



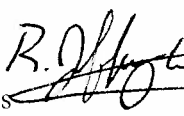
**Steven L. Beshear**  
Governor

**TRANSPORTATION CABINET**  
Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

**Michael W. Hancock, P.E.**  
Secretary

**TRAFFIC OPERATIONS MEMO 01-11**

TO: Michael Hill, P. E.  
Director  
Division of Professional Services

FROM: R. Jeffrey Wolfe, P. E.  
Director  
Division of Traffic Operations 

DATE: November 18, 2011

SUBJECT: Revised Consultant Prequalification Criteria  
for Electrical Engineering Services

Our Division would like to make modifications to prequalification criteria for the Electrical Engineering Traffic Signal Services and Electrical Engineering Roadway Lighting Services prequalification categories. The revised prequalification criteria is as follows:

**ELECTRICAL ENGINEERING TRAFFIC SIGNAL SERVICES**

**Initial Prequalification**

A firm must have a minimum of one professional engineer registered in Kentucky who can demonstrate experience in the design of traffic signals and traffic signal systems. Qualifying experience must be within the last five years.

Projects shown in a firm's experience that are not for the Kentucky Transportation Cabinet shall include contact information for an individual from the organization for whom the plans were prepared. Any performance evaluations or other documentation received at the conclusion of the project shall also be included. Firms shall be required to submit sample plans (in PDF format) designed by the firm or by engineers employed by the firm.



An Equal Opportunity Employer M/F/D

#### Prequalification Renewal

A firm's renewal of prequalification status will be based on satisfactory performance on past and current projects and an affirmation by an officer of the firm that the qualified personnel identified in previous submittals for prequalification remain in that function. Any changes must be submitted as part of the annual request for renewal.

#### Reasons for Removal of Prequalification

A firm's design performance and retention of qualifying personnel will be the basis for continued prequalification. Removal of prequalification can be based on a firm's failure to perform in a professional and capable manner. Failure to perform corrective work pursuant to review by the Kentucky Transportation Cabinet can also be a basis for removal of prequalification. Removal from prequalification will generally be for one year following the firm's renewal date.

In addition to the criteria listed above, the deliberate misrepresentation of the firm's qualification and/or the failure to notify the cabinet of changes in the qualified staffing of a firm may result in the loss of the prequalification status for a period of at least one year.

### ELECTRICAL ENGINEERING ROADWAY LIGHTING SERVICES

#### Initial Prequalification

A firm must have a minimum of one professional engineer registered in Kentucky who can demonstrate experience in the design of roadway lighting including but not limited to lighting layout, photometric analysis and voltage drop calculations. Qualifying experience must be within the last five years.

Projects shown in a firm's experience that are not for the Kentucky Transportation Cabinet shall include contact information for an individual from the organization for whom the plans were prepared. Any performance evaluations or other documentation received at the conclusion of the project shall also be included. Firms shall be required to submit sample plans (in PDF format) designed by the firm or by engineers employed by the firm. Firms shall verify ownership of one of the following software packages for lighting analysis:

- Visual Professional Lighting Design Software- Acuity Brands
- AGI32 Software- Lighting Analysts Illumination Engineering Software

#### Prequalification Renewal

A firm's renewal of prequalification status will be based on satisfactory performance on past and current projects and an affirmation by an officer of the firm that the qualified personnel identified in previous submittals for prequalification remain in that function. Any changes must be submitted as part of the annual request for renewal. Firms will be required to submit documentation that they have attended training for roadway lighting analysis. The training shall be in whichever software package listed in the Initial Prequalification section that the firm lists as a resource.

#### Reasons for Removal of Prequalification

A firm's design performance and retention of qualifying personnel will be the basis for continued prequalification. Removal of prequalification can be based on a firm's failure to perform in a professional and capable manner. Failure to perform corrective work pursuant to review by the Kentucky Transportation Cabinet can also be a basis for removal of prequalification. Failure to submit documentation of attendance for training in roadway lighting analysis using one of the identified lighting analysis software packages shall also be the basis for removal of prequalification. Removal from prequalification will generally be for one year following the firm's renewal date.

In addition to the criteria listed above, the deliberate misrepresentation of the firm's qualification and/or the failure to notify the cabinet of changes in the qualified staffing of a firm may result in the loss of the prequalification status for a period of at least one year.

Should you have any questions or need any additional information from us regarding this change in prequalification criteria, please don't hesitate to contact us.

RJW:TAS