

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-10 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 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 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 structures over a five-year cycle.

Inspection services include, but are 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
- 8) Removal of structural items so they can be inspected
- 9) Visually inspect electrical hardware including conduit, junction boxes, and any items attached to the structure for shock hazard or conditions that may require maintenance. A voltage test may be necessary to determine if the structure is safe to come in contact with. No thorough electrical testing of any kind such as system voltage, grounding, etc. will be required

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 arm's 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 into the KYTC GIS system. No existing databases will be converted to the GIS format.

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 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 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. There is no guarantee of hours. Work may be night-time 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, 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 structural inspection 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. 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. Qualifications shall have been obtained within the last five 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. Qualifications shall have been obtained within the last five 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.

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 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:

- Inspector
- Senior Inspector
- Professional Engineer
- Project Manager
- Project Supervisor

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>

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: April 8, 2025
- Response Date: April 30, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: May 5, 2025
- Final Selection: May 21, 2025
- Pre-Design Conference: May 28, 2025
- Notice to Proceed: June 18, 2025

X. PROJECT SCHEDULE

Expected times to complete:

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Draft of Final Inspection Results – Within 45 days after inspection
- Final Inspection Report – Two Weeks after draft submittal
- Completion of All Services – Within initial contract term or by time extension

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. 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. 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. Amanda Desmond, P.E., Secretary's Pool
4. Crystal Mapel, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool