

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-10 Traffic Operations Structural and Geotechnical Review 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 Traffic Operations Structural and Geotechnical Review Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

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|-------------------|---|
| Project Manager - | Jessica Goodwin, P.E. |
| User Division - | Traffic Operations |
| Approximate Fee - | \$250,000 Upset Limit (Specific Rate of Compensation) |
| Project Funding - | State and Federal Funds |
| Contract Term - | Two Years |

III. PURPOSE AND NEED

To assist the Division of Traffic Operations in the review of plans and specifications for structural supports for highway signs, luminaires, and traffic signals.

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. If included, an additional page will be allowed in the Project Approach (Section 7) to demonstrate this plan. The plan would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultant must possess the expertise and capacity to perform the structural engineering tasks listed below:

- Capable of performing a variety of geotechnical analyses and structural designs.

- Demonstrate familiarity with AASHTO's Standard Specifications for Structural Supports for Highway Signs, Luminaires, and Traffic Signals, current edition (including LRFD).
- Demonstrate familiarity with the Division of Structural Design Guidance Manual and the AASHTO LRFD Bridge Design Specifications.
- Demonstrate familiarity with Kentucky's Standard Specifications for Road and Bridge Construction.
- Design of drilled shafts and spread footing foundations for existing/new locations.
- Foundation recommendation based on soil condition.
- Reviewing shop drawings and structural calculations for high mast, luminaire poles, mast arm (single and dual) poles, monotube (bridge-type) supports, sign, and strain pole structures with spans.
- Familiarity with KYTC Traffic Operations specifications and drawings for roadway signs, traffic signals, and lighting.
- Preparing Microstation CADD Drawings and writing new specifications.
- Capable of designing sign supports and sign attachments to bridges and other structures.
- Demonstrate familiarity with web design and windows program design for the interpretation, modification, and development of the state owned web app SALSA. This includes but not limited to the following: storage, RDBMS, web hosts, platform tiers, user interfaces, browser support, and security protocol. Experience in the following areas is desirable:
 - MS SQL 2012
 - IIS 7 on windows server 2008
 - .NET 4.0
 - ASP
 - SQL reporting services
 - DATA store (SQL table), data access (SQL stored procedures, ADO.net / LINQ)
 - Math Class (Custom Class)
 - Logic (Custom class)
 - Presentation web parts (AJAX enabled web controls)
 - Presentation ASPX web forms
 - CSS5
 - Browser Support: IE 7+, Google Chrome, Firefox, MAC / Windows Safari
 - SSL
 - Forms-Based Authentication
 - Wiki development
- Demonstrate the ability to transfer associated files and host a web app developed for SALSA. This transfer will be from the current consultant to the new consultant.
- Demonstrate the ability to transfer associated files from the hosted web app for SALSA to the Cabinet.
- Demonstrate the ability to maintain/host the current cloud-based web app. This includes web domains and transferring of the current cloud-based web app to a new cloud-based location.

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 \$250,000. 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. The cost per hour will include the pay rate for the personnel classifications providing the reviews, 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:

- Project Supervisor
- Project Manager
- Programmer

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. ADDITIONAL INFORMATION

The selected Consultant must have the capability to collect and analyze data as well as the capability to work with the Cabinet's GIS database. In general, the data may be transmitted electronically in standard KYTC formats. It is expected that frequent coordination between the consultant and the user division will be necessary for each specific task.

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.

GEOTECHNICAL SERVICES

- Geotechnical Engineering

STRUCTURE DESIGN

- Spans Under 500 Feet

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

Individual project schedules will be by on-call on a project-by-project basis.

- Assignment of All Projects: Two (2) years from NTP
- Reviewing shop drawings & calculations for poles: Two (2) business days
- SALSA modification: One (1) week
- Interpretation of new AASHTO Standards: Two (2) business days
- Design of drilled shafts and spread footing foundations for existing/new locations: One (1) week
- Other Scope of Work Duties: As Agreed
- Completion of All Services: Within initial contract term

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. (20 Points)
2. Past record of performance on projects similar in type and complexity. (20 Points)
3. Relative experience in web-based programming. (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)

XII. SELECTION COMMITTEE MEMBERS

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