

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-10 Statewide Structural Design of Culverts and Bridges 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 Statewide Structural Design of Culverts and Bridges Services. Four (4) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Carl Van Zee, P.E.
User Division - Structural Design
Approximate Fee - \$2,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$500,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To provide assistance to the Department of Highways, Division of Structural Design with structural engineering and design on an as-needed basis.

IV. SCOPE OF WORK

Structural design services for various structure types, as assigned at the discretion of the Division of Structural Design.

The required consulting services will include all final structural design engineering and plan preparation necessary for letting a project to construction.

The Consultant may be required to provide roadway design and surveying on some projects as necessary to prepare a complete set of plans.

Consultants may be required to provide right-of-way and environmental services on some projects as necessary to complete project design and allow for project delivery.

V. SPECIAL INSTRUCTIONS

Four (4) 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 \$2,000,000. 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 \$500,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants 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 Structural Design 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>

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. STANDARD PERSON-HOURS

The minimum production-hours allowed for each "standard" bridge or component as shown below. Subject to review and approval these hours may be exceeded:

Substructures:

- Breastwall Abutments – 80 hours
- Stub Abutments – 35 hours
- Integral End Bents – 30 hours
- End Bent for Composite PPCDU – 20 hours
- Standard Abutments or End Bents – 10 hours
- Single or Wall Piers – 70 hours
- Multi Column Piers – 70 hours with 8 hours for each additional column
- Intermediate Pile Bent – 50 hours

Superstructure (One, two or three spans):

- "Standardized Superstructures" – 1 hour
- Composite PPCDU (Slab & Box Details per Span) – 20 hours (includes shop plan review)
- Beam Details (Spread Boxes per Span) – 35 hours (includes shop plan review)

- Beam Details (Spread 1-beam per Span) – 30 hours (includes shop plan review)
- Slab Details (Design & Details per Span) – 30 hours
- Construction Elevations – 16 hours

Miscellaneous:

- Title Sheet – 12 hours
- General Note Sheet – 4 hours
- Layout Sheet – 16 hours
- Foundation Layout-Pile Layout Sheet – 8 hours
- Approach Slab (each) – 4 hours
- Reinforced Concrete Cantilever Retaining Wall – 40 hours per wall plus 40 hours per 100 linear feet
- Gravity Wall (Special Design or per Design Section) – 30 hours per wall plus 30 hours per 100 linear feet

Note: The above hours are based on a structure having a Zero (0) degree skew, no phased construction, and a straight structure. Add 10% to the total hours for a skewed structure. Add 25% to the total hours for a phased bridge. Add 25% to the total hours for a curved bridge.

Culverts:

- One Barrel – 100 hours
- Two Barrel – 140 hours
- Triple Barrel – 180 hours

Culvert Extensions:

- One Barrel – 100 hours
- Two Barrel – 140 hours
- Triple Barrel – 180 hours

Culvert Standardized Drawings

- Standardized Culverts – 16 hours

* Person-hours for non-standard structures will be negotiated on a case-by-case basis.

* No additional hours will be allowed for skewed culverts.

VII. METHOD OF DESIGN

Design shall be by American Association of State Highway and Transportation Officials (AASHTO) Load Resistance Factor Design (LRFD) Specifications, unless otherwise stipulated by the Project Manager. The selected consultant shall utilize the Computer Aided Design & Drafting (CADD) Standards for Bridge Design. All submittals shall be in the form of a CADD deliverable and pdf format. The CADD deliverable shall be in Microstation, .dgn format, using Division of Bridge Design File Format, Seed Files, Cell Files, and Resource File.

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.

ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Urban Roadway Design

STRUCTURE DESIGN

- Spans under 500 feet

Environmental & UST Services* (see note below)

- *UST & Hazmat Preliminary Site Assessment (Phase 1)**
- *UST Closure Assessment**
- *Hazmat Corrective Action**
- *Hazmat Site Investigation (Phase 2)**
- *UST Corrective Action**

Environmental Aquatic & Terrestrial Ecosystems Analysis* (see note below)

- *Fisheries**
- *Botany**
- *Terrestrial Zoology**
- *Wetlands**
- *Freshwater Macroinvertebrates**
- *Water Quality**

Environmental Archaeology & Other Services* (see note below)

- *Air Quality Analysis**
- *Prehistoric Archaeology**
- *Socio-Economic Analysis**
- *Highway Noise Analysis**
- *Historic Archaeology**
- *EIS Writing & Coordination**
- *Cultural-Historic Analysis**
- *Stream & Wetland Mitigation**

Right of Way Services* (see note below)

- *Right of Way Appraisal**
- *Relocation**
- *Acquisition**

Utility Design* (see note below)

- *Communication**
- *Standard Electrical**
- *Complex Electrical**
- *Standard Gas**
- *Complex Gas**
- *Standard Water & Sewer**
- *Complex Water & Sewer**
- *Petroleum**
- *Utility Preconstruction Coordination**
- *Utility Construction Inspection**

** Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

IX. PROCUREMENT SCHEDULE

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

- Advertisement Posted: April 14, 2026
- Response Date: May 6, 2026 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: May 11, 2026
- Final Selection: May 27, 2026
- Pre-Design Conference: June 3, 2026
- Notice to Proceed: June 24, 2026

X. PROJECT SCHEDULE

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

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

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 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. Project approach and proposed procedures to accomplish the services for the project. (12 Points)
4. Available team workload capacity to comply with project schedule. (8 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. (5 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Carl Van Zee, P.E., User Division
2. Nick Cordtz, P.E., User Division
3. Talya Caudill, P.E., Secretary's Pool
4. Ben Coomes, P.E., Secretary's Pool

5. Cindy Evensen, Governor's Pool