

# **A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2013-06 Highway and Bridge Construction Inspection**

This document constitutes a Request for Proposals for Personal 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**

Statewide Highway and Bridge Construction Inspection

Project Description – Provide technical field assistance with monitoring and inspection of contracted highway work to ensure compliance with all contract provisions. Although this will be the consultant inspector's primary role, they may be called upon to complete work generally found in a maintenance role for an engineering technician.

### **II. PROJECT INFORMATION**

Project Manager – Nasby R. Stroop, P.E.

User Division – Division of Construction

Approximate Fee – Varies based upon Region and projected workload. Four number one consultant firms may be selected with each receiving a contract agreement with an estimated upset limit of \$4 million.

Project Funding – State and Federal Funds

Contract Duration – April 1, 2013 (approximate) until June 30, 2015 with no option to renew

### **III. PURPOSE AND NEED**

To ensure Contractor compliance with all highway contract provisions.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

The consultant firm shall provide the number of inspectors requested by the Cabinet for on-site inspection of the construction/maintenance projects. The inspectors shall use inspection instruments (provided by the Cabinet), and visual inspection to inspect the contractors work and ensure compliance with all contract provisions, including enforcement of the Kentucky Standard Specifications, Special Notes and Provisions, the project proposal, and the plans. The inspectors shall keep complete and accurate daily records of all work performed, preparation of final paperwork, and the materials used in accordance with the Division of Construction Guidance Manual or current policy.

Inspectors shall coordinate with their assigned state engineer to keep accurate records to include a daily time sheet of hours/etc. of their work according to the consultant's contract.

The firm will provide inspectors who have successfully completed the certifications as specified below, and maintain their qualification for the duration of the contract. The inspectors shall demonstrate experience and knowledge of on-site roadway construction inspection and record keeping. The inspectors shall be capable of handling the physical requirements needed to access and perform arms length inspection of the entire project. If working in a maintenance capacity for the District's engineer, the inspector will provide services similar to construction as the engineer will require. These will include, but not be limited to: resurfacing estimates, price contract inspections, equipment/material inventories, etc. The inspector's responsibility will be reserved for those of an engineering technician and will not require a commercial driver's license, operating equipment, or work as a laborer.

## **VI. SPECIAL INSTRUCTIONS**

The required personnel must be able to report for work at the KYTC Engineer's Office after the consultant is given a two week notice for their services, and applicable personnel will receive a two week notice prior to their services no longer being required. Inspectors must supply their own vehicle with safety light, personal protection equipment, Standard Specifications Manual, Standard Drawings Manual, and the Construction Guidance Manual. The inspectors should expect to be utilized at locations throughout the specified region.

The inspector must be qualified by having at least five (5) years of roadway and/or bridge construction experience. Engineering education may be substituted on a year by year basis with the KYTC's Engineer's approval. The inspector must have experience and understanding of construction practices, record keeping and workmanship in regard to inspections. The inspector must be capable of handling the physical requirements needed to access and perform all inspection activities on any construction project. Certifications listed below shall be held and maintained throughout the duration of the contract:

- ACI Level I Certification
- Aggregate Sampling Technician
- Grade Level I Technician
- Asphalt Lay-Down Technician
- Structural Inspection Level I
- KEPSC-RI qualification

Grade I certification requires use of nuclear density machine (furnished by the KYTC Engineer). The consultant inspector will be required to furnish his own badge and will track and report to appropriate safety organization. Consultant inspector will have to transport nuclear density machine from storage area to job site and be in compliance with policy on transportation and storage and supervision while in his possession until stored properly at end of work day. State inspectors are required to attend safety classes presented by Troxler and the consultant inspectors shall have that same level of training.

The inspectors MUST have all qualifications before reporting to duty.

Responses should include a list of inspectors with these qualifications.

Inspectors that fail to show experience and understanding of construction practices, record keeping and workmanship in regard to inspections may be dismissed from the project without two weeks notice.

This contract will be in effect from the Notice to Proceed (approximately April 1, 2013) until June 30, 2015.

This contract will be negotiated as a cost per unit of work contract, where the work will be services of one inspector and the unit will be an hour. The cost per hour will include the pay rate for the personnel classifications providing the inspections, overhead, travel expenses, profit and all other direct and indirect cost incurred by the consultant to accomplish the work.

