

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2022-04 Statewide In-Service Bridge Load Ratings

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 In-Service Bridge Load Ratings. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Dora Alexander, P.E.  
User Division - Maintenance  
Approximate Fee - \$500,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$125,000  
Project Funding - State and/or Federal Funds  
Contract Term - Two Years

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

To ensure the continued structural safety and capacity of bridge structures for use by the motoring public by providing load rating analysis.

Load ratings are mandated by the FHWA and shall be performed in accordance with the Manual for Bridge Evaluation and KYTC's Bridge Inspection Procedures Manual. Reports are filed with the Division of Maintenance Load Rating Staff. Load ratings are used to determine needed repairs and/or retrofits, allow for KYTC to prepare a budget for future years, determine load postings, and used for permitting overweight vehicles.

### **IV. DBE REQUIREMENT**

None.

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

Load rating services shall include all software files and calculations, summary, and final reports. Including, but not limited to, concrete arch culverts, gusset plates, trusses, floor systems, curved girders, pin and hanger systems, and complex structures. Consultant shall use KYTC preferred

software for the load ratings.

Consultants may be required to gather measurements in the field in order to perform the load rating.

## **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 \$500,000. 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 \$125,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool of selected Consultants and list 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 Division of Maintenance 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. STANDARD PERSON-HOURS**

Person-hours for other structures will be negotiated on a case-by-case basis.

## **VIII. PREQUALIFICATION REQUIREMENTS**

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

### Structure Design

- Spans Under 500 feet

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: October 12, 2021

- Response Date: November 3, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 8, 2021
- Final Selection: November 22, 2021
- Scoping Conference: December 1, 2021
- Notice To Proceed: December 22, 2021

## **X. PROJECT SCHEDULE**

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

## **XI. EVALUATION FACTORS**

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. In-house capability to perform the required services. (20 Points)
2. Relative experience of consultant personnel assigned to project team with load rating projects with KYTC or other governmental agencies. (20 Points)
3. Past record of performance on projects similar in type and complexity. (20 Points)
4. Available team workload capacity to comply with project schedule. (15 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Dora Alexander, P.E., User Division
2. Daryl Greer, P.E., User Division
3. Charlie Dale, P.E., Secretary's Pool
4. Stephen De Witte, P.E., Secretary's Pool
5. Bart Bryant, P.E., Secretary's Pool