

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2019-08 Statewide NBIS Safety Inspections

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**

Three (3) consultant firms will be selected to conduct a complete NBIS Safety Inspection including collection of element level data as defined by the AASHTO Manual for Bridge Element Inspection, and the Bridge Inspector's Reference Manual revised in 2012 for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager – Erin Van Zee, P.E.

User Division – Maintenance

Approximate Fee – \$750,000 upset limit (per consultant)

Projects to be assigned by Letter Agreement not to exceed ~~\$75,000~~ **\$100,000** each

Project Funding – State and/or Federal Funds

### **III. PURPOSE AND NEED**

To ensure the continued structural safety of bridge sized structures for use by the travelling public by providing NBI safety and element level inspections mandated by the FHWA and performed in accordance with the National Bridge Inspection Standards. Reports are filed with the Division of Maintenance records as well as recorded electronically. Copies of reports are also shared with the District personnel and adjoining state DOT's. Inspection reports are used to determine needed repairs, allowing for KYTC to prepare a budget for future years and share information and trends with other states.

### **IV. SCOPE OF WORK**

Conduct a complete NBIS Safety Inspection and an element level data inspection as defined by the AASHTO Manual for Bridge Element Inspection. Prepare the required report using AASHTOWare Bridge Management (BrM) software provided by the Cabinet. BrM training will be available after a Notice to Proceed for new consultants not familiar with BrM. Photographs of each inspection must accompany the data and will be submitted in a format using Adobe Photo Shop Element 4 or equivalent. Submit reports containing inspection data and photos to the District Bridge Engineer in the corresponding District for approval. The Consultant agrees to perform the required services in a professional and skillful manner and to comply with the terms, provisions,

and conditions of this contract. Any serious defect discovered on the bridge will be immediately reported to the District Bridge Engineer. The Consultant will be required to maintain a daily log documenting the hours spent performing bridge inspections, reviewing bridge plans, and time and mileage used traveling from bridge to bridge. Drive time hours, mileage, and per diems will be a negotiated direct cost and are not included in the production hours for inspection.

- a) The Consultant will maintain adequate qualified personnel to perform all required services during the life of the contract and will only utilize personnel who meet the minimum State, and if applicable, Federal Highway Administration (FHWA) qualifications, for all phases of the contract (except for personnel classified as secretarial or clerical).
- b) The Consultant agrees to perform all work under this contract in accordance with State and/or Federal requirements as outlined in NBIS and AASHTO Standards.
- c) All inspections will be for routine bridges or culverts over 20' in length. No rope access, access by boat, or snooper will be required. Wading, walking on steep slopes, taking measurements, photographs and notes will be required.
- d) The Consultant will not employ any person who is a regular employee of the Commonwealth of Kentucky, during the life of this contract. A regular employee of the Commonwealth is defined as anyone in a permanent or temporary position.
- e) The Consultant agrees that upon request, appropriate personnel will be available to assist in responding to FHWA or State inquiries.
- f) The Consultant will be required to maintain continuing Professional Liability Insurance of an amount not less than \$250,000 during the life of the resulting contract and worker's compensation insurance in accordance with the requirements of KRS 45A.480 and KRS 342.
- g) The Department will provide the Consultant with adequate copies of the bridge files, plans, maps and past inspection reports as needed.
- h) Inspector(s) will need to provide a laptop computer with a minimum of a Pentium 4 processor, personal transportation, waders, all appropriate measuring devices, OSHA approved personal safety equipment, a digital camera, and a handheld GPS unit (optional).
- i) Traffic Control, if needed, shall be negotiated at the time of the accepted work assignment. The Consultant shall be reimbursed for subcontracted traffic control if agreed upon during the negotiation of the assignment. Reimbursement for this will be treated as a pass through expense and a copy of the subcontractors invoice must be provided before reimbursement.

## **V. SPECIAL INSTRUCTIONS**

Award of contract from this Request for Proposal is no guarantee of work.

Three (3) firms will be selected to provide these services. The contract period is a two (2) year contract with no new work assigned after two years from the original Notice to Proceed date, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$750,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. If additional work is required on the same Letter Agreement, a Supplemental Letter Agreement shall be issued. No Letter Agreement shall exceed ~~\$75,000~~ **\$100,000** without written approval from the State Highway Engineer.

The selection committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will generally be offered to firms on a rotating basis. KYTC reserves the right to select one of the three firms outside of the assignment order for a particular project if it is to the benefit of KYTC. 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 Maintenance reserves the right to group multiple projects together as one offering if it is advantageous to the KYTC. KYTC can also add additional work to an existing Letter Agreement, if needed. In the typical order offering, firms will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm turns down a project, it will be offered to the next firm in consecutive order and so on until the project is accepted. If a firm declines a project or does not respond to an invitation to perform services for a project within 7 days from the date the Department offers a project, then documentation shall be placed in the project files noting the project was declined and the next firm in the list shall be offered the project, etc. Firms will not be penalized for not accepting a project, regardless of reason.

Instructions for Response to Announcement can be found at:

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

## **VI. STANDARD PERSON-HOURS**

The person-hours allowed for each “standard” bridge or component as shown below or as negotiated at the time of the assignment. The hours below includes inspection time, report preparation and BrM data entry.

- Reinforced Concrete Box Culverts – 4 hours
- Single Span Bridges – 5 hours
- Multi-Span Bridges – 6 hours

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

Hourly rates for inspectors will be negotiated based upon a firm’s KYTC audited overhead and wage rates. Provision rates will be used if no audit exists.

## **VII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the proposed consultant project team must be prequalified in the following areas prior to the response due date of this advertisement.

## HIGHWAY OPERATIONS AND BRIDGE MAINTENANCE SERVICES

- In-Depth Structure

## STRUCTURE DESIGN

- Spans under 500 feet

### **VIII. PROCUREMENT SCHEDULE**

- Advertisement Date – February 12, 2019
- Response Date – March 6, 2019 by 4:30 PM ET (Frankfort time)
- First Selection – March 11, 2019
- Final Selection – March 27, 2019
- Scoping Conference – April 3, 2019
- Notice to Proceed – May 23, 2019

### **IX. PROJECT SCHEDULE**

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

The Consultant agrees to complete all inspection work in accordance with the terms of this contract within thirty (30) calendar days from the date the work order is issued and will have an additional fifteen (15) calendar days to complete and submit the report from the date of the work order. Inspection data must be entered into the AASHTOWare Bridge Management software within seven (7) calendar days of the bridge inspection. Any revisions necessary to the report will be completed within ten (10) calendar days of notification.

### **X. EVALUATION FACTORS**

1. In-house capability to perform the required services. (20 points)
2. Experience with NBIS safety inspections. (20 points)
3. Experience with element level bridge inspections. (20 points)
4. Consultant's past performance on similar projects. (10 points)
5. Capacity to comply with schedules (10 points)
6. Knowledge of the locality and familiarity of the general geographic area (2 points)

### **XI. SELECTION COMMITTEE MEMBERS**

1. Erin Van Zee, P.E., User Division
2. Blake Combs, P.E., User Division
3. Stewart Lich, P.E., Secretary's Pool
4. Tom Hall, P.E., Secretary's Pool
5. Kellie Baker, P.E., Governor's Pool