

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

## **Department of Highways Professional Services Procurement Bulletin 2025-09 Statewide Electrical Construction 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 Electrical Construction Inspection Services. One (1) consultant will be selected to provide these services on an as-needed basis for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager - Joshua Amos, 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**

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 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**

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. The Consultant shall follow all OSHA requirements (NFPA 70E) for electrical hazards, KYTC policy for lockout tagout and all KYTC policy/procedures for electrical hazards. This can include clothing, PPE, and tools.

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

- Complete set of electronic and insulated 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 and time and mileage used traveling from the office to the job site. 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.

## **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(s) 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 and this contract will be in effect for two (2) 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.

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:

- [Work Zone Traffic Control Supervisor Qualification](#) –WZTCS. Each inspection crew shall have one WZTCS. Qualification shall be current within five (5) years.
- Work Zone Traffic Control Technician Qualification – WZTCT. Every member of the inspection crew shall have WZTCT qualification. Qualification shall be current within five (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.

The cost per unit of work for inspection services is defined by the cost of the Services of worker and the unit will be an hour. The cost per hour will include the pay rate for the personnel classifications providing the inspections, any overtime, equipment, materials, overhead, profit and all other direct and indirect costs incurred by the Consultant to accomplish the work.

The inspection fee must be one (1) hourly rate for each Personnel Title for up to (3) three levels of Personnel Title (Senior, Mid & Entry). The rate should be all inclusive of overtime, equipment, overhead, management fee, profit and any direct or indirect expenses. The proposed all-inclusive hourly charge should include salary, overtime, overhead, management fees and any direct costs to cover whatever is needed. All travel expenses including drive time hours, mileage, and per diems will be a negotiated direct cost and are not included in the loaded hourly rates or production hours for inspection.

The loaded hourly rates should be uploaded to the Consultant Portal as an entirely separate file from the Consultant’s Response to Announcement for the personnel classifications listed below:

- Project Manager
- Field Engineer Inspector
- Field Technician Inspector
- Report (QA/QC) Engineer

The Selection Committee members do not have access to these rates and the costs shall not be considered for selection purposes.

Instructions for Response to Announcement can be found at:

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

**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 Consultant must be prequalified in the following areas by the response due date of this advertisement.

## TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting
- Electrical Engineering Traffic Signals
- *Traffic Engineering\** (see note below)

*\* Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

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.

- Advertisement Posted: March 11, 2025
- Response Date: April 2, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: April 7, 2025
- Final Selection: April 23, 2025
- Pre-Design Conference: April 30, 2025
- Notice to Proceed: May 21, 2025

## **IX. PROJECT SCHEDULE**

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

## **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 project for KYTC and/or federal, local or other state governmental agencies. (15 Points)
2. Past record of performance on projects similar in type and complexity. (15 Points)
3. Available team workload capacity to comply with project schedule. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. The Consultant demonstrates a comprehensive understanding of safety strategies and the ability to generate meaningful ideas that can measurably enhance the safety of the completed project. This includes both the immediate effectiveness and the long-term safety impacts of the finished facility. (5 Points)

6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

**XI. SELECTION COMMITTEE MEMBERS**

1. Joshua Amos, P.E., User Division
2. Jessica Goodwin, P.E., User Division
3. Casey Smith, P.E., Secretary's Pool
4. Matthew Sipes, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool