

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-04 Statewide Electrical 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

County – Statewide

Route – Various

Item No - Various

Project Description – Provide technical inspection of electrical traffic control devices and roadway lighting on contracted highway work to ensure compliance with all contract provisions.

II. PROJECT INFORMATION

Project Manager – Ted Swansegar, P.E.

User Division – Division of Traffic Operations

Approximate Fee – \$1,000,000 upset limit (cost plus) – one consultant to be selected

Work will be assigned via letter agreement, not to exceed \$500,000 per letter agreement

Project Funding – State and Federal Funds

Contract Duration – 2 years from date of Notice to Proceed with no option to renew

Project Length – will vary with inspection

III. PURPOSE AND NEED

Support staff of the Division of Traffic Operations in the inspection of electrical traffic control devices and lighting on an as needed basis.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The consultant firm shall provide the number of inspectors requested by the Cabinet for requested inspections from construction through the Division of Traffic Operations. The inspectors shall use inspection instruments, tools, and visual inspection to inspect contractors' work and to ensure compliance with all contract provisions, including enforcement of the Kentucky Standard Specifications, Special Notes and Provisions, the project proposal, the Manual on Uniform Traffic Control Devices (MUTCD), and the plans. Deficiencies in construction shall be documented in inspection reports.

All instruments and tools shall be preapproved by project manager. Possible recommended tools and Instruments (provided by firm) include:

Complete set of electronic and electrical hand tools (sockets, screw drivers, allen wrenches, hammer, crowbar, shovel, adjustable wrench, cordless drill, etc.)
Cellular telephone with KY Statewide Coverage with email (one per inspector)
Global Positioning System (GPS) Receiver (one per inspector)
Digital Camera (one per inspector)
Clamp-on Ground Resistance Meter
MegOhm Meter (500 Volt)
Telescoping Measuring Pole (capable of measuring up to 25 feet)

Inspectors shall coordinate with their assigned manager to keep accurate records to include a daily time sheet of hours, etc. of their work according to the consultant's contract. The inspectors shall keep complete and accurate daily records of all work that they perform.

The inspectors shall demonstrate experience and knowledge of electrical 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.

The Firm shall provide Automatic Vehicle Location (AVL) technology on all vehicles. The AVL system shall provide the Contract Manager the ability to track these vehicles at all times in near real time. The AVL system shall be in operation at all times the firm is performing the inspections. The AVL system shall update position data at a maximum interval of 5 minutes. The AVL system shall provide near real time map-based tracking as well as historical records of vehicle position that can be viewed, queried, and downloaded from the system. The AVL system shall identify each individual vehicle in use. The AVL system shall provide a web interface with password protected login to obtain tracking information. The costs for providing this equipment and service shall be incidental. The firm shall, without cost to the Cabinet, purchase and subscribe to a different AVL service if the information provided by the service is not acceptable to the Contract Manager.

VI. SPECIAL INSTRUCTIONS

The required personnel must be able to report for work at the location of the inspection after the consultant is given a notice for their services. Inspectors must supply their own vehicle with safety light, personal protection equipment, Standard Specifications Manual, and MUTCD. The inspectors should expect to be utilized at locations statewide.

Inspectors shall have at least five (5) years of electrical construction experience. Engineering education may be substituted on a year by year basis with the KYTC's Engineer's approval. Inspectors shall not inspect work by a contractor for which they are employed.

Certifications listed below shall be held and maintained throughout the duration of the contract:

- IMSA Traffic Signal Field Technician Level II (or above) with current status per IMSA (required for all personnel within 6 months)
- IMSA Roadway Lighting Level I (or above) with current status per IMSA (required for all personnel within 6 months)
- [Work Zone Traffic Control Supervisor Qualification](#) –WZTCS. Each crew shall have one WZTCS. Qualification shall be current within 5 years.

- Work Zone Traffic Control Technician Qualification – WZTCT. Every member of the inspection crew shall have WZTCT qualification. Qualification shall be current within 5 years.

Responses should include a list of inspectors with these qualifications or when these qualifications will be received. 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 notice.

This contract will be in effect for 2 years from the date of Notice to Proceed. This contract will be negotiated as an actual cost for the person, travel, lodging, per diem, overhead, and profit. There is no guarantee of hours. Work may be nighttime or daytime and is based upon the needs of the KYTC project manager.

There shall be only one consultant firm selected. Joint-ventures or subcontracting will be allowed.

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 response due date of this advertisement.

TRAFFIC ENGINEERING

- Electrical Engineering Traffic Signal Services
- Electrical Engineering Roadway Lighting Services

Contrary to the prequalification criteria for EERLS/EETSS, 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 electrical construction knowledge and experience.

IX. PROCUREMENT SCHEDULE

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

ADVERTISEMENT DATE • October 14th, 2014

RESPONSE DATE • Wednesday, November 12th, 2014 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • November 17th, 2014

FINAL SELECTION COMMITTEE • November 28th, 2014

CONTRACT SCOPING CONFERENCE • December 2nd, 2014

NOTICE TO PROCEED • January 1st, 2015

X. PROJECT SCHEDULE

Contracts will be in effect for 2 years from date of Notice To Proceed

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. 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. Ted Swansegar, P.E., User Division
2. Staci Timol, P.E., User Division
3. Wheeler Nevels, P.E., Secretary's Pool
4. Jill Asher, P.E., Secretary's Pool
5. David Mitcham, Governor's Pool