

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-07 Highway and Bridge Construction 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 Highway and Bridge Construction Inspection Services. Four (4) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Benjamin Kidd, P.E.
User Division - Construction
Approximate Fee - \$7,000,000 per contract (Specific Rate of Compensation)
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

The purpose is to provide support to the KYTC Section Engineer offices inspecting construction on highway projects. The Consultant would be available as needed by the Engineer to monitor and inspect the work of contractors and subcontractors.

IV. SCOPE OF WORK

The Consultant shall provide the number of inspectors requested by the Cabinet for on-site inspection of the construction/maintenance projects. The inspectors shall use inspection instruments (provided by the Cabinet), and visual inspection to inspect the contractor's work and ensure compliance with all contract provisions, including enforcement of the Kentucky Standard Specifications, Special Notes and Provisions, the project proposal, and the plans. The inspectors shall keep complete and accurate daily records of all work performed, preparation of final paperwork, and the materials used in accordance with the Division of Construction Guidance Manual or current policy.

Inspectors shall coordinate with their assigned state engineer to keep accurate records including a daily time sheet of hours/etc. of their work according to the Consultant's contract.

The Consultant will provide inspectors who have successfully completed the certifications as specified below, and maintain their qualification for the duration of the contract. The inspectors shall demonstrate experience and knowledge of on-site roadway construction inspection and record keeping. The inspectors shall be capable of handling the physical requirements needed to access and perform arms-length inspection of the entire project. If working in a maintenance capacity for the District's engineer, the inspector will provide services similar to construction as the engineer will require. These will include, but not be limited to: resurfacing estimates, price contract inspections, equipment/material inventories, etc. The inspector's responsibility will be reserved for those of an engineering technician and will not require a commercial driver's license, operating equipment, or work as a laborer.

V. 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).

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 \$7,000,000. Once the upset limit is reached or the two-year term has expired, services may be re-advertised and no additional work assignments will be executed under the contract. Contracts will not be modified to increase the upset limit, although the contract may be extended for time to complete work already assigned.

Due to the potential volume and scope of work involved, four (4) consultants may be selected. Four (4) regional divisions will be shown for the state, and each consultant shall note in the proposal which region(s) they can adequately cover with the specified personnel. A firm may request to be considered for multiple regions. If so, their priority region shall be ranked "1", their secondary region "2", and so on. **To be considered for selection, each firm shall complete the attached *Regional Rankings & Hourly Loaded Wage Rates* form. This form (shown on pages 7 & 8 of this RFP) must be completed and uploaded to the Consultant Portal as an entirely separate file from the Consultant's Response to Announcement. Firms will have the ability to upload this sheet under the Rate Sheet Required section of the portal response. If you have any questions or concerns about this process, email Eric.Pelfrey@ky.gov.** The Selection Committee reserves the right to choose the most appropriate order for regional selections.

The four regions are denoted as follows:

Region 1: Districts 1, 2, 3, and 4

Region 2: District 5

Region 3: Districts 6 and 9

Region 4: Districts 7, 8, 10, 11, and 12

Instructions for Response to Announcement can be found at:

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

VI. ADDITIONAL INFORMATION

The required personnel must be able to report for work at the KYTC Engineer's Office after the consultant is given a one (1) week notice for their services, and applicable personnel will receive a one (1) week notice prior to their services no longer being required. Inspectors must supply their own vehicle with a safety light, personal protection equipment, Standard Specifications Manual, Standard Drawings Manual, and the Construction Guidance Manual. The inspectors should expect to be utilized at locations throughout the specified region.

Inspector

The inspector must be qualified by having at least five (5) years of roadway and/or bridge construction experience. Engineering education may be substituted on an annual basis with the KYTC's Engineer's approval. The inspector must have experience and understanding of construction practices, record keeping, and workmanship regarding inspections. The inspector must be capable of handling the physical requirements needed to access and perform all inspection activities on any construction project. Certifications listed below shall be held and maintained throughout the duration of the contract:

- ACI Level I Certification
- Aggregate Sampling Technician
- Grade Level I Technician
- Asphalt Lay-Down Technician (now Asphalt Field Technician or Asphalt Paving Best Practices)
- Structural Inspection Level I
- KEPSC-RI qualification

Grade I certification requires the use of a nuclear density machine (furnished by the KYTC Engineer). The consultant inspector will be required to furnish his own badge and will track and report to the appropriate safety organization. The consultant inspector will have to transport the nuclear density machine from the storage area to the job site and follow policy on transportation and storage and supervision while in his possession until stored properly at the end of the workday. State inspectors are required to attend safety classes presented by Troxler and the consultant inspectors shall have that same level of training.

The inspectors must have all qualifications before reporting to duty.

Responses should include a list of inspectors with these qualifications.

Inspectors who fail to show experience and understanding of construction practices, record keeping, and workmanship regarding inspections may be dismissed from the project without one (1) week's notice.

Intern / Co-Op

Due to the national and local trend of a dwindling pool of qualified inspectors, KYTC would like each firm to present an Intern/Co-Op position as part of their response. The Intern / Co-Op position represents a training and mentorship opportunity for participants to gain the knowledge and experience necessary to become Project Inspectors. The Intern / Co-Op is an individual not yet qualified as a Project Inspector. The individual is hired on a full-time or part-time basis and is

closely supervised by either a qualified Project Inspector, Lead Inspector, or Resident Engineer.

Commensurate with the term of employment and expected duties, the Consultant shall give support to the Intern / Co-Op in pursuing certification in ACI Level I, Aggregate Sampling, Asphalt Field Technician, and Work Zone Traffic Control.

Once hired and prior to the start of work, submit to the KYTC Construction Project Manager the prospective Project Inspector Intern's: Position Level, Resume, Proposed Training program, (including a plan for providing technical experience, mentoring and supervision, including the name and title of the supervisor) and proof of education / enrollment.

Specialized Bridge Inspection Classification

Certain projects may include complex bridge elements such as post-tensioned and/or cable-stayed systems that require specialized knowledge, training, and experience beyond that of a standard project inspector. For these projects, the Consultant shall provide personnel meeting the qualifications outlined below. The specialized bridge inspection classification is intended to ensure that inspection, testing, rehabilitation planning, and construction engineering inspection activities associated with complex bridge systems are performed by appropriately licensed and experienced professionals. A Specialized Bridge Inspection Specialist shall meet the following minimum qualifications:

- Professional Engineer (P.E.) licensed by the state of Kentucky;
- PTI Technician Level 1 or Level 2 certification;
- ASBI Certified Technician;
- A minimum of five (5) years of combined experience in the testing, rehabilitation plan development, and construction engineering inspection of post-tensioned and/or cable-stayed bridges.

Personnel proposed under this classification shall be clearly identified in the consultant's response and may be required when the project scope includes post-tensioned and/or cable-stayed bridge elements.

Costs

This contract will be negotiated as a cost per unit of work contract, where the work will be services of one (1) inspector and the unit will be an hour. The cost per hour will include the pay rate for the personnel classifications providing the inspections, overhead, travel expenses, profit and all other direct and indirect costs incurred by the Consultant to accomplish the work.

The inspection fee must be one (1) hourly rate for each level of inspector including up to three (3) levels of inspector. A fee must also be included for a land surveyor licensed in Kentucky, a Professional Engineer licensed in Kentucky, an Intern/Co-Op and a qualified SuperPave Technician. Inspectors needed to help these last four (4) designations shall fall under the other three (3) levels of inspectors. The rate should be all inclusive of overhead, travel, per diem expenses, management fee, profit and any direct expenses. The rate will apply from when the inspector reports to his assigned KYTC Engineer. Daily or weekly commuting time will not be paid. Personnel will be required to report to the KYTC Engineer, or other designated Cabinet employee, and sign daily time rosters to verify hours of work.

The Cabinet is requesting a flat fee per hour for services. In the past, the average was 40 hours/week with perhaps another ten (10) hours overtime. There is no guarantee of hours. Work may be nighttime or daytime and is based upon construction workload and the needs of the KYTC Engineer.

The clock starts when the employee reports to the office where he/she is assigned. KYTC is paying for the services of the inspector. Driving to the office is not considered part of that service.

The *Regional Rankings & Hourly Loaded Wage Rates* sheet must be uploaded to the Consultant Portal as an entirely separate file from the Consultant's Response to Announcement. The Selection Committee members do not have access to these rates and the costs shall not be considered for selection purposes.

If travel is required, it will be at the discretion of the KYTC Engineer and paid at the all-inclusive rate for that level of inspector. The Cabinet makes no guarantees on the amount of travel required in each district. The proposed all-inclusive hourly charge should include salary, overtime, overhead, management fees, and any direct costs to cover required services.

If a consultant firm supplies Quality Control (QC) technicians for a contractor, it will be considered a conflict of interest if the consultant also supplies inspection services for the Department.

Consultant inspection services may be supplied to a contractor when the Department is not utilizing Consultant inspection services from that firm in the assigned Region. A firm under contract with KYTC for Consultant inspection services should not engage in providing QC inspection services to a contractor who performs work for KYTC in the firm's assigned Region.

