

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-09 Statewide State Parks Roadway Maintenance

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 detailed estimates for various State Parks Roadway Maintenance and Capital Improvement Projects. One (1) consultant will be selected to provide these services on an as-needed basis for two (2) years.

II. PROJECT INFORMATION

Project Manager - Charles Briggs, P.E.
User Divisions - KYTC Division of Maintenance & Department of Parks
Approximate Fee - \$250,000 (Specific Rate of Compensation)
Project Funding - State Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To provide for the safety and convenience of the traveling public while visiting state parks by providing timely highway design services for Maintenance and Capital Improvement projects.

IV. SCOPE OF WORK

- Meet with Department of Parks, Division of Maintenance, and District Office personnel to define scope of proposed projects.
- Provide detailed estimates (items, quantities and prices, project notes, sketches, sketch maps, traffic control plans, summaries, etc.) for various State Parks Roadway Maintenance and Capital Improvement Projects to be used by the Division of Maintenance to prepare proposal type projects for contract lettings, including but not limited to: base failure repairs, asphalt patching, asphalt resurfacing, and roadway widening; parking lot crack sealing and seal coating; TBM Maintenance; roadway and parking lot striping; pipe construction and replacement, ditching, drainage repairs, and erosion control; sidewalks and curb and gutter; guardrail; small slip and slide repairs; parking lot and driveway repairs and construction; and other projects as needed.
- Submit preliminary documents to the Project Manager in electronic format. Upon request, submit copies of the Consultant's calculations as reference support material.

- Make corrections, additions, and deletions requested by the Project Manager and submit final documents in electronic format.
- Review proposals on the KYTC Division of Construction website before lettings and be available to answer any questions that may arise on a project prior to letting.
- After letting, be available to answer any questions that may arise during the construction phase of a project.

V. SPECIAL INSTRUCTIONS

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).

One (1) consultant will be selected to provide these services for a period of two (2) years with no new work assigned after two (2) years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. The Contract will have an upset limit of \$250,000. Once the upset limit is reached or the two (2) year term has expired, services may be re-advertised. Contracts will not be modified to increase the upset limit or extended for time to assign new work. The contract will be negotiated as a cost per unit of work contract.

The consultant's team members must have experience and understanding of construction practices and must be capable of handling the physical requirements needed to access and perform all activities on proposed design projects. Classifications and Certifications listed below shall be held and maintained throughout the duration of the contract:

The required personnel are:

- Axeman/Laborer
- Chainman
- Levelman
- Instrumentman (P.L.S. Licensed in Kentucky)
- Draftsman
- Engineering Technician/Technologist/ Engineer in Training
- Engineer I (P.E. Licensed in Kentucky)
- Engineer II (P.E. Licensed in Kentucky + 4 years engineering experience after licensure)

Responses should include a list of personnel with these qualifications (note that an individual may hold more than one classification or certification and not all personnel would necessarily be required on any given project).

This contract will be negotiated as specific rate of compensation, based on specific classifications of each employee per hour. The cost per hour shall include the pay rate for the personnel classification providing the services, plus overhead, travel expenses, per diem expenses, profit and all other direct and indirect cost incurred by the Consultant to accomplish the work. The Consultant shall submit an hourly rate for each level employee. The proposed all-inclusive hourly charge should include salary, overtime, overhead, management fees and any direct costs to cover whatever is needed.

The loaded hourly rates should be uploaded to the Consultant Portal as an entirely separate file from the Consultant's Response to Announcement for the personnel

classifications. Firms will have the ability to upload this sheet under the Rate Sheet Required section of the portal response. The Selection Committee members do not have access to these rates and the costs shall not be considered for selection purposes. If you have any questions or concerns about this process, email Eric.Pelfrey@ky.gov.

Daily or weekly commuting time will not be paid. The Consultant shall report to the KYTC Project Manager the hours of work on each project. There is no guarantee of hours.

Subcontracting may be allowed if approved by the KYTC Project Manager. The request to subcontract must include an individual or firm prequalified as outlined in Section XV of this RFP with a brief description of the work to be performed by the subcontractor along with an explanation of why the subcontract is warranted. The request to allow subcontracting will be evaluated on a case-by-case basis and defined by each project assignment.

