

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2015-05 Statewide Bridge Maintenance Painting

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

Project Description – Bridge Maintenance Painting to include Project Management and/or Paint Inspection. Also included will be development of project ready proposals. Provide on-site project management and/or quality assurances (QA) field inspection of steel bridge maintenance painting projects on a statewide basis.

II. PROJECT INFORMATION

Project Manager – Katy Renfroe, PE
User Division – Construction
Approximate Fee – \$4,000,000 (Upset Limit)
Project Funding – State and Federal Funds

III. PURPOSE AND NEED

To obtain services for Project Development, Field Management, Quality Assurance (QA) Inspection, Documentation and Reporting for Steel Bridge Painting Projects.

IV. SCOPE OF WORK

The consultant firm shall provide on-site project management and related services to include detailed daily reporting, project coordination with contractor and State/District personnel, Site Manager pay estimates, handle claims, prepare final documentation, inspection of workmanship in accordance with current Department of Highways standards, procedures and project special notes. Manager and inspectors must be familiar with Kentucky Standard Specifications, Division of Construction Guidance Manual (current edition), partnering sampling and testing requirements and procedures, inspection requirements and project special note and provisions.

The consultant firm must provide a minimum of one **Contract Manager**, who can demonstrate bridge painting project management/supervision, reporting, documentation and computation of pay estimates and inspection knowledge and experience and on-site project managers as needed. The firm, through this Contract Manager must be capable of providing home office support such as direction, additional support personnel, equipment and on-field office with computer and internet capabilities.

The consultant firm shall provide the number of field managers and/or inspectors as requested

by the Kentucky Transportation Cabinet for on-site inspection of the bridge painting projects. They will use paint inspection instruments, visual inspections and industry standard to inspect the contractor's work and enforce the requirements contained in the contract documents. Inspection equipment shall be provided by the selected consultant. They shall keep complete and accurate daily records of all work performed, preparation of final paperwork and materials used in accordance with the Division of Construction Guidance Manual and guidelines. The consultant firm shall provide all OSHA required monitoring of inspectors and provide the inspector's to provide complete quality assurance field inspection.

If not a full consultant management project then the Inspector(s) will report to, and work under the guidance and supervision of the KYTC's project's Engineer.

The inspections shall include but may not be limited to:

- Inspect all work for acceptance.
- Document work activities and complete daily reports.
- Provide visual and instrument inspections of surface preparation and coatings applications to ensure conformance to the contract documents.
- Monitoring of Maintenance of Traffic.
- Observe containment and emissions monitoring.
- Monitor work for compliance with Kentucky Occupational Safety & Health (KYOSH), Occupation Safety & Health Administration (OSHA) and environmental Protection Agency (EPA), State guidelines as specified.
- Other items as may be deemed necessary.

The firm shall provide inspector(s) who:

- Have successfully completed the Society of Protective Coating (SSPC) Bridge Coating Inspector (BCI) Certification or NACE Level 1 and (1) day NACE Bridge Painting Class and maintain their qualification for the duration of the project.
- Shall have appropriate Lead and Fall Protection training (ex. SSPC C-3) OSHA fall protection.
- Demonstrate experience and knowledge of on-site bridge painting inspection and record keeping.
- Must be capable of handling the physical requirements needed to access and perform arms length inspection the entire project structure.

V. DBE REQUIREMENT

None

VI. SPECIAL INSTRUCTIONS

One (1) firm will be selected to provide these services. The contract period will terminate June 30, 2017. Contract will have an upset limit of \$4,000,000. 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 upset limit or extended for time to assign work.

Special or unique expertise should be shown on the project approach sheet of your response. The project manager must demonstrate experience with but not limited to:

- On site bridge painting project management representing the owners interests.

- Reporting, documentation and computation of pay estimates
- Inspection knowledge.

Project Manager(s) shall have the following qualifications.

- Five(5) +years of project management experience.
- SSPC Level 1 or NACE CIP Level 1 and one (1) day NACE Bridge Painting Class
- SSPC C3 (Supervisor/Competent Training for Deleading of Industrial Structures) or equivalent training.
- Trained in OSHA requirements for, but not limited to: fall protection, horizontal lifelines, lead abatement and respiratory guidelines.
- Familiar with environmental regulations.

Inspector(s) shall have the following qualifications:

- SSPC Level 1 or NACE CIP Level 1 and one (1) day NACE Bridge Painting Class
- SSPC C3 (Supervisor/Competent Training for Deleading of Industrial Structures) or equivalent training.
- Trained in OSHA requirements for, but not limited to: fall protection, horizontal lifelines, lead abatement and respiratory guidelines.
- Familiar with environmental regulations.

Note: Waivers of the above may be granted on a case-by-case basis and at the Cabinet's discretion.

Level I Inspector must have SSPC BCI certification or NACE Level and one (1) day NACE Bridge Painting Class.

Level II Inspector must have five (5) years of bridge coatings inspection experience plus certifications and training required for Level I.

The project managers/inspector(s) must show experience and understanding of surface preparation, coating applications, record keeping and workmanship in regard to bridge painting inspection. The project manager/inspector(s) **must** be capable of handling the physical requirements needed to access and perform arms length inspection of the entire project structure. Inspectors must supply their own personal protection equipment, Standard Specifications Manual and any other equipment, necessary to conduct inspection. Since the Cabinet utilizes the American Association of State Highway Organizations (AASHTO) Site Manager for record keeping, the inspector(s) shall be, once work begins, trained by the Cabinet to use the Site Manager program. The hourly rate will not apply to time used to achieve this required training.

Responses should include a list of inspectors and managers with these qualifications.

Manager/inspectors that fail to show experience and understanding of bridge painting practice, record keeping, and workmanship in regards to the work may be dismissed for the project notice.

The contract will be in two parts with negotiated letters of agreement for contract ready proposals as the first part and management and/or inspection services based upon a cost per unit of work (flat fee) for the second part. The fees for the second part must be one (1) hourly rate for each level of inspector (2 levels) and Project Manager, which includes visual inspection,

testing and documentation. The rate should also include overhead, home office oversight, travel overtime, per diem and all expenses. Travel from home or office to job site and return will not be paid. Daily or weekly commuting time will not be paid. Inspectors may expect to work a minimum of 40 hours per week, but in most cases will accrue considerable overtime. There is no guarantee of overtime and work may be during the day or at night.

Unless unique services are requested by KYTC and assigned by letter agreement, compensation for the Contract Manager shall be incidental to the rate for project manager/inspector.

It is expected that the majority of work under this contract will be for management and/or inspection.

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

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

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 consultant project team must be prequalified in the following areas by the response due date of this advertisement.

CONSTRUCTION ENGINEERING SERVICES

- Bridge Painting Project Inspection
- Bridge Painting Project Management

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date – Monday, November 10, 2014
- **Response Due - Wednesday, December 3, 2014 4:30 pm (Frankfort Time)**
- First Selection - Tuesday, December 9, 2014
- Final Selection - Tuesday, December 19, 2014
- Contract Scoping Conference - Tuesday, December 30, 2014
- Notice to Proceed - Wednesday, February 3, 2015

X. PROJECT SCHEDULE

Individual project schedules will be 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. Relative experience and number of available consultant personnel assigned to project team with bridge painting management/inspection project for KYTC and/or federal, local or other state governmental agencies. (15 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. Special or unique expertise. (10 Points)
5. Inspection Fees. (20 Points) the hourly rates should be submitted in a sealed envelope with the response to announcement.
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. Katy Renfroe, PE, User Division
2. Mark Walls, PE, User Division
3. Wheeler Nevels, PE, Secretary's Pool
4. Ron Matar, PE, Secretary's Pool
5. David Mitcham, Governor's Pool