

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

## *Department of Highways Professional Services Procurement Bulletin 2023-07 Structural Support Inspection 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 Structural Support Inspection Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Grant DeRossett, P.E.  
User Division - Traffic Operations  
Approximate Fee - \$500,000 Upset Limit (Specific Rate of Compensation)  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

To ensure the continued safety of overhead sign supports, high mast lighting, mast arm poles, and other steel/aluminum structures by providing inspection services to determine and evaluate the condition of these structures per AASHTO Guidelines and directed through the Kentucky Transportation Cabinet, Department of Highways.

### **IV. DBE REQUIREMENT**

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**

The selected Consultant will provide structural inspection services for overhead sign supports, high mast lighting, mast arms, and other steel/aluminum structures as requested. The intent is to complete inspection activities of statewide structure over a five-year cycle.

Inspection services includes, but is not limited to:

- 1) Inspecting existing structures,
- 2) Inspecting new structures,
- 3) Adding new structures to the inventory schedule,
- 4) Measuring the thickness of steel, using an UTG of mast arm, high mast poles and other structures,
- 5) Sounding/UT testing of anchor bolts/rods,
- 6) Identifying structural issues and providing condition assessment,
- 7) Providing minor repair or general maintenance services, and
- 8) Removal of structural items so they can be inspected

The Consultant shall provide the number of inspectors requested by the Cabinet for requested inspections through the Division of Traffic Operations. The inspectors shall use inspection instruments, tools, and visual inspection to inspect existing structures and to ensure compliance with AASHTO Guidelines. All instruments and tools shall be preapproved by the Cabinet's project manager.

Inspectors shall coordinate with their assigned manager to keep accurate records, including a daily time sheet of hours worked and work performed.

The inspectors shall demonstrate experience and knowledge of structural inspection and record keeping. The inspectors shall be capable of handling the physical requirements needed to access and perform arms length inspection of the structures. The database for the structures shall be required to be in a KYTC approved GIS format and have the ability to be integrated in to the KYTC GIS system. No existing databases will not have to be converted to the GIS format.

The Consultant shall provide Automatic Vehicle Location (AVL) technology on all work 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 Contract 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, and proper traffic control which usually requires a shoulder closure. The inspectors should expect to be utilized at locations statewide.

Inspectors shall have at least five (5) years of electrical inspection/construction experience. Engineering education may be substituted on a year-by-year basis with the KYTC's Engineer's approval.

Certifications listed below shall be held and maintained throughout the duration of the contract:

- [Work Zone Traffic Control Supervisor Qualification](#) – WZTCS. Each crew shall have one WZTCS and shall have qualifications within 6 months. Consultant shall provide evidence of one certified WZTCS for the inspection team. Proof of certification shall be provided before starting any work and certification shall be maintained throughout the length of the contract. Qualification shall be current within 5 years.
- Work Zone Traffic Control Technician Qualification – WZTCT. Each crew shall have one WZTCT initially and all members of the crews shall have qualifications within 6 months. Qualification shall be current within 5 years.

Responses should include a list of inspectors with these qualifications.

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.

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. Contract will not be modified to increase the upset limit or extend for time to assign new work.

This contract will be negotiated as an actual cost for the person, travel, lodging, per diem, overhead, and profit. The cost per hour will include the pay rate for the personnel classifications providing the inspections, overhead, travel expenses, profit and all other direct and indirect cost incurred by the Consultant to accomplish the work.

The hourly rates should be included **as a separate page** within the Consultant's Response to Announcement.

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

Instructions for Response to Announcement can be found at:

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

## **VII. STRUCTURE DESIGN**

The selected Consultant may be required to provide information to the Divisions of Structural Design, Traffic Operations, or Maintenance for the development of repair plans. The Department will provide any necessary design services.

## **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

The Project Manager is not required to be a registered Professional Engineer or on-site. However, the firm must have a minimum of one registered Professional Engineer with registration in Kentucky who can demonstrate structural inspection knowledge and experience.

## **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**

Expected times to complete:

- Draft of Final Inspection Results Within 45 days after inspection
- Final Inspection Report Two Weeks after draft submittal
- 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. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (25 Points)
2. Past record of performance on projects similar in type and complexity. (25 Points)
3. Demonstrated familiarity with in-depth inspection requirements. (20 points)
4. Available team workload capacity to comply with project schedule. (15 Points)
5. Inspection Fees. (8 Points)
6. Availability of required climbing equipment. (5 points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Grant DeRossett, P.E., User Division
2. Jessica Goodwin, P.E., User Division
3. Stephen De Witte, P.E., Secretary's Pool
4. Amanda Desmond, P.E., Secretary's Pool
5. Bart Bryant, P.E., Governor's Pool