

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

## **Department of Highways Professional Services Procurement Bulletin 2026-03 Statewide Transportation Asset Management Plan**

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 Transportation Asset Management Plan. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Tracy Nowaczyk, P.E.  
User Division - State Highway Engineers Office  
Approximate Fee - \$500,000 upset limit (including renewals)  
Project Funding - State and Federal Funds  
Contract Term - Two Years

### **III. PURPOSE AND NEED**

Asset management is the strategic and systematic process of operating, maintaining, and improving physical assets, with a focus on engineering and economic analysis based upon quality information, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired state of good repair over the lifecycle of the assets at minimum practicable cost.

Transportation asset management plan (TAMP) recertification requirements mandate that the Federal Highway Administration (FHWA) certify State DOT TAMP processes at least every four years, or whenever the State amends its TAMP development processes. This certification ensures that the State's processes meet applicable requirements, with recent updates incorporating factors like extreme weather and resilience into life-cycle planning and risk management. FHWA has determined the processes followed by KYTC to develop the existing TAMP comply with the requirements set forth in 23 U.S.C. 119(e), as amended by the Bipartisan Infrastructure Law (BIL) that took effect on October 1, 2021, and 23 CFR 515.13(a). Therefore, **the Kentucky Transportation Cabinet's TAMP development processes were recertified as of January 30, 2023. Certification of a new TAMP is required by January 2027.**

#### **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**

##### **Task 1 – Review of KYTC TAMP**

The proposer will review the most recent KYTC TAMP and work with KYTC staff to understand gaps, improvements and goals for the next TAMP document.

##### **Task 2 – Development of Plan**

The selected Consultant will work with KYTC to develop a TAMP which includes, at a minimum, the following features:

- Summary listing and condition description of the NHS pavements and bridges
- NHS pavements and bridges targets
- Asset management objectives and measures
- Performance gap analysis
- Risk analysis
- Life-cycle planning
- Financial plan (minimum 10 years)
- Investment strategies

In developing the plan, the Consultant shall comply with FHWA final rule on Asset Management Plans, published on October 24, 2016 as well as any subsequent modifications or clarifications. An initial plan shall be completed by August 1, 2026. A fully compliant TAMP shall be completed by December 31, 2026.

##### **Task 3 – KYTC Leadership Workshop and Communication Toolkit**

The selected Consultant will develop a communication toolkit and conduct a one day workshop for KYTC leadership and managers to help them understand the concepts of asset management, the scope of asset management and their roles in a Transportation Asset Management program. This workshop will be accompanied by documentation for the future use of the Transportation Cabinet to hold similar workshops in the future. The communication toolkit will include presentation material, graphics, and an executive summary of the TAMP. Additional training or workshops may be necessary as issues are identified or if changes occur among key KYTC team members.

##### **Task 4 – Progress Reports**

The selected Consultant shall submit quarterly progress reports in electronic form which detail the following:

- Activities performed under the agreement to date
- Anticipated work to be accomplished during the next quarter
- Forecast timeline for all remaining activities
- Description of problems encountered or anticipated that may negatively impact the completion of the scope of work, along with recommended solutions

- Summary of expenditures compared to planned expenditures

## **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).

Instructions for Response to Announcement can be found at:

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

The Consultant contract may be renewed in two-year cycles and provide for additional services, contingent upon the approval of both parties. The Department reserves the option to modify the selected Consultant's agreement to include any necessary engineering and/or related services for this project. The additional services may be permitted up to a contract upset limit of \$150,000 above the initial contract amount. No additional service contract shall exceed \$150,000 without written approval from the State Highway Engineer.

Before KYTC can enter into a contract, the selected Consultant will be required to provide proof of professional liability insurance, must be registered with the Kentucky Secretary of State's Office, and other requirements necessary to execute a contract with KYTC.

## **VII. AVAILABLE INFORMATION**

The Department will furnish any plans, specifications, reports, or other information in the possession of the Department needed for providing the services desired.

## **VIII. PREQUALIFICATION REQUIREMENTS**

All firms who are established in the Consultant Portal by the Response Due date are eligible to respond to this advertisement.

## **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
- Fee Proposal Due: November 7, 2025
- Contract Negotiations: November 19, 2025
- Notice to Proceed: December 10, 2025

## **X. PROJECT SCHEDULE**

Task 1 – January 1, 2026

Task 2 – Initial Draft due August 1, 2026 (fully-compliant TAMP due December 31, 2026)

Task 3 – March 30, 2027

Task 4 – Quarterly on 1<sup>st</sup> business day of month beginning March 1, 2026

## **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. (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)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Tracy Nowaczyk, P.E., User Division
2. Josh Rogers, P.E., User Division
3. Austin Hart, P.E., Secretary's Pool
4. Lauren Meighan, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool