

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-11 Statewide NTIS Safety Inspections – East End Tunnel

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 NTIS Safety Inspections for the East End Tunnel. One (1) consultant will be selected to provide routine safety inspections to be performed in October 2024.

II. PROJECT INFORMATION

Project Manager - James Edmunds, P.E.
User Division - Maintenance
Approximate Fee - \$200,000 (Cost Plus a Fixed Fee)
Project Funding - State Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To ensure the continued structural safety of tunnels by the traveling public by providing NTI safety and element level inspections mandated by the FHWA and performed in accordance with the National Tunnel 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. 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. 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

Conduct Routine Inspection including Mechanical, Electrical and Fire Suppression system inspections in accordance with the following documents: National Tunnel Inspection Standards (NTIS) (23 CFR 650.5), the Specifications for the National Tunnel Inventory (SNTI), the Tunnel Operations, Maintenance, Inspection, and Evaluation (TOMIE) Manual, the KYTC East End Tunnel Inspection Manual, the KYTC Tunnel Inspection Procedures Manual and this Scope-of-Work.

Completed inspection shall be recorded using AASHTOWARE Bridge Management software. A document style report detailing inspection methods, findings, field sheets, supplemental inspection documents, photos and maintenance recommendations shall be submitted to KYTC for approval.

The Consultant is expected to review functional system testing, prior to conducting field inspection.

The Consultant is expected to mobilize inspection access equipment (man-lift, etc.) required to conduct inspection.

Traffic Control will be required to complete this inspection. The Consultant shall coordinate with KYTC District 5 staff and Central Office Division of Maintenance staff to determine a Maintenance-of-Traffic sequence to facilitate completion of the inspection. Traffic Control services will be provided by KYTC District 5 staff.

The Consultant is expected to coordinate between KYTC Central Office, District 5, TRIMARC, TrafficWise, INDOT, the Harrods' Creek Fire Department, WVB East End Partners, RiverLINK, and any other entity necessary to complete the inspection.

PRIOR TO NEGOTIATION: Prior to a notice to proceed of this contract, the Consultant shall:

- Submit a fee proposal showing structure hours and cost to the Division of Professional Services
- A blank man-hour worksheet to the Project Manager

REPORTING: The Consultant shall submit the following report(s) for each Tunnel:

- BrM input of inspection
 - Consultant shall verify/record all NTIS ITEMS per *the Specifications for the National Tunnel Inventory (SNTI)*
- Upload photos into the MEDIA TAB.
- BrM input and reporting documents shall be completed within 30 days of finishing field inspection activities. This should include the inspect date, element ratings and an executive summary of major deficiencies with recommendations in the inspection notes. Element level notes shall also be completed.
- Any deficiencies deemed to be of an urgent or substantial finding nature shall be immediately reported by personal contact (phone call and/or personal visit) to the Central Office Bridge maintenance project manager or designated staff; and by means of electronic mail notification with detailed description of findings supported by pictures within 24 hours of findings

MISCELLANEOUS ITEMS:

- All media inquiries shall be directed to the KYTC Office of Public Affairs (502) 564-4890
- The Consultant is responsible for recording all meeting minutes, which shall be signed by both the Consultant and KYTC to affirm concurrence
- Night time bore closures only

VI. SPECIAL INSTRUCTIONS

The Department reserves the option to modify the selected Consultants' agreement to include any necessary engineering and/or related services for this project. The firm or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

One (1) consultant will be selected to provide these services. The Department reserves the option to modify the selected Consultants' agreement to include any additional Tunnel Inspections or bridge maintenance services required for this project. No additional service contract shall exceed \$100,000 without written approval from the State Highway Engineer. The firm or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

Instructions for Response to Announcement can be found at:

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

VII. 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

- Tunnel Inspection

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Date: May 14, 2024
- Response Date: June 5, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: June 10, 2024
- Final Selection: June 26, 2024
- Pre-Design Conference: July 3, 2024
- Consultant Fee Proposal: July 12, 2024
- Contract Negotiations: July 24, 2024
- Notice to Proceed: August 14, 2024

IX. PROJECT SCHEDULE

The Consultant agrees to complete all inspection work in accordance with the terms of this contract within the same calendar month as the previous inspection(s) and will have an additional fifteen (15) calendar days to complete and submit the reports. Inspection data must be entered into the AASHTOWare Bridge Management software within 30 days of the tunnel inspection. Any

revisions necessary to the reports will be completed within ten (10) calendar days of notification.

X. 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. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. (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. (4 Points)

XI. SELECTION COMMITTEE MEMBERS

1. James Edmunds, P.E., User Division
2. Natalie House-Lewis, P.E., User Division
3. Casey Smith, P.E., Secretary's Pool
4. Amanda Desmond, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool