating to this solicitation. Any breach of this provision will be grounds for disqualification from the selection process.

SUBMITTAL CHECKLIST:

The following is a list of the **required** submittals for this solicitation:

- Cover Letter
- Attachment "A" – FIRM EXPERIENCE
- Attachment "B" – PROJECT TEAM
- Attachment "C" – WORKPLACE AND WORK LOAD
- Attachment "D" – FEDERAL STANDARD FORM 330 Part II
- Attachment "E" – REQUIRED AFFIDAVITS
- Attachment "F" – KENTUCKY PERMIT AND REGISTRATION FORM
- Attachment "G" – OFFICIAL SIGNATURE PAGE

Please Bookmark each attachment within the PDF file.

END OF INSTRUCTIONS

ATTACHMENTS:

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS
KY PERMIT AND REGISTRATION FORM
OFFICIAL SIGNATURE PAGE
SELECTION COMMITTEE STANDARD GRADING FORM

- Use single page PDF format for proposals. Do not use book/dual-page view.
 - Do not include blank pages.
 - Upload proposal as a single PDF file unless size restrictions (65000 KB) necessitate multiple files. Identify each file accordingly.
 - **Bookmark each section and/or attachment within the PDF.**
-



Required Affidavit for Bidders, Offerors and Contractors (KRS 45A.110 & 45A.115)

Affidavit Effective for One (1) Year from Date of Execution

Instructions: Pursuant to [KRS 45A.110](#) and [45A.115](#), a bidder, offeror, or contractor (“Contractor”) is required to submit a Required Affidavit for Bidders, Offerors, and Contractors to be awarded a contract, or for the renewal of a contract. An authorized representative of the contracting party must complete the attestation below, have the attestation notarized, and return the completed affidavit to the Commonwealth.

Attestation

As a duly authorized representative for the Contractor, I swear and affirm under penalty of perjury, that that the Contractor has not knowingly violated campaign finance laws of the Commonwealth of Kentucky and that the award of a contract will not violate any provision of the campaign finance laws of the Commonwealth. For purposes of this attestation, "Knowingly" means that the bidder or offeror is aware or should have been aware of the existence of a violation. The bidder or offer understands that the Commonwealth retains the right to request an updated affidavit at any time.

Signature

Printed Name

Title

Date

Bidder or Offeror Name: _____

Address: _____

Commonwealth of Kentucky Vendor Code (If known): _____

Subscribed and sworn to before me this ____ day of _____, _____.

State of: _____ Notary: _____

County of: _____ My Commission Expires: _____

KENTUCKY PERMIT AND REGISTRATIONS

Provide the Kentucky Permit for any Firm providing Engineering Services as defined under KY Law

Firm Name	Discipline	Permit #	Permit Expire Date

Provide the Kentucky Registration # of **each individual** listed in your proposal that is providing Architectural and/or Engineering services as defined under Kentucky Law.

Firm Name	Individual	Discipline	Registration #	Registration Expire Date

STATEMENT OF COMPLIANCE

I certify, under penalty of perjury, that I have provided all pertinent information required by this form and this information is true and accurate. I also certify that I have completely read and understand this form and will comply with these requirements during the life of any contract awarded.

AUTHORIZED SIGNATURE Printed Name

Title Date

OFFICIAL SIGNATURE PAGE

MUST BE TURNED IN WITH THE PROPOSAL SUBMITTALS

IMPORTANT: MUST BE TYPEWRITTEN OR COMPLETED IN INK

Agent/Officer: _____

Signature: _____

Date: _____

Firm: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____

E-mail Address: _____

FEIN or Social Security Number: _____

VSS Vendor ID#: _____

Type of Ownership:

Individual

Sole Proprietorship

Partnership/Joint Venture

Corporation

List name of **firm and primary individual** performing the following work:

• Architect _____

• Mechanical Engineer _____

• Electrical Engineer _____

• Civil Engineer _____

• Structural Engineer _____

**ARCHITECT SELECTION COMMITTEE
INDIVIDUAL EVALUATION SUMMARY**

**Architectural Selection for
KYTC-I65 Commercial Vehicle Monitoring (CVM) Station Relocation
I-65 South Bound, Mile Marker 86.4
Hardin County, Kentucky
RFP-902**

RFP GRADING CRITERIA: **Firms will be scored on points available in each category.
WHOLE NUMBERS ONLY**

FIRM:

Firm's experience and capability to perform required services. (NOTE: Disciplines/Expertise may be combined in single firms where such expertise exists. Scoring shall be by discipline or expertise listed.)

Criteria	Points	Score
Architect	25	_____
Mechanical Engineer	15	_____
Electrical Engineer	15	_____
Civil Engineer	15	_____
Structural Engineer	10	_____
Related Experience	15	_____
Work to be Performed in KY	5	_____
Responsiveness to Proposal	10	_____
Total	110	_____

Reviewer: _____

Date: _____

**ARCHITECT SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**Architectural Selection for
KYTC-I65 Commercial Vehicle Monitoring (CVM) Station Relocation
I-65 South Bound, Mile Marker 86.4
Hardin County, Kentucky
RFP-902**

RFP GRADING CRITERIA:

For the purpose of arriving at the best qualified firm for this Project, as set forth in the Selection process criteria for this Project, each voting member of the Selection Committee shall rank their first, second and third choices based on the numerical scoring on the Grading Sheet. Based on the following formula, the firm with the highest number of points will be considered the Committee's collective first choice, etc. In the event of a numerical tie, consult the Selection Committee Member's Guide.

Reviewer's

First Choice: 3 Points
Second Choice: 2 Points
Third Choice: 1 Point

This method of ranking will determine both the listing of the three firms to be interviewed as well as for determining which firm will ultimately be recommended for the Project.

REVIEWER: _____

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Reviewer Signature: _____

Date: _____

ONLY ELECTRONIC RESPONSES ARE PERMITTED

END OF RFP