

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2017-04 Statewide Electrical Construction Inspection

This document constitutes a Request for Proposals for 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

County – Statewide

Route – Various

Item No – Various

Project Description – Provide technical inspection of electrical traffic control devices and roadway lighting on contracted highway work to ensure compliance with all contract provisions.

II. PROJECT INFORMATION

Project Manager – Ted Swansegar, P.E.

User Division – Division of Traffic Operations

Approximate Fee – \$1,000,000 upset limit (cost plus a fixed fee). One consultant to be selected.

Projects to be assigned by Letter Agreement, not to exceed \$50,000 each

Project Funding – State and Federal Funds

Contract Duration – 2 years from date of Notice to Proceed with no option to renew

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

None

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.

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

- Complete set of electronic and 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. 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 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.

This contract will be in effect for two 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.

There shall be only one consultant firm selected. Joint-ventures or subcontracting will be allowed.

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

TRAFFIC ENGINEERING

- Electrical Engineering Traffic Signal Services
- Electrical Engineering Roadway Lighting Services

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.

- Bulletin Posted – October 11, 2016
- Response Date – November 2, 2016 by 4:30 PM ET (Frankfort Time)
- First Selection – November 8, 2016
- Final Selection – November 23, 2016
- Scoping Conference – November 30, 2016
- Notice to Proceed – January 19, 2017

IX. PROJECT SCHEDULE

Contracts will be in effect for 2 years from date of Notice to Proceed. Individual project schedules will be by letter agreement on a project by project basis.

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 projects for KYTC and/or for federal, local or other state governmental agencies. (10 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. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. 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.

XI. SELECTION COMMITTEE MEMBERS

1. Ted Swansegar, P.E., User Division
2. Charlie Weitzel,, User Division
3. Mikael Pelfrey, P.E., Secretary's Pool
4. Andrew Stewart, P.E., Secretary's Pool
5. Mark Day, Governor's Pool