Instructions for Response to Announcement can be found at:

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

Consultants are required to follow the [Commonwealth Office of Technology's Artificial Intelligence \(AI\) policy](#) and affirmatively disclose any use of AI or Machine Learning undertaken as part of any awarded contract.

VI. GUIDELINES AND SPECIFICATIONS

The Consultant shall be familiar with the following guidelines and specifications:

- KYTC Department of Highways Standard Specifications for Road and Bridge Construction
- Manual on Uniform Traffic Control Devices (MUTCD)
- Maintenance Guidance Manual
- Highway Design Guidance Manual
- Traffic Operations Guidance Manual
- KYTC Standard and Sepia Drawings
- Roadside Design Guide

VII. AVAILABLE INFORMATION

The Department will furnish in-house computer programs, plans, specifications, special provisions, special notes, reports, or other information in the possession of the Department to be used by the Consultant to provide the services desired. The Consultant shall modify the special notes and special provisions, and add notes, sketches, and any other documentation required in order for the Department to advertise a project, as needed for each project.

VIII. METHOD OF DESIGN

The selected consultant shall utilize the most recent KYTC Estimate for Road Construction or Improvement computer program, Microsoft Word 97-2003 documents, Microsoft Excel 97-2003 worksheets, and JPEG drawings and sketches to be used by the Division of Maintenance to develop the proposals. The Consultant's submittals shall specify that all work is to be performed in accordance with the Kentucky Transportation Cabinet Department of Highways Standard Specifications for Road and Bridge Construction Edition 2026, Supplemental Specifications, and the Standard and Sepia Drawings, current editions. When construction processes incorporate

techniques and/or materials that are not covered by the Standard Specifications, the submitted notes and drawings shall include detailed construction and material specifications.

IX. ENVIRONMENTAL SERVICES

The Department will provide any necessary Environmental Services required for projects. The Consultant will advise the Department's project manager when a need for such services is discovered.

X. PHOTOGRAMMETRIC SERVICES

The Department will provide any necessary Photogrammetric Services required for projects. The Consultant may request the Department's project manager to provide such services. The Project Manager will determine if the services are needed.

XI. STRUCTURE DESIGN

The Department will provide any necessary Structure Design not covered by Standard or Sepia Drawings required for projects.

XII. GEOTECHNICAL SERVICES

The Department will provide all Geotechnical Services required for projects.

XIII. TRAFFIC ENGINEERING

The Department will provide all traffic projections and related information, if required, for projects. The Consultant shall prepare unique traffic control plans for individual projects.

XIV. UTILITIES

The Department will allow the Consultant to use B.U.D. (Before You Dig) to field-locate utilities for projects. The Consultant shall collect the B.U.D. data and show horizontal location of existing utilities on final sketches and/or referenced in the notes, adjusted as necessary to reflect actual B.U.D. locates. The Consultant shall locate and show utilities owned by the Department of Parks and other utility owners which are not a member of B.U.D.

XV. PREQUALIFICATION REQUIREMENTS

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

ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Urban Roadway Design

XVI. PROCUREMENT SCHEDULE

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

- Advertisement Posted: March 10, 2026
- Response Date: April 1, 2026 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: April 6, 2026
- Final Selection: April 22, 2026
- Pre-Design Conference: April 29, 2026
- Notice to Proceed: May 20, 2026

XVII. PROJECT SCHEDULE

Usually preliminary documents shall be provided within 21 calendar days of request and final documents within 7 calendar days if corrections or changes are requested; however, individual project schedules and man-hour requirements will be will be negotiated on case-by case-basis and defined upon assignment of each project.

XVIII. EVALUATION FACTORS

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

1. Past record of performance on projects similar in type and complexity. (25 Points)
2. Available statewide office locations, team workloads, and team capacity to comply with statewide project schedules. (25 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (25 Points)
4. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (20 Points)
5. The Consultant demonstrates a comprehensive understanding of safety strategies and the ability to generate meaningful ideas that can measurably enhance the safety of the completed project. This includes both the immediate effectiveness and the long-term safety impacts of the finished facility. (10 Points)
6. Knowledge and familiarity with the Department of Parks' Transportation System. (5 Points)

XIX. SELECTION COMMITTEE MEMBERS

1. Charlie Briggs, P.E., Division of Maintenance
2. Tony Durham, Department of Parks
3. Talya Caudill, P.E., Secretary's Pool
4. Adam Ulrich, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool