

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

## **Department of Highways Professional Services Procurement Bulletin 2026-08 ePlan Room**

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 the necessary ePlan Room 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 -	Matt Simpson
User Division -	Construction
Approximate Fee -	\$500,000 Estimated Unit Price
Project Funding -	State and Federal Funds
Contract Term -	Two Years

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

1. Kentucky Transportation Cabinet (KYTC) intends to award a contract for the purchase of an electronic web-based engineering content management system (ePlan Room) with reproduction and distribution services of engineering content for the KYTC Division of Highway Design (The Agency). The Vendor's hosted web-based interface for engineering content shall provide a mechanism where KYTC clients can go online to view, download, and order hard copies of project content and electronic images, engineering data sets, geometric alignment information, three-dimensional terrain model content and other information pertaining to KYTC construction projects. The service is a vital part of the Agency's mission. The successful Vendor will provide prompt order fulfillment in a professional manner, assigning top priority to the Agency's business.
2. KYTC is responsible for awarding competitively bid contracts for work performed on transportation facilities throughout the state. This work primarily consists of engineering information for new or modifications to existing highways. The purpose of this RFP is to make this engineering project content available through an Internet-based electronic forum.

As a result of this RFP, the proposed web-based ePlan Room will allow clients the ability to view, download, and order hard copies of images for transportation projects through the awarded Vendor's Internet website. The ePlan Room website will be the single method

for contractors to have access to the electronic images, engineering data sets, geometric alignment information, and three-dimensional terrain model content.

3. The Agency will provide the Vendor with electronic files of the engineering content for posting on the ePlan Room website.
4. The Vendor shall provide the option to clients of receiving said engineering content via a web-based electronic transfer method or other approved media.
5. The Vendor shall also provide the option to clients of downloading all electronic engineering content, including all images, three-dimensional mapping files, existing terrain models, coordinate control data, alignment geometry files, superelevation reports, earthwork calculations, proposed three-dimensional roadway models, template library files, proposed manuscripts, contract plan set files, PDF plan set files and other files as necessary.
6. The Vendor will also provide and maintain an internet website for the online ordering of electronic engineering data and images and related functions.
7. The resulting Contract will be for two-years, having up to two additional two-year renewal options, contingent on the approval of both parties. No more than one price revision per contract period will be allowed, subject to approval of both parties.
8. No guarantee of any quantity of work is made. Any quantities appearing in this solicitation are only estimates. The quantity of work is dependent on client demand and will vary with the nature of project and prevailing conditions.
9. The Agency realizes this is a process in development and reserves the right to make adjustments to this contract and the deliverables as necessary with the agreement of the awarded Vendor.

#### **IV. SCOPE OF WORK**

1. The Vendor will accept orders from clients for electronic engineering content to be provided in the current web-based electronic format, via a secure e-commerce website, by telephone order, by walk-in, or other normal means of business communication. The Vendor will allow the client to download all engineering content individually and in a compressed file format. The compressed file format shall be decompressable by all standard Windows-based computers with no additional software required by the client. There should be an option to download all plans to one zip file, if desired. Client orders will immediately be displayed on the website as a "pending" order. This secure e-commerce website must meet or exceed the specifications contained in this document.
2. KYTC clients must have the ability to place orders by phone. The Vendor must have phone accessibility for the placement of orders from 8:00 AM to 5:00 PM EST, Monday through Friday, excluding Commonwealth of Kentucky-approved holidays.
3. The Vendor will ship or have available for pick-up requested engineering content packages to Clients as efficiently and expeditiously as possible, but no later than the next

business day from the time the order is placed for credit card or house account payments or from the time payment is received for cash or check payments.

4. The Vendor must provide a secure transfer method to bulk upload KYTC electronic engineering content, including all images, three-dimensional mapping files, existing terrain models, coordinate control data, alignment geometry files, superelevation reports, earthwork calculations, proposed three-dimensional roadway models, template library files, proposed manuscripts, contract plan set files, PDF plan set files and other files as necessary. The Vendor is responsible for any post-processing of the files to post them on the ePlan Room website.
5. Addenda to engineering content will be transmitted to the Vendor by KYTC in the most efficient, expedient method possible (E-mail, FTP, direct delivery, pick-up, mail or parcel delivery, etc.).
6. As KYTC project files are revised or otherwise supplemented via an addenda package, the Vendor must update the ePlan Room with the revised engineering content that includes a mechanism to alert and notify registered (engineering content holder) clients via email that a modification to the engineering content has been posted to the ePlan Room. The Vendor's notification email must provide the clients with a website link to access the updated content.
7. The Vendor must assure availability of the most current set of electronic content. This should include a log of revisions and the ability for clients to view online and to compare the current engineering content to all revisions and older content.
8. The Vendor must possess the technical engineering experience and ability to read and interpret the engineering content and to repackage said content as requested by suppliers and clients.
9. The Vendor is responsible for collecting the applicable content package charges from each client. Any client default on payment will be the responsibility of the Vendor. Shipping method and payment, when shipping is required, is a transaction between the Vendor and clients to meet necessary bidding deadlines. KYTC will not be responsible for any shipping, delivery, or pick-up charges.
10. If a client so chooses, express shipping will be made available at the client's expense for any additional actual costs incurred.
11. The Vendor must accept cash, check, and credit card (VISA, MasterCard, American Express, Discover, etc.) The Vendor's website must accept secure online payment via credit card. Shipping time on cash or check orders will be within 24 hours of receipt of payment.
12. The Vendor shall at no charge, for each construction project unless otherwise directed, provide four (4) half-size plan sets, one (1) for Central Office Construction and three (3) for the District Office. No full-size plan sets or electronic files containing images, three-dimensional mapping files, existing terrain models, coordinate control data, alignment geometry files, superelevation reports, earthwork calculations, proposed three-dimensional roadway models, template library files, proposed manuscripts, contract plan

set files, and PDF plan set files will be automatically required, but KYTC shall be permitted to request additional half-size, full-size, or electronic files as necessary at the contract price. The copies will be furnished to the Agency within three (3) days of contract award for each project. It is expected that the Vendor shall provide for the cost of providing these extra drawings and electronic files to be absorbed in the general pricing structure. The drawing requirement shall also apply to any addenda drawings.

## **V. HARD COPY REPRODUCTION STANDARDS**

1. Hard copy reproductions of images/plans/tracings will be by digital scan and image method on bond paper.
2. The paper for reproduction of plans/tracings shall be a minimum 20-lb weight standard engineering bond.
3. Vendor must have or put in place a recycled paper or “Green” program.

## **VI. DIGITAL ELECTRONIC FORMAT**

Each electronic data file will have a label for that project. Information listed on the label will include:

*Project Name & Number  
“Kentucky Transportation Cabinet”  
“Division of Highway Design”  
Buyer’s name and contact information  
Project graphics (optional)*

Each electronic data file will also contain all electronic engineering content related to the project. This may include LiDAR data, digital terrain models for use with automated machine guidance, electronic images of each plan sheet, any word processor or spreadsheet files, engineering reports and other engineering content. By nature, this information and the processes with engineering content creation are continually evolving; as such, the size, type and file extensions of this engineering content are continually changing.

## **VII. WEBSITE BASED ORDERING AND RELATED REQUIREMENTS**

1. The Vendor will provide an interactive Internet website with a dedicated link upon which all Division of Contract Procurement projects with plan sets will be listed. This website will be for exclusive advertisement of the Agency and must match the look and feel of KYTC’s website. This customized website must use the KYTC-branded banner. This website shall require a customer login, which enables the Agency to track viewings of the project by customers. At the end of the contract this website will be surrendered to the Agency free of charge.
2. The ePlan Room website must not contain any third-party advertisements, notices, or any other third-party content (unless such content is part of a bid submission by a KYTC Vendor).

3. The Vendor must provide a system that supports the ePlan Room 24 hours per day, 7 days per week. The Vendor's website main page must be active, with the appropriate messages, while system maintenance is being done.
4. The Vendor should provide a search function, to include indexing, by which viewers can search for project engineering content.
5. The Vendor shall provide thumbnail views of individual plan sheets in PDF format in the ePlan Room to allow clients to better understand the engineering content.
6. The Vendor must provide an ePlan Room system which is generally available; i.e. not in beta or test; and currently in production and in use by a client(s) as proposed. Prototypes or items in test production and not formally announced for market availability shall not be accepted. New system development of system components shall be considered unacceptable unless agreed to by both parties.
7. The ePlan Room website should not have design solutions that require downloads of additional client software or plug-ins. However, if additional software or plug-ins are necessary in order to access or view documents, then such software/plug-ins must be provided **at no cost** to the agency, online visitor, or clients without requiring a full "checkout" process.
8. The Vendor must provide to KYTC a written disaster recovery plan. The disaster recovery plan should include:
  - a. Daily backup procedures for the system and data
  - b. High availability failover procedures
  - c. Detailed procedure scripts that allow for system recovery to its previous state
9. The Vendor must have the ability to provide 100% server redundancy. The Vendor must have separate systems on separate hardware to meet this redundancy requirement. The Vendor's primary and/or redundant engineering content distribution systems must have, at a minimum, an individual reliability rate of 95%.
10. The Vendor's redundant system must be synchronized so that a fail-over process can be executed with minimal interruption.
11. Each of the Vendor's servers must be connected to an adequate backup power source, either battery or preferably fueled.
12. The Vendor must have a mechanism to substantially ensure system reliability so that KYTC's information/data is protected and stored so as to substantially prevent such information/data from being deleted and/or lost due to system failure(s).
13. The Vendor should maintain backup servers and backups of KYTC's data so that once a disruption of service is experienced the Vendor is able to provide redundancy requirements again within 24 hours.
14. The Vendor shall operate and maintain the servers in good working order with access restricted to qualified employees of the Vendor and persons specifically designated by KYTC. The Vendor shall undertake and perform the measures described herein to ensure

the security, confidentiality and integrity of all Commonwealth of Kentucky and KYTC content and other proprietary information transmitted through or stored on the server, including, without limitation:

- a. Firewall protection.
- b. Maintenance of independent archival and backup copies of the system and all KYTC content.
- c. Protection from network attacks and other malicious, harmful, or disabling data, work, code or program. The level of protection from network attacks and other malicious codes/programs must be secure enough for known virus protection and must be updated periodically (at a minimum monthly) to protect from new attacks and virus codes.

15. The Vendor shall provide seven (7) days advance notice to KYTC in the event of any scheduled downtime when such scheduled downtime is known well in advance to give such notice (such as for scheduled routine maintenance of the system, etc). The Vendor shall use its best efforts to minimize any disruption, inaccessibility and/or inoperability of the services in connection with downtime, whether scheduled or not. All known potential system problems must be investigated immediately and if needed the corrective action shall occur as soon as possible.
16. Routine system maintenance schedule and specific notifications must be posted on the Vendor's web page. Such routine maintenance must not happen on the three (3) days prior to and including the day of KYTC bid opening dates. KYTC will notify the Vendor at least thirty (30) days in advance of when the scheduled bid opening dates will be, except in emergency bid letting situations (i.e., such as disasters, terrorist attacks, Acts of God, etc).
17. Any routine scheduled maintenance must be performed outside the hours of 8:00 a.m. and 5:00 p.m.
18. The Vendor must provide to KYTC a contact phone number that KYTC can use to report technical site problems. This phone, if not a direct contact line to the Vendor support structure, must provide a 30-minute callback by Vendor personnel.
19. The Vendor shall be responsive and timely to maintenance/technical support calls/inquiries made by KYTC. KYTC shall limit the number of employees authorized to call the help desk. The list of authorized KYTC personnel to call the help desk will be provided to the Vendor after contract award.
20. The Vendor must provide technical/help desk support Monday through Friday, at least eight hours per day, excluding state holidays. The technical support coverage should be provided between the hours of 7:00 a.m. and 6:00 p.m. EST.
21. The help desk/technical support personnel should be knowledgeable and technically trained to answer/resolve system technical support problems. The help desk staff should be able to answer "how to" type questions about the system as well as questions about hardware and internet settings configurations.

22. The Vendor will provide electronic support. Electronic support includes the ability to report problems to the Vendor online, the ability to browse a database containing problems and technical questions, and the ability to fix problems electronically.

23. The Vendor website will provide introductory information for each project as follows (at a minimum):

*Call Number  
Contract ID Number  
County  
Project Description  
Letting Date  
Plan Package Format (electronic data file, hard copy, etc.)*

24. Further, for each advertised project, an online “Content Holder Listing” of all clients requesting each package will be provided. Client data will be updated immediately upon placement of an order. After award of the contract and for future reference, the Vendor will maintain and provide this listing to the Division of Highway Design on an as-needed basis. Each listing will contain the following information for each client (at a minimum):

*Client Name  
Client Discipline (General/Prime, Subcontractor (Trade), Supplier, etc.)  
Client Address  
Contract Name  
Telephone/Fax Numbers  
E-Mail Address  
Date/Time bid package shipped*

25. The Vendor website shall provide a secure e-commerce environment for the ordering of and payment for plan-packages.

26. The Vendor will post online, per project, a complete set of scanned images of the plans. The website software for this public viewing plan room must allow prospective clients to navigate plan documents but not allow printing from the website. Viewing must be at no cost to the individuals viewing plan sheets without requiring a full “checkout” process.

27. The Vendor will post online, per project, all electronic project files to the client for download purposes, at no cost to KYTC. The electronic project files shall include, but not be limited to all images, three-dimensional mapping files, existing terrain models, coordinate control data, alignment geometry files, superelevation reports, earthwork calculations, proposed three-dimensional roadway models, template library files, proposed manuscripts, contract plan set files, and PDF plan set files.

28. The Vendor shall maintain a “master” database of all previous and current contractors for KYTC projects and shall mass email notification to all registered clients of new projects. The Division of Highway Design will have online access to this database.

## **VIII. INVOICING AND ACCOUNTABILITY OF ACTIVITY**

The Vendor will provide the Division of Highway Design with a per-project accounting of all activity. The Vendor shall not invoice until a project is “closed out”, meaning the Agency has notified the Vendor that a contract has been awarded and that all plan sets have been ordered, or that a contract will not be awarded. The Vendor shall only submit one invoice per project. The invoice shall match the awarded master agreement line-for-line. This accounting will detail activity to include:

*Call Number  
Contract ID Number  
Project Item Number  
Client Names (for each project)  
Client Addresses  
Contact Names  
Telephone/Fax Numbers  
E-Mail Addresses  
Price per option approved by the Division of Highway Design  
Administration  
Price/option chosen by each client  
Total dollar amount of monthly activity*

## **IX. PRICING STRUCTURE**

1. Fees will be categorized as listed in the pay items in the form on page 12 of this RFP, listed as Appendix A. To be considered for selection, each Proposer shall complete the attached ***Unit Price Rates*** form. This form must be completed and uploaded to the Consultant Portal as an entirely separate file from the Proposer’s Response to Announcement. Proposers will be able 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](mailto:Eric.Pelfrey@ky.gov).
2. Based upon the prices submitted by the successful Vendor for each line item in this Solicitation and incorporated in the resulting contract, the Agency will determine the selling price, for each option, hard copy bid-package, and current web-based electronic format bid.
3. The Agency will notify the Vendor of the selling price prior to the project being advertised on the Kentucky Transportation Cabinet’s Division of Construction Procurement website or posted on the Vendor website. This selling price will be the bid package price, per format option, that the Vendor will charge bidders for that specific package. Kentucky Sales/Use Tax will be included in the selling price.
4. Appropriate and timely filing and reporting of sales tax will be the responsibility of the Vendor.
5. For any actual costs exceeding the monthly per package selling price (revenues) collected from the bidders, the Vendor will issue an invoice to the Agency detailing, per project, the applicable charges.
6. For revenues exceeding actual costs, the Vendor will maintain a credit account for that

amount or issue a check made payable to the Kentucky State Treasurer.

7. The Agency reserves the right to review and audit all Vendor records related to this contract.

## **X. SPECIAL INSTRUCTIONS**

The Department may retain any of the advertised services to be performed by in-house state forces.

Instructions for Response to Announcement can be found at:

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

### **Section 1: Basic Project Information**

This page is required by the Vendor; however, the KRS 322.060 certification is not required.

One (1) consultant firm 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. The initial contract will have an upset limit of \$500,000. Once the two-year term has expired, services may be re-advertised and no additional assignments will be executed under the contract.

The contract may also have up to two additional two-year renewal options, contingent on the approval of both parties. No more than one price revision per contract period will be allowed, subject to approval of both parties.

Before KYTC can enter into a contract, the selected Vendor will be required to provide proof of professional liability insurance, registration with the Secretary of State's Office, an Affidavit for Services, and other requirements necessary to execute a contract with KYTC.

## **XI. INTERVIEWS**

The Selection Committee may identify a shortlist of proposers who submit a responsive proposal to participate in an oral interview. Should the Selection Committee elect to have interviews, each shortlisted Proposer will be allowed no more than 30 minutes for a presentation followed by a question and answer session, which should last no longer than an additional 30 minutes. No additional material shall be presented other than information from the formal response, although a two-sided 11" x 17" sheet shall be permitted for reference by the Selection Committee.

KYTC will ask the Proposers specific questions relative to their proposal. Follow-up questions from KYTC will be permitted. The oral interview will not be scored separately. The interview is used solely for KYTC to seek clarification of the Proposer's proposal rather than to fill in missing or incomplete information in the written proposal. Proposers will not be permitted to ask questions of KYTC.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

Each Proposer may be permitted up to four team members to attend the oral interview. Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts and Professional Services staff may also attend the interviews. Elected officials will not be permitted to attend. KYTC will terminate the interview promptly at the end of the allocated time.

KYTC may videotape to document the oral interviews. These recordings are not intended for public use except for the selected Vendor team, which shall be shared with the Department's project team. No other interviews will be dispersed by the Department. All interviews may either be held at the Kentucky Transportation Building at 200 Mero Street, Frankfort, Kentucky or virtually online.

## **XII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the Consultant must be prequalified in the following area by the response due date of this advertisement.

### ROADWAY DESIGN

- E-Plan Room

## **XIII. PROCUREMENT SCHEDULE**

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

• Advertisement Posted	February 10, 2026
• Response Date	March 4, 2026 by 4:30 PM ET
• First Selection Meeting	March 9, 2026
• Shortlist Meeting (or Final Selection)	March 23, 2026
• Interviews & Final Selection (if needed)	April 2, 2026
• Scoping Conference	April 8, 2026
• Consultant Fee Proposal:	April 15, 2026
• Contract Negotiations:	April 22, 2026
• Notice to Proceed	May 13, 2026

## **XIV. PROJECT SCHEDULE**

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

## **XV. EVALUATION FACTORS**

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

1. Technical engineering knowledge and expertise of Vendor personnel assigned to project team with reading, interpreting, and repackaging engineering content. (10 Points)
2. Available team workload capacity to comply with project schedule. (10 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (10 Points)

4. Past record of performance on projects similar in type and complexity. (5 Points)
5. Relative experience of Vendor personnel assigned to project team with large format imaging. (5 points)
6. Relative experience of Vendor personnel assigned to project team with web design and maintenance. (5 points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XVI. SELECTION COMMITTEE MEMBERS**

1. Matt Simpson, P.E., User Division
2. Ronald Rigney, P.E., User Division
3. Adam Ulrich, P.E., Secretary's Pool
4. Austin Hart, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool

## Appendix A

### **UNIT PRICE RATES**

Professional Services Procurement Bulletin 2026-08  
ePlan Room Services

**Vendor:** \_\_\_\_\_

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>
1	Imaging on Media (Half Size Sheet)	Sheet	
2	Imaging on Media (Full Size Sheet)	Sheet	
3	Electronic File Imaging, Content & Supplemental Data		
3a	1-25 Plan Sheets	Each	
3b	26-50 Plan Sheets	Each	
3c	50+ Plan Sheets	Each	
3d	Supplemental Electronic Data Files	Each	
4	Digital – Project and/or Proposal Set Up & Notification	Project	
5	Digital – Hosting Plan room Fee	Project	
6	Digital – Addenda Set Up & Notifications	Each	
7	Digital – Downloads	Each	No Charge
8	Half Size Copy	Sheet	
9	Full Size Copy	Sheet	
10	Scan of As-Built Plans	Sheet	
11	Contractor membership fee (if applicable)	Month/Year	
12	Price per Project (if applicable)	Project	

**To be considered for selection, each Proposer shall complete this *Unit Price Rates* form. This form must be completed and uploaded to the Consultant Portal as an entirely separate file from the Proposer's Response to Announcement. Proposers will be able 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](mailto:Eric.Pelfrey@ky.gov).**