The inspection fee must be one (1) hourly rate for each level of inspector including up to three (3) levels of inspector. A fee must also be included for a licensed land surveyor and a qualified SuperPave Technician. Inspectors needed to help these last two designations shall fall under the other three levels of inspectors. The rate should be all inclusive of overhead, travel, per diem expenses, management fee, profit and any direct expenses. The rate will apply from when the inspector reports to his assigned KYTC Engineer. Daily or weekly commuting time will not be paid. Personnel will be required to report to the KYTC Engineer, or other designated Cabinet employee, and sign daily time rosters to verify hours of work.

The Cabinet is requesting a flat fee/hr for services. In the past the average was 40 hours/week with perhaps another ten (10) hours overtime. There is no guarantee of hours. Work may be nighttime or daytime and is based upon construction workload and the needs to the KYTC Engineer.

The clock starts when the employee reports to the office where he/she is assigned. KYTC is paying for the services of the inspector. Driving to the office is not considered part of that service.

There hourly rates should be submitted in a sealed envelope with the response to announcement.

If travel is required it will be at the discretion of the KYTC Engineer and paid at the all inclusive rate for that level of inspector. The Cabinet makes no guarantees on the amount of travel required in each district. The proposed all inclusive hourly charge should include salary, overtime, overhead, management fees and any direct costs to cover whatever is needed.

If a consultant firm supplies Quality Control (QC) technicians for a contractor, it will be considered a conflict of interest if the consultant also supplies inspection services for the Department.

Consultant inspection services may be supplied to a contractor when the Department is not utilizing Consultant inspection services from that firm in the assigned Region. A firm under contract with KYTC for Consultant inspection services should not engage in providing QC inspection services to a contractor working on project(s) for KYTC in the firm's assigned Region.

Due to the potential volume and scope of work involved, four number one consultant firms may be selected. Four regional divisions will be shown for the state, and the construction shall note in the proposal which regions that they can adequately cover with the specified personnel. No joint-ventures or subcontracting will be allowed.

The four regions are denoted as follows:

Region 1: Districts 1, 2, 3, and 4

Region 2: District 5

Region 3: Districts 6 and 9

Region 4: Districts 7, 8, 10, 11 and 12

Each contract will have an upset limit of \$4,000,000.00. Once the upset limit is reached or the contract termination date arrives, services will be re-advertised and no additional work assignments will be made under the contract. Contract will not be modified to increase the upset limit or extended for time to assign work.

**Note: No firm engaged in QA/QC work with a contractor doing business with KYTC may supply inspections services for KYTC.**

#### **VII. METHOD OF DESIGN**

The selected consultant will be directed to use appropriate design methods that conform to the required standards on a project by project basis.

#### **VIII. PREQUALIFICATION REQUIREMENTS**

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

##### CONSTRUCTION ENGINEERING SERVICES

- Construction Project Supervision

Contrary to the prequalification criteria for CPS, the firm's Registered Professional Engineer is not required to be on-site as a Project Manager, however the firm must still provide a minimum of one Registered Professional Engineer with registration in KY who can demonstrate highway construction knowledge and experience.

#### **IX. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • January 9, 2013, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • January 14, 2013

SECOND SELECTION COMMITTEE • January ~~29~~<sup>30</sup>, 2013

CONTRACT SCOPING CONFERENCE • February 14, 2013

NOTICE TO PROCEED • April 1, 2013

#### **X. PROJECT SCHEDULE**

Contracts will be in effect from Notice To Proceed (approximately April 1, 2013) until June 30, 2015.

## **XI. 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 projects for KYTC and/or for federal, local or other state governmental agencies. (10 points)
2. Capacity to comply with project schedule. (10 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. Inspection Fees (10 points) – This factor will only be considered for the final ranking of the top 3 firms.
6. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one(1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

## **XII. SELECTION COMMITTEE MEMBERS**

1. Nasby Stroop, P.E., User Division
2. Matt Simpson, P.E., User Division
3. Tim Pyles, P.E., Secretary's Pool
4. Rachel Mills, P.E., Secretary's Pool
5. David Eaton, Governor's Pool