

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2027-04 Statewide Roadway Design 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 Roadway Design Services. Seven (7) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager -	Patrick Perry, P.E.
User Division -	Highway 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

The selected consultants will be asked to perform necessary work to supplement the Roadway Design services provided by the District and Central Offices on an as-needed basis.

IV. SCOPE OF WORK

The selected Consultants will be responsible for working with the Kentucky Transportation Cabinet, Division of Highway Design and District Project Development Offices. Services shall be provided on an as-needed basis for various transportation projects throughout the Commonwealth of Kentucky.

Services may include, but are not limited to, surveying, preliminary engineering, final roadway design, and other related project development activities necessary for the delivery of transportation improvements.

The selected Consultants may also be assigned special assignments, including trail improvements, development site design, and other transportation-related projects, as well as technical advisory services on various aspects of highway projects. These services may include project development, project management mentoring, and other technical services as directed by

the Department.

The specific scope, deliverables, schedule, and fee for each assignment shall be established in the applicable Letter Agreement. All services shall be performed in accordance with applicable KYTC standards, policies, procedures, and other project-specific requirements.

V. SPECIAL INSTRUCTIONS

Seven (7) 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 Highway 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. METHOD OF DESIGN

The selected Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

VII. UTILITIES

The selected Consultants may be required to assist the Department with utility coordination, utility plans, and utility investigations for various projects. Services may include Subsurface Utility Engineering (SUE) to field-locate and verify existing utilities as needed.

The Consultant shall obtain adequate information regarding existing utility facilities within the

project area and identify those that may be impacted by the proposed project. The Consultant shall identify potential utility conflicts and notify KYTC of any conflicts that may significantly affect project cost or schedule.

The Consultant shall prepare or contribute to a utility conflict matrix, as required, documenting the type and owner of each utility, the extent of potential impacts, anticipated cost and schedule impacts, confidence in the utility location information, and recommendations for resolution.

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
- *Advanced Drainage Analysis and Design** (see note below)
- *Photogrammetry & Related Services** (see note below)

STRUCTURE DESIGN

- Spans Under 500 Feet

TRANSPORTATION PLANNING

- Pedestrian & Bicycle Planning & Design
- *Conceptual Transportation Planning** (see note below)
- *Standard Transportation Planning Engineering** (see note below)

Environmental & UST Services* (see note below)

- *UST & Hazmat Preliminary Site Assessment (Phase I)**

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

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

Environmental Archaeology & Other Services* (see note below)

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

Geotechnical Services* (see note below)

- Standard Drilling*
- Standard Geotechnical Engineering*
- Standard Laboratory Testing*

Right Of Way Services* (see note below)

- Acquisition*
- Relocation*

Traffic Engineering* (see note below)

- Traffic Engineering*
- Advanced Traffic Engineering Design and Modeling*
- Electrical Engineering Roadway Lighting*
- Electrical Engineering Traffic Signals*

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 any of these services become necessary during the delivery of any Letter Agreement assigned under a Master Agreement, 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 Date: October 13, 2026
- Response Date: November 4, 2026 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 9, 2026
- Final Selection: November 20, 2026
- Pre-Design Conference: December 2, 2026
- Notice to Proceed: December 18, 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. Past record of performance on projects similar in type and complexity. (15 Points)
2. 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)
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. Consultant's approach to ensuring the accuracy, completeness, coordination, and quality of project deliverables throughout project development and delivery. Evaluation will consider QA/QC procedures, personnel qualifications, coordination and constructability practices, and methods for identifying and resolving errors, omissions, and conflicts while minimizing changes and issues during construction. (10 Points)
6. 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)
7. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Andrew Stewart, P.E., User Division
2. Michael Read, P.E., User Division
3. Lauren Meighan, P.E., Secretary's Pool
4. Austin Hart, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool