

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-03 Statewide NBIS Safety 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 NBIS Safety Inspection Services including collection of element level data, collection of channel cross section measurements, and performance of scour assessments. Four (4) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager -	James Edmunds, P.E.
User Division -	Maintenance
Approximate Fee -	\$1,500,000 per contract (Upset Limit)
	Work will be assigned via Letter Agreement, not to exceed \$100,000
Project Funding -	State and Federal Funds
Contract Term -	Two Years

III. PURPOSE AND NEED

To ensure the continued structural safety of bridge sized structures for use by the travelling public by providing NBI safety and element level inspections mandated by the FHWA and performed in accordance with the National Bridge 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 and adjoining state DOT's. 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

NBIS Inspections:

Conduct a complete NBIS Safety Inspection and an element level data inspection as defined by the AASHTO Manual for Bridge Element Inspection, the Bridge Inspector's Reference Manual, and the Kentucky Bridge Inspector Procedure Manual. Prepare the required report using AASHTOWare Bridge Management (BrM) software provided by the Cabinet. BrM training will be available after a Notice to Proceed for new consultants not familiar with BrM. Photographs of each inspection must accompany the data and will be submitted in a format using Adobe Photo Shop Element 4 or equivalent. Submit reports containing inspection data and photos to the District Bridge Engineer in the corresponding District for approval. The Consultant agrees to perform the required services in a professional and skillful manner and to comply with the terms, provisions, and conditions of this contract. Any serious defect discovered on the bridge will be immediately reported to the District Bridge Engineer. The Consultant will be required to maintain a daily log documenting the hours spent performing bridge inspections, reviewing bridge plans, and time and mileage used traveling from bridge to bridge. Drive time hours, mileage, and per diems will be a negotiated direct cost and are not included in the production hours for inspection.

- a) The Consultant will maintain adequate qualified personnel to perform all required services during the life of the contract and will only utilize personnel who meet the minimum State, and if applicable, Federal Highway Administration (FHWA) qualifications, for all phases of the contract (except for personnel classified as secretarial or clerical).
- b) The Consultant agrees to perform all work under this contract in accordance with State and/or Federal requirements as outlined in NBIS and AASHTO Standards.
- c) All inspections will be for routine bridges or culverts over 20' in length. "Standard" inspections will not require rope or snoop access; however "specialized" inspection access employing UAV or kayak/canoe may be required. Wading, walking on steep slopes, taking measurements, photographs and notes will be required.
- d) The Consultant will not employ any person who is a regular employee of the Commonwealth of Kentucky, during the life of this contract. A regular employee of the Commonwealth is defined as anyone in a permanent or temporary position.
- e) The Consultant agrees that upon request, appropriate personnel will be available to assist in responding to FHWA or State inquiries.
- f) The Consultant will be required to maintain continuing Professional Liability Insurance of an amount not less than \$250,000 during the life of the resulting contract and worker's compensation insurance in accordance with the requirements of KRS 45A.480 and KRS 342.
- g) The Department will provide the Consultant with adequate copies of the bridge files, plans, maps, and past inspection reports as needed.
- h) Inspector(s) will need to provide a computer, personal transportation, waders, all appropriate measuring devices, OSHA approved personal safety equipment, a digital camera, and a handheld GPS unit (optional).
- i) Traffic Control, if needed, shall be negotiated at the time of the accepted work assignment.

The Consultant shall be reimbursed for subcontracted traffic control if agreed upon during the negotiation of the assignment. Reimbursement for this will be treated as a pass through expense and a copy of the subcontractors invoice must be provided before reimbursement.

Scour Assessments:

The selected Consultants will perform scour assessments of selected structures in accordance with current NBIS standards as specified by the Division of Maintenance and KYTC's Bridge Inspection Procedures Manual. This will include the following:

- a) Perform bridge scour assessments in accordance with HEC 18 and 20.
- b) Perform scour risk calculations
- c) Perform hydraulic analyses of scour and stream stability to determine the flow characteristics during different flood events necessary to assess scour and coding of Item 113 if required.
- d) Assess the current scour conditions of each bridge structure
- e) Determine the extent of the bridge scour
- f) Provide engineering design services to develop a countermeasure Plan of Action (POA) to correct bridge scour or stream stability issues in accordance with HEC 18 and HEC 23 (latest edition) if required.
- g) Produce a Contract Ready Proposal (CRP) in the current KYTC format to implement the Plan of Action if required.
- h) Provide other scour related engineering services that may be defined by the KYTC.

The scour assessment reports shall be in digital format consistent with recent reports and compatible with the Division of Maintenance's current software and documenting procedures. The reporting will include entering the completed scour assessment/cross section reports, summary notes, and National Bridge Inspection (NBI) coding information (113) into BrM.

Scour assessments will be selectively determined by KYTC Bridge Preservation Staff and may be included in addition to NBIS Inspection Letter Agreements or as group Scour assessment assignments.

Channel Cross Sections:

The selected Consultants will perform Channel Cross Sections to structures meeting the following condition criteria: Item 113 is 4 or less or if B.C.11 is 5 or less. Channel Cross Sections shall be performed in accordance with Division of Maintenance standards and KYTC's Bridge Inspection Procedures Manual. This will include the following: field measurements and data input into BRM as outlined in KYTC's Bridge Inspection Procedures Manual.

"Specialized" Inspection Access:

The selected Consultants may be required use Unmanned Aerial Vehicles for inspection access as specified by KYTC. Inspection employing use of UAV will be determined on a case-by-case basis per assignment. The selected consultants will be required to possess FAA pilot certification and FAA registered UAV.

The selected Consultants may be assigned inspections that require Kayak or Canoe use for access. Inspection requiring these methods will be determined on a case-by-case basis at the time of assignment.

SNBI Inventory Data:

Complete quality control review of the newly acquired SNBI Inventory Data, as required by the Specifications for National Bridge Inventory. Quality control review will consist of verification of BRM data in accordance with all seven sections of SNBI.

VI. SPECIAL INSTRUCTIONS

Four (4) consultants 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 \$1,500,000. Once the upset limit is reached or the two-year term has expired, services may be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$100,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Maintenance reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

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

VII. STANDARD PERSON-HOURS

The person-hours allowed for each “standard” bridge or component as shown below or as negotiated at the time of the assignment. The hours below include inspection time, report preparation and BrM data entry.

NBIS Inspection:

- Reinforced Concrete Box Culverts – 4 hours
- Single Span Bridges – 5 hours
- Multi-Span Bridges – 6 hours

*Notes: For inspection of structures in Poor Condition add 0.5 hours to Unit Rate
For bridges greater than 5 spans add 0.5 additional hours per span over 5*

Channel Cross Section:

- Reinforced Concrete Box Culverts – 1.5 hours
- Single Span Bridges – 2 hours

- Multi-Span Bridges – 2.5 hours

Scour Assessments: 2.5 hours

SNBI Data Quality Control Review (Sections 1-7):

- Per bridge – 1 hour

Person-hours for non-standard structures and “specialized” inspection access will be negotiated on a case-by-case basis.

Hourly rates for inspectors will be negotiated based upon a firm’s KYTC audited overhead and wage rates. Provision rates will be used if no audit exists.

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

[STRUCTURE DESIGN](#)

- Spans Under 500 Feet

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: September 9, 2025
- Response Date: October 1, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: October 6, 2025
- Final Selection: October 22, 2025
- Pre-Design Conference: October 29, 2025
- Notice to Proceed: November 19, 2025

X. PROJECT SCHEDULE

Individual project schedules will be defined by Letter Agreement on a project-by-project basis.

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

The Consultant agrees to complete all inspection work in accordance with Kentucky NBIS inspection schedules within the month in which it is due. Inspection data must be entered into the AASHTOWare Bridge Management software within seven (7) calendar days of the bridge inspection. Any revisions necessary to the report will be completed within ten (10) calendar days of notification.

XI. 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. Experience with NBIS safety inspections. (20 points)
3. Experience with element-level bridge inspections. (20 Points)
4. Experience performing Scour assessments and channel cross sections. (10 points)
5. Past record of performance on projects similar in type and complexity. (10 Points)
6. Available team workload capacity to comply with project schedule. (10 Points)
7. 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)
8. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XII. SELECTION COMMITTEE MEMBERS

1. James Edmunds, P.E., User Division
2. Erin Van Zee, P.E., User Division
3. Austin Hart, P.E., Secretary's Pool
4. Ben Coomes, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool