

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-05 Statewide Permit 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 encroachment Permit 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 - Rob Thompson, P.E.
User Division - Maintenance
Approximate Fee - \$2,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$200,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

The selected Consultants will be asked to perform necessary work to ensure the continued safety, quality, and installation of permitted utilities on an as-needed basis.

IV. SCOPE OF WORK

The selected Consultants will be responsible for coordinating with the Kentucky Transportation Cabinet, Division of Maintenance to provide permit inspection services, as needed, for various Transportation projects or encroachment permit projects. The selected Consultant's work may include any/all of the inspection services defined by the Division of Maintenance to facilitate the encroachment permit process.

V. SPECIAL INSTRUCTIONS

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 \$2,000,000. 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 \$200,000 without written approval from the State Highway Engineer.

Instructions for Response to Announcement can be found at:

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

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 5 years.
- Work Zone Traffic Control Technician Qualification – WZTCT. Every member of the inspection crew shall have WZTCT qualification. Qualification shall be current within 5 years.

VI. PERMITS

The selected Consultants may be required to assist the Department with permit encroachment conflict identification and investigation for various projects.

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.

ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Urban Roadway Design

Utility Design* (see note below)

- *Utility Construction Inspection**
- *Utility Preconstruction Coordination**

** 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.*

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Posted: November 11, 2025
- Response Date: December 3, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 8, 2025
- Final Selection: December 19, 2025
- Pre-Design Conference: January 5, 2026
- Notice to Proceed: January 23, 2026

IX. 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

X. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Past record of performance on projects similar in type and complexity. (20 Points)
2. In-house capabilities to perform the required services. (15 Points)
3. Available team workload capacity to comply with project schedule. (15 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 completed projects. This includes both the immediate effectiveness and the long-term safety impacts of finished facilities. (5 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Rob Thompson, P.E., User Division
2. Eric Bowman, P.E., User Division
3. Austin Hart, P.E., Secretary's Pool
4. Talya Caudill, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool