

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2024-05 Statewide Bridge Painting Project Inspection and Management

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 Bridge Painting Project Inspection and Management. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Talya Caudill, P.E.  
User Division - Construction  
Approximate Fee - \$3,000,000 (Specific Rate of Compensation)  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

To obtain services for Field Management, Quality Assurance (QA) Inspection, Documentation and Reporting for Steel Bridge Painting Projects.

### **IV. DBE GOAL**

The Consultant team may include a DBE Participation Plan with their Response to Announcement to help the Department meet the 11.95% DBE goal established by FHWA. The plan would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

### **V. SCOPE OF WORK**

The Consultant shall provide on-site project management and related services to include detailed daily reporting, project coordination with contractor and State/District personnel, Site Manager pay estimates, handle claims, prepare final documentation, inspection of workmanship in accordance with current Department of Highways standards, procedures and project special

notes. Manager(s) and inspector(s) must be familiar with Kentucky Standard Specifications, Division of Construction Guidance Manual (current edition), sampling and testing requirements and procedures, inspection requirements and project special note and provisions.

The Consultant must provide a minimum of one **Bridge Painting Project Manager**, who can demonstrate bridge painting project management/supervision, reporting, documentation and computation of pay estimates and inspection knowledge and experience and on-site project managers as needed. The firm, through this Contract Manager must be capable of providing home office support such as direction, additional support personnel, equipment and field office with computer and internet capabilities.

The Consultant must provide a minimum of one **Bridge Painting Technical Advisor**, who can demonstrate bridge painting project technical expertise.

The Consultant shall provide the number of field managers and/or **Inspectors** as requested by the Kentucky Transportation Cabinet for on-site inspection of the bridge painting projects. They will use paint inspection instruments, visual inspections and industry standard to inspect the contractor's work and enforce the requirements contained in the contract documents. Inspection equipment shall be provided by the selected consultant. They shall keep complete and accurate daily records of all work performed, preparation of final paperwork and materials used in accordance with the Division of Construction Guidance Manual and guidelines. The consultant firm shall provide all OSHA required monitoring of inspectors and provide the inspector's to provide complete quality assurance field inspection.

If not a full consultant management project then the Inspector(s) will report to, and work under the guidance and supervision of the KYTC's project's Engineer.

The inspections shall include but may not be limited to:

- Inspect all work for acceptance.
- Document work activities and complete daily reports.
- Provide visual and instrument inspections of surface preparation and coatings applications to ensure conformance to the contract documents.
- Monitoring of Maintenance of Traffic.
- Observe containment and emissions monitoring.
- Monitor work for compliance with Kentucky Occupational Safety & Health (KYOSH), Occupation Safety & Health Administration (OSHA) and environmental Protection Agency (EPA), State guidelines as specified.
- Other items as may be deemed necessary.

The Consultant shall provide inspector(s) who:

- Have successfully completed the Society of Protective Coating (SSPC) Bridge Coating Inspector (BCI) Certification Level 1 or NACE CIP Level 1 and maintain their qualification for the duration of the project.
- Shall have appropriate Lead and Fall Protection training (ex. SSPC C-3) OSHA fall protection.
- Demonstrate experience and knowledge of on-site bridge painting inspection and record keeping.

Must be capable of handling the physical requirements needed to access and perform arms-length inspection the entire project structure.

## **VI. 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).

One (1) consultant 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 \$3,000,000. 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.

Special or unique expertise should be shown on the project approach sheet of your response.

**Bridge Painting Project Manager(s)** shall have the following qualifications.

- A minimum of five (5+) years of documentable project management experience.
- On site bridge painting project management representing the owners interests.
- SSPC Bridge Coating Inspector (BCI) Certification Level 1 or NACE CIP Level 1
- SSPC C3 (Supervisor/Competent Training for Deleading of Industrial Structures) or equivalent training.
- Trained in OSHA requirements for, but not limited to: fall protection, horizontal lifelines, lead abatement and respiratory guidelines.
- Familiar with environmental regulations.
- Reporting, documentation and computation of pay estimates
- Inspection knowledge.
- Understanding of surface preparation, coating applications and workmanship in regard to bridge painting inspection.
- Capable of handling the physical requirements needed to access and perform arms-length inspection of the entire project structure.

**Usage of Project Manager:** Bridge Painting Project Manager(s) would be assigned to very large scale bridge painting projects on which the KYTC District(s) does not have experienced or available management staff to provide oversight. These managers would typically report to a District TEBM and/or District Section Engineer directly.

**Bridge Coating Inspector(s)** shall have the following qualifications:

- SSPC Bridge Coating Inspector (BCI) Certification