

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-06 Statewide Outdoor Advertisement 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 Outdoor Advertisement Services. One (1) consultant will be selected to provide these services on an as-needed basis for two (2) years.

II. PROJECT INFORMATION

Project Manager - Bob Salyers, P.E.
User Division - Maintenance
Approximate Fee - \$2,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$100,000
Project Funding - State Funds
Contract Term - Two Years

III. PURPOSE AND NEED

The purpose is to provide support to the KYTC Permits Branch Engineer offices administering the Outdoor Advertising Program to ensure compliance with KRS § 177.571 – 177.576, KRS § 177.830 – 177.890, and KRS § 177.990; 603 KAR 10:040. The Consultant will assist the User Division in monitoring, and inspecting, and reviewing permit applications, permit application renewals, outdoor advertising violations and, when requested, conduct inventories, and assist in legal proceedings.

IV. SCOPE OF WORK

The selected Consultant will be responsible for coordinating with the Kentucky Transportation Cabinet, Permits Branch to provide permit inspection and other services, as needed, for various Outdoor Advertising Program administrative tasks. The selected Consultant's work may include any/all of the inspection services defined by the Permits Branch to facilitate the Outdoor Advertising permit process.

1. Conduct a review of new permit applications

Absent an amendment to Kentucky Regulations allowing for an increase in electronic sign devices, the User Division anticipates receiving approximately 15-20 new applications

yearly. Each of those permits must be reviewed, and if appropriate, a field inspection must be completed.

2. Review of Permit Renewals

The User Division currently has approximately 2,300 permitted devices that will come up for annual renewal and expects that most, but not all of them will review. Permit renewal information must be reviewed for completeness and for accuracy. Accuracy may be confirmed by either online sources or by field review.

3. Identify potential outdoor advertising violations and provide data for User Division actions. All decisions for sign compliance with the requirements of the Outdoor Advertising program must be made by the User Division. If at any time while conducting field activities the Consultant identifies suspected violations or possible illegal vegetation cuttings at outdoor advertising signs which have not previously been identified, the User Division shall be notified within five working days.

The Consultant is required to support and authenticate such violations, which may require presence at a deposition and/or hearing, all field information, measurements, and photographs secured during its field work and office analysis.

During all field activities, the Consultant shall identify all possible violation items. The User Division shall determine when a violation has occurred and will issue a Notice based upon the field information provided by the Consultant.

4. Litigation Support

Historically the User Division has received approximately three (3) requests annually for administrative hearings related to permit application denials and notices of violations. Each of these typically results in an administrative hearing. Litigation support from the Consultant may be needed to verify authenticity of photographs and other related details. Due to recent changes in regulations, the number of requested administrative hearings is likely to increase.

5. Submittals/Deliverables from Consultant

Reporting: The Consultant shall maintain all books, photographs, documents, records, and other evidence pertaining to the field reviews performed for the Department. These documents shall be subject to inspection by any authorized representative of the Department for appropriate purposes. At the request of the Department, the Consultant shall provide information or reports regarding work performed under this Contract.

6. Optional Services

The User Division, at its discretion, may determine that the following services may need to be added to the contract. Under this category, work orders will be made verbally and an e-mail transmittal will follow.

- A. Conduct an inventory of new signs, and/or roadways carrying active state outdoor advertising permits on roads controlled by the Department for outdoor advertising control purposes. If requested, Contract Manager will specify the roadway segments to inventory. Conduct periodic inspections of existing signs as specified by the department to fulfill federal and state requirements.

B. Administrative Support

The Consultant may be requested to provide an administrative support employee position. The position will be an employee of the Consultant and the wages, benefits and employee costs will be the direct responsibility of the Consultant. The person selected to fulfill the position must be approved by the User Division. The person assigned to this position will report to the Contract Manager for assignments. The position will provide office clerical support to the User Division with regard to administrative duties, and other duties that are related to functions of the Consultant's Field Team. This position may, when requested, be asked to perform the following duties:

Conduct research for public records requests and ongoing case work.

Prepare letters for the Contract Manager's signature to communicate issues with permit applicants and permittees. Prepare other correspondence for the Contract Manager and the KYTC ODA team. The incumbent must work with others in the Outdoor Advertising program area to ensure that correspondence is timely and accurately prepared.

Assist with preparing Notices of Noncompliance and Notices of Violation for permitted and signs without a legal permit for management approval.

Assist in preparing various reports using Word, Excel, and PowerPoint.

Assist with the processing of permit applications and issuance of new permit in accordance with statutory requirements.

Assist in performing quality control reviews of program functions. Assist in the scanning of files housed in the file room.

Perform computer data entry for the Outdoor Advertising program and generate reports that are needed for the administration of the Outdoor Advertising program.

Prepare, send, and track certified mailings.

C. Other Optional Field Reviews

Follow-up violations: All signs issued notices must be inspected to determine if the violation has been corrected in a timely manner. The Consultant will be provided a request for field review of sign sites requiring a violation follow-up.

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 \$100,000 without written approval from the State Highway Engineer.

** Note – Selected Consultant must have the capability to collect and analyze the data as well as the capability to work with the Department’s Highway Information System (HIS) database KEPT database, and 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.*

Instructions for Response to Announcement can be found at:

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

VI. 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

- Surveying

VII. PROCUREMENT SCHEDULE

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

- Advertisement Posted: December 9, 2025
- Response Date: January 7, 2026 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: January 12, 2026
- Final Selection: January 28, 2026
- Pre-Design Conference: February 4, 2026
- Notice to Proceed: February 25, 2026

VIII. 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

IX. 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. (30 Points)
2. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
3. In-house capabilities to perform the required services. (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. (10 Points)

6. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

X. SELECTION COMMITTEE MEMBERS

1. Bob Salyers, P.E., User Division
2. Rob Thompson, P.E., User Division
3. Min Jiang, P.E., Secretary's Pool
4. Ben Coomes, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool