

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2023-05 Statewide Electrical Construction Inspection Services

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 Electrical Construction Inspection Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Charlie Weitzel
User Division - Traffic Operations
Approximate Fee - \$500,000 upset limit (Specific Rate of Compensation)
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

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

IV. DBE REQUIREMENT

The Consultant team may include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The Consultant shall provide the number of inspectors requested by the Cabinet for construction inspections requested through the Division of Traffic Operations. The inspectors shall use inspection instruments, tools, climbing bridges, and/or 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. These inspection reports should include photos of all deficiencies and include descriptions of the deficiencies with references to the specific sections of the specifications and/or the plans associated with non-compliant work. The Consultant shall follow all OSHA requirements (NFPA 70E) for electrical hazards, KYTC policy for lockout tagout and all KYTC policy/procedures for electrical hazards. This can include clothing, PPE, and tools.

All instruments and tools shall be preapproved by Project Manager. Recommended tools and instruments (provided by the firm) include:

- Complete set of electronic and insulated 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 **and time and mileage used traveling from the office to the job site**. 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 arm's length or climbing 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 while 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 Project 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, 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 Project Manager'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 inspection personnel within 6 months)
- IMSA Roadway Lighting Level I (or above) with current status per IMSA (required for all inspection personnel within 6 months)
- [Work Zone Traffic Control Supervisor Qualification](#) – WZTCS. Each inspection 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.

The cost per unit of work for inspection services is defined by the cost of the Services of worker and the unit will be an hour. The cost per hour will include the pay rate for the personnel classifications providing the inspections, any overtime, equipment, materials, overhead, ~~travel expenses~~, profit and all other direct and indirect costs incurred by the Consultant to accomplish the work.

The inspection fee must be one (1) hourly rate for each Personnel Title for up to (3) three levels of Personnel Title (Senior, Mid & Entry). The rate should be all inclusive of overtime, equipment, overhead, ~~travel, per diem expenses~~, management fee, profit and any direct or indirect expenses. ~~The rate will apply from when the inspector reports to the project location.~~ Daily or weekly commuting time will ~~not~~ be paid ~~as a direct cost~~. Consultant employees will be required to sign daily time rosters to verify hours of work. ~~The paid period for consultant workers starts when the employee reports to the office where they assigned. In the event travel is required it will be at the discretion of the KYTC Project Manager and paid at the all-inclusive rate for that level of classification.~~ The proposed all-inclusive hourly charge should include salary, overtime, overhead, management fees and any direct costs to cover whatever is needed. ~~All travel expenses including drive time hours, mileage, and per diems will be a negotiated direct cost and are not included in the loaded hourly rates or production hours for inspection.~~

Loaded hourly rates should be submitted as an Appendix on the final page of the Response to Announcement for the personnel classifications listed below:

- Project Manager
- Field Engineer Inspector
- Field Technician Inspector
- Report (QA/QC) Engineer

One (1) consultant will be selected to provide these service and this contract will be in effect for two (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 KYTC's Project Manager.

The Department reserves the option to modify the selected Consultants' agreement to include any necessary engineering and/or related services for this project. The firm(s) or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

Note: No firm engaged in QA/QC work with a contractor on a project may supply inspection services for KYTC on the same project.

VII. PREQUALIFICATION REQUIREMENTS

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

TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting
- Electrical Engineering Traffic Signals
- *Traffic Engineering* (see note below)*

Contrary to the prequalification criteria for EERLS/EETSS, the firm's Registered Professional Engineer is not required to be on-site. However, the firm must still provide a minimum of one Registered Professional Engineer with registration in Kentucky who can demonstrate highway electrical construction knowledge and experience.

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Date: November 8, 2022
- Response Date: November 30, 2022 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 5, 2022
- Final Selection: December 16, 2022
- Pre-Design Conference: January 4, 2023
- Notice to Proceed: January 25, 2023

IX. PROJECT SCHEDULE

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

X. 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 project for KYTC and/or federal, local or other state governmental agencies. (15 Points)
2. Past record of performance on projects similar in type and complexity. (15 Points)
3. Available team workload capacity to comply with project schedule. (10 Points)

4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. Inspection Fees. (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Jessica Goodwin, P.E., User Division
2. Grant DeRossett, 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., Governor's Pool