

# **A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2023-07 Statewide SNBI Inventory Data 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 data acquisition due to new FHWA requirements published in the Specifications for the National Bridge Inventory (SNBI). Four (4) consultants will be selected to provide these services on an as-needed basis for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager - Erin Van Zee, P.E.  
User Division - Maintenance  
Approximate Fee - \$500,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$100,000  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

Data in the NBI serves the following practical purposes for FHWA and Kentucky: ensuring highway bridge safety; enabling oversight of the National Bridge Inspection Program (NBIP); reporting to Congress; emergency response; administering a risk-based, data driven, performance management program in accordance with Title 23 U.S.C. §150 and the National Performance Management Measures for Assessing Bridge Condition regulation (23 CFR 490, Subpart D); and providing quality data through clarity and ease of use.

### **IV. DBE GOAL**

The Consultant team may include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

## **V. SCOPE OF WORK**

*SNBI Inventory Data:* Gather the new SNBI Inventory Data, as required by the Specifications for National Bridge Inventory, first published March 2022. Data collection will be in accordance with the following sections of the SNBI: Section 2, Section 3, and Section 4 or other sections of the SNBI as directed by the Cabinet. Verifying data in BrM will also be required for those Item IDs in Sections 3 and 4. Keep track of the data with the software or spreadsheet issued by the Cabinet, and upload to AASHTOWARE Bridge Management (BrM), or another type of tracking system provided by the Cabinet. The Consultant will be required to maintain a daily log documenting the hours spent collecting the information from the field or bridge plans, and time and mileage used to travel 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 gathering data.

Quality control measures shall be made by review of all data collected from a random sampling of 10 percent of the structures assigned per letter agreement.

- 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 data collected will be for routine bridges or culverts over 20' in length. First letter agreements will be for structures that have plans. Later letter agreements may include structures with no plans where field visits may be required. Wading, walking on steep slopes, and taking measurements may 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 computer, 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.

## **VI. 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 \$500,000. 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 \$100,000 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 Maintenance 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>

## **VII. ESTIMATED STANDARD PERSON-HOURS**

The estimated person-hours allowed for each SNBI data acquisition is shown below. The Cabinet understands that this is a new type of work and time requirements are currently unknown. The hours below are estimates as consultant inspectors get familiar with the new Item IDs. The Cabinet expects that as consultant inspectors become more familiar with data collection, the amount of the time needed will decrease. Hours will be negotiated at the time of the assignment as inspectors learn the new requirements.

SNBI Data Acquisition (Section 2, 3, and 4 ONLY):

- Reinforced Concrete Box Culverts – 1 hour
- Single Span Bridges – 1.5 hours
- Multi-Span Bridges – 2 hours

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.

## **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.

## MAINTENANCE – BRIDGE MAINTENANCE SERVICES

- In-Depth Structure Inspection

Additionally, the consultant project team must meet the following by the response due date of this advertisement:

- Demonstrate experience with performing inspections for NBIS purposes, or demonstrate an understanding of NBIS requirements for such inspections by demonstrating knowledge of the current edition of FHWA Bridge Inspector's Reference Manual (BIRM), the current edition of the AASHTO Manual for Bridge Evaluation, the current edition of the AASHTO Manual for Bridge Element Inspection and the Recording and Coding guide for Structural Inventory and Appraisal of the Nations Bridges, the current edition of the Specifications for the National Bridge Inventory (SNBI); and
- Demonstrate an understanding of the access and traffic control requirements of conducting such inspections by providing a narrative describing what types of access equipment might be required and how traffic control would be handled (which should identify whether these can be provided in house or obtained through other means)
- Have adequate staff, who meet minimum requirements for qualification for Team Leader or Program Manager as set forth in National Bridge Inspection Standards (23 CFR 650 C), to be present in each area of operation during all phases of inspection and condition reporting. (A copy of certificate of successful completion of National Highway Institute following courses or their approved equals: 130055 "Safety Inspection of In-service Bridges" will be required for each Team Leader for inspection)
- Inspector of Record must prove that a comprehensive bridge inspector refresher training has been completed in the last 5 years
- Have all inspection staff trained for element level condition reporting in AASHTOWARE Bridge Management (BrM) software used by KYTC; and
- Have available computer hardware for installation of KYTC's BrM software
- Have adequate staff, meeting team leader qualifications under NBIS, to perform inspections within prescribed frequencies described in scope of work

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: January 10, 2023
- Response Date: February 1, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: February 6, 2023
- Final Selection: February 22, 2023
- Pre-Design Conference: March 1, 2023
- Notice to Proceed: March 22, 2023

## **X. PROJECT SCHEDULE**

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

Completion of All Services – 2 years from Notice to Proceed

## **XI. EVALUATION FACTORS**

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

1. In-house capability to perform the required services. (20 Points)
2. Experience or familiarity with the new SNBI. (20 points)
3. Past record of performance on projects similar in type and complexity. (10 Points)
4. Available team workload capacity to comply with project schedule. (10 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Erin Van Zee, P.E., User Division
2. James Edmunds, P.E., User Division
3. Erika Drury, P.E., Secretary's Pool
4. Charlie Dale, P.E., Secretary's Pool
5. R. Bruce Scott, P.E., Governor's Pool