# REQUEST FOR PROPOSAL
# FOR
# PROFESSIONAL SERVICES CONTRACT

## Department of Highways
## Professional Services Procurement Bulletin 2027-05
## Statewide Electrical Engineering Design 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 Electrical Engineering Design Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

## II. PROJECT INFORMATION

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| Project Manager - | Jessica Goodwin, P.E. |
| User Division - | Traffic Operations |
| Approximate Fee - | $500,000 per contract (Upset Limit) |
| | Work will be assigned via Letter Agreement, not to exceed $300,000 |
| Project Funding - | State and Federal Funds |
| Contract Term - | Two Years |

## III. PURPOSE AND NEED

Support staff of the Division of Traffic Operations in the design of electrical traffic control devices and roadway lighting on an as needed basis.

## IV. SCOPE OF WORK

The selected Consultants will be responsible for working with the Kentucky Transportation Cabinet's Division of Traffic Operations and District Offices (primarily Project Development and Traffic areas) to provide design services for electrical traffic control devices and roadway lighting, as needed. The Consultants shall prepare plans and/or perform other activities associated with the development of plans for these types of devices, including the development of specifications and/or standard detail sheets. The Consultants may be required to do surveys that will include elevations.

## V. SPECIAL INSTRUCTIONS

Two (2) Consultants will be selected to provide these services on an as-needed basis for a period of two (2) years. No new work will be assigned after two years from the Notice to Proceed, however contracts may be extended as necessary to complete previously assigned work.

Each contract will have an upset limit of $500,000. Once the upset limit is reached or the two-year term expires, no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for the purposes of assigning new work. No Letter Agreement shall exceed $300,000 without prior written approval from the State Highway Engineer.

The Selection Committee will rank the selected Consultants to establish the initial order of project assignments. Projects will generally be assigned on a rotational basis, with each Consultant being offered an assignment before another is offered additional work. However, the Department reserves the right to assign outside the rotation when it is in the Department's best interest. A Consultant receiving an out-of-order assignment will be skipped during its next turn in the rotation.

The Division of Traffic Operations may combine multiple projects into a single assignment when advantageous to the Department. Additional work may also be added to an existing Letter Agreement, as needed, subject to the contract's established limits.

If a Consultant declines an assignment or fails to respond within five (5) business days, the Department will document the circumstances in the project file and offer the assignment to the next Consultant in the rotation. The Consultant will not be offered another assignment until the remaining Consultant has been offered an opportunity.

Instructions for Response to Announcement can be found at:
https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx

Consultants are required to follow the Commonwealth Office of Technology's Artificial Intelligence (AI) policy and affirmatively disclose any use of AI or Machine Learning undertaken as part of any awarded contract.

## VI. METHOD OF DESIGN

The selected Consultants shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans. Plans shall also be designed in accordance with the Traffic Operations Guidance Manual,the Manual on Uniform Traffic Control Devices (MUTCD), and any relevant Traffic Operations memos.

The selected Consultants shall be familiar with the Division of Traffic Operation's structural design program (SALSA) for traffic signal design. The selected Consultants shall be familiar with all requirements for the Federal Aviation Administration (FAA) and the Kentucky Airport Zoning Commission (KAZC) for obstructions near airports and helipads. The selected Consultants shall be familiar with requirements for navigational lighting per the United States Coast Guard.

The Consultants shall use the latest version of AGi32 software by Lighting Analysts Incorporated on all lighting projects. They may be required to do the lighting analysis with elevation requirements. The Consultants shall be familiar with the requirements of KRS 176.056 and lighting designs that limit light trespass onto adjacent agricultural land.

## 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.

TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting
- Electrical Engineering Traffic Signals

## VIII. PROCUREMENT SCHEDULE

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

- Advertisement Posted: November 10, 2026
- Response Date: December 2, 2026 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 7, 2026
- Final Selection: December 18, 2026
- Pre-Design Conference: January 4, 2027
- Notice to Proceed: January 22, 2027

## 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. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or federal, local or other state governmental agencies. (20 Points)

2. Past record of performance on projects similar in type and complexity. (15 Points)

3. Project approach and proposed procedures to accomplish the services for the project. (15 Points)

4. Available team workload capacity to comply with project schedule. (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. Consultant's approach to ensuring the accuracy, completeness, coordination, and quality of project deliverables throughout project development and delivery. Evaluation will consider QA/QC procedures, personnel qualifications, coordination and constructability practices, and methods for identifying and resolving errors, omissions, and conflicts while

minimizing changes and issues during construction. (10 points)

7. Familiarity with geographic areas and resources throughout the Commonwealth. (2 Points)

## XI. SELECTION COMMITTEE MEMBERS

1. Jessica Goodwin, P.E., User Division
2. Joshua Amos, P.E., User Division
3. Austin Hart, P.E., Secretary's Pool
4. Adam Ulrich, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool