



## TRANSPORTATION CABINET


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### TRAFFIC OPERATIONS MEMO 09-02

TO: Michael Hill, P. E.  
Director  
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FROM: R. Jeffrey Wolfe, P. E.   
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DATE: September 30, 2009

SUBJECT: Revised Consultant Prequalification Criteria  
for Traffic Engineering Services

Below is the revised consultant prequalification criteria for Traffic Engineering.

#### Initial Prequalification

A firm must have a minimum of one (1) licensed professional engineer on staff who can demonstrate expertise in the field of traffic engineering. The following is a list of subjects in which a qualified traffic engineer would be knowledgeable:

- Traffic Flow Theory
- Urban Operations
- Geometric Design
- Accident Analysis
- Transportation Site Impact Analysis
- Isolated Traffic Signal and System Operation
- Highway Capacity
- Parking Studies and Characteristics
- Intersection Control (Non-Signalized and Signalized)

These subjects can be studied through individual courses or as a part of an overall course in traffic engineering. This knowledge can be obtained through courses offered by schools of recognized standing or



organizations such as the Institute of Transportation Engineers and the Federal Highway Administration. Expertise may also be obtained through a minimum of five (5) years of professional engineering experience in the area of traffic engineering. Expertise may also be obtained through a combination of professional engineering experience in the highway design and/or construction area which is supplemented by continuing education workshops which include the subjects identified in the above listed criteria.

In an effort to ensure better quality and consistency in traffic impact studies, firms seeking prequalification in Traffic Engineering Services shall be required to enroll and complete a **mandatory** course offered by the Kentucky Transportation Center (KTC) which covers new requirements for traffic impact studies. Effective January 1, 2010, consultants wishing to be prequalified in Traffic Engineering Services will have to submit proof that at least one (1) licensed professional engineer, identified by the firm as a Traffic Engineer, has completed the Traffic Impact Study course conducted by KTC.

#### Prequalification Renewal

A firm's renewal of prequalification status will be based on satisfactory performance on past and current projects and an affirmation by an officer of the firm that the qualified personnel identified in previous submittals for prequalification remain in that function. Any changes must be submitted as part of the annual request for renewal.

#### Reasons for Removal of Prequalification

A firm's performance and retention of qualifying personnel will be the basis for continued prequalification. Removal of prequalification can be based on a firm's failure to perform in a professional and capable manner. If a firm loses its prequalification status, removal of prequalification will generally be for one year from the date of notification from the Cabinet. In addition to the criteria listed above, the deliberate misrepresentation of the firm's qualification and/or the failure to notify the cabinet of changes in the qualified staffing of a firm may result in the loss of the prequalification status for a period of at least one year.

Should you have any questions or need any additional information from us regarding this change in prequalification criteria, please let us know.

RJW:TDT