Subcontracting may be allowed if approved by the Project Manager in the Division of Construction. The request to subcontract must include a company prequalified as outlined in Section VII of this advertisement with a brief description of the work to be performed by the subcontractor along with an explanation of why the subcontract is warranted. The request to allow subcontracting will be evaluated on a case-by-case basis. The Project Manager will notify the Consultant of the decision within 7 days.

Note: No firm engaged in QA/QC work with a contractor doing business with the Cabinet may supply inspection services for the Cabinet. If directed by the Cabinet, the selected Consultant may also be required to mitigate any inspection deemed as a potential conflict of interest to the Cabinet on a case-by-case basis.

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.

CONSTRUCTION ENGINEERING SERVICES

- Construction Project Supervision

VIII. PROCUREMENT SCHEDULE

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

• Advertisement Date:	January 13, 2026
• Response Date:	February 4, 2026 by 4:30 PM ET (Frankfort Time)
• First Selection Meeting:	February 9, 2026
• Final Selection:	February 25, 2026
• Pre-Design Conference:	March 4, 2026
• Notice to Proceed:	March 25, 2026

IX. PROJECT SCHEDULE

- 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. Relative experience of consultant personnel assigned to project team with highway project for KYTC and/or federal, local or other state governmental agencies. Clearly distinguish between in-the-field inspection staff, office staff/document control personnel, and construction engineers/supervisors in your organizational chart. (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. Clearly specify the Region(s) your firm is pursuing and outline how your team will be staffed to ensure successful delivery within those Region(s). (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. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Benjamin Kidd, P.E., User Division
2. Kirk Thomas, P.E., User Division
3. Min Jiang, P.E., Secretary's Pool
4. Ben Coomes, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool

REGIONAL RANKINGS & HOURLY LOADED WAGE RATES
Professional Services Procurement Bulletin 2026-07
Highway and Bridge Construction Inspection Services

Consultant: _____

Region 1: Districts 1, 2, 3, and 4

- Would you like to be considered for **Region 1?** (Yes/No)
- If Yes, please:
 1. Indicate your **award priority ranking** for this region. Rank 1 will be the highest
 2. Complete the **rate sheet** below.

Consultant Region 1 Ranking: _____

Staff Type	Rates Per Hour
Licensed Professional Engineer	\$
Licensed Professional Land Surveyor	\$
SuperPave Technician	\$
Transportation Engineer Technologist III	\$
Transportation Engineer Technologist II	\$
Transportation Engineer Technologist I	\$
Intern / Co-op	\$
*CPM Scheduler	\$
*Office Clerk	\$

Region 2: District 5

- Would you like to be considered for **Region 2?** (Yes/No)
- If Yes, please:
 1. Indicate your **award priority ranking** for this region.
 2. Complete the **rate sheet** below.

Consultant Region 2 Ranking: _____

Staff Type	Rates Per Hour
Licensed Professional Engineer	\$
Licensed Professional Land Surveyor	\$
SuperPave Technician	\$
Transportation Engineer Technologist III	\$
Transportation Engineer Technologist II	\$
Transportation Engineer Technologist I	\$
Intern / Co-op	\$
*CPM Scheduler	\$
*Office Clerk	\$

Region 3: Districts 6 and 9

- Would you like to be considered for **Region 3?** (Yes/No)
- If **Yes**, please:
 1. Indicate your **award priority ranking** for this region.
 2. Complete the **rate sheet** below.

Consultant Region 3 Ranking: _____

Staff Type	Rates Per Hour
Licensed Professional Engineer	\$
Licensed Professional Land Surveyor	\$
SuperPave Technician	\$
Transportation Engineer Technologist III	\$
Transportation Engineer Technologist II	\$
Transportation Engineer Technologist I	\$
Intern / Co-op	\$
*CPM Scheduler	\$
*Office Clerk	\$

Region 4: Districts 7, 8, 10, 11, and 12

- Would you like to be considered for **Region 4?** (Yes/No)
- If **Yes**, please:
 1. Indicate your **award priority ranking** for this region.
 2. Complete the **rate sheet** below.

Consultant Region 4 Ranking: _____

Staff Type	Rates Per Hour
Licensed Professional Engineer	\$
Licensed Professional Land Surveyor	\$
SuperPave Technician	\$
Transportation Engineer Technologist III	\$
Transportation Engineer Technologist II	\$
Transportation Engineer Technologist I	\$
Intern / Co-op	\$
*CPM Scheduler	\$
*Office Clerk	\$

* if needed

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