

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2014-09 Statewide NBIS Safety inspections

This document constitutes a Request for Proposals for a Personal 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

Conduct a complete NBIS Safety Inspection including collection of element level data as defined by the AASHTO Manual for Bridge Element Inspection, First Edition, 2013 and the Bridge Inspector's Reference Manual revised in 2012.

II. PROJECT INFORMATION

Project Manager – Josh Rogers, P.E.

User Division – Maintenance

Approximate Fee – \$200,000 upset limit (per consultant)

Projects to be assigned by letters of agreement not to exceed \$75,000 each

Three Consultants to be selected

2 Year contract term

Project Funding – State and/or Federal Funds

III. PURPOSE AND NEED

To ensure the continued structural safety of Bridge structures for use by the motoring public by providing NBI safety and element level inspections mandated by the FHWA and performed in accordance with the National Bridge Inspection Standards. Reports are filed with the Division of Maintenance records as well as recorded electronically. Copies of reports are also shared with the District personnel and adjoining state DOT's. Inspection reports are used to determine needed repairs, allow for KYTC to prepare a budget for future years and share information and trends with other states.

IV. SCOPE OF WORK

Conduct a complete NBIS Safety Inspection including collection of element level data as defined by the AASHTO Manual for Bridge Element Inspection First Edition, 2013 and prepare the required report using AASHTOWare Bridge Management software provided by the Cabinet. Photographs of each inspection must accompany the data and will be submitted in a format using Adobe Photo Shop Element 4 or equivalent. Submit reports containing inspection data and photos to the District Bridge Engineer in the corresponding District for approval.

- a) The Contractor agrees to perform the required services in a professional and skillful manner, and to comply with the terms, provisions, and conditions of this contract. Any serious defect discovered on the bridge will be immediately reported to the district bridge engineer. The contractor will be required to maintain a daily log documenting the hours spent performing bridge inspections, reviewing bridge plans, and time and mileage used traveling from bridge to bridge.
- b) The Contractor will maintain adequate qualified personnel to perform all required services during the life of the contract and will only utilize personnel who meet the minimum State, and if applicable, Federal Highway Administration (FHWA) qualifications, for all phases of the contract (except for personnel classified as secretarial or clerical).
- c) The Contractor agrees to perform all work under this contract in accordance with State and/or Federal requirements as outlined in NBIS and AASHTO Standards.
- d) All inspections will be for routine bridges or culverts over 20' in length. No rope access, access by boat, or snooper will be required. Wading, walking on steep slopes, taking measurements, photographs and notes will be required.
- e) The Contractor will not employ any person who is a regular employee of the Commonwealth of Kentucky, during the life of this contract. A regular employee of the Commonwealth is defined as anyone in a permanent or temporary position.
- f) The Contractor agrees that upon request, appropriate personnel will be available to assist in responding to FHWA or State inquiries.
- g) The Contractor will be required to maintain continuing Professional Liability Insurance of an amount not less than \$250,000.00 during the life of the resulting contract and worker's compensation insurance in accordance with the requirements of KRS 45A.480 and KRS 342.
- h) The Department will provide the Contractor with adequate copies of the bridge files, plans, maps and past inspection reports as needed.
- i) Inspector(s) will need to provide a laptop computer with a minimum of a Pentium 4 processor, personal transportation, waders, all appropriate measuring devices, OSHA approved personal safety equipment, a digital camera, and a handheld GPS unit (optional).
- j) Traffic Control, if needed, shall be negotiated at the time of the accepted work assignment. The contractor shall be reimbursed for subcontracted traffic control if agreed upon during the negotiation of the assignment. Reimbursement for this will be treated as a pass through expense and a copy of the subcontractors invoice must be provided before reimbursement.

V. SPECIAL INSTRUCTIONS

Award of contract from this Request for Proposal is no guarantee of work.

Three (3) firms will be selected to provide these services. The contract period is each firm receiving a two (2) year contract. Contracts will have an upset limit of \$200,000 once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No letter of agreement shall exceed \$75,000.

The selection committee will randomly draw for the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a rotating basis. A firm will not be offered an additional assignment until the remaining firms on the list have been offered an assignment. If a firm declines to accept an assignment or does not respond to an invitation to perform services for an assignment within seven days, documentation shall be placed in the assignment files and the next firm on the rotating list shall be offered the assignment.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VI. STANDARD PERSON-HOURS

The person-hours allowed for each “standard” bridge or component as shown below or as negotiated at the time of the assignment:

Reinforced Concrete Box Culverts – 3 hours

Single Span Bridges – 3 hours

Multi-Span Bridges – 4 hours

Person-hours for non-standard structures will be negotiated on a case by case basis.

VII. PREQUALIFICATION REQUIREMENTS

In lieu of prequalification, to respond to this project, the Contractor must have a minimum of five years of bridge inspection experience and show proof they have successfully completed an FHWA approved comprehensive bridge inspection training course. A copy of the NHI courses such as the NHI130055 Safety Inspection of In-Service Bridges must be included with Contractor’s response to announcement.

The minimum years of experience may be reduced with an increased level of education in this specific field, but all levels of qualification require the successful completion of an FHWA approved comprehensive bridge inspection training course. For those companies providing more than one inspector for consideration, they must provide the education and experience level and proof of completion of the FHWA approved comprehensive bridge inspection training course for each inspector named.

VIII. PROCUREMENT SCHEDULE

RESPONSE DATE • April 9th, 2014 by 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • April 15th, 2014

FINAL SELECTION COMMITTEE • April 30th, 2014

CONTRACT SCOPING CONFERENCE • May 7th, 2014

NOTICE TO PROCEED • July 1st, 2014

IX. PROJECT SCHEDULE

Individual assignment schedules will be by letter agreement on a project by project basis.

The Contractor agrees to complete all inspection work in accordance with the terms of this contract within thirty (30) calendar days from the date the work order is issued and will have an additional fifteen (15) calendar days to complete and submit the report from the date of the work order. Inspection data must be entered into the AASHTOWare Bridge Management software within seven calendar days of the bridge inspection. Any revisions necessary to the report will be completed within ten (10) calendar days of notification.

X. EVALUATION FACTORS

1. In-house capability to perform the required services. (20 points)
2. Experience with NBIS safety inspections. (20 points)
3. Experience with element level bridge inspections. (20 points)
4. Consultant's past performance on similar projects. (10 points)
5. Capacity to comply with schedules (10 points)
6. Consultant's offices where work is to be performed (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

XI. SELECTION COMMITTEE MEMBERS

1. David Steele, PE, User Division
2. Josh Rogers, PE, User Division
3. Rachel Mills, PE, Secretary's Pool
4. Tim Pyles, PE, Secretary's Pool
5. James Rogers, Governor's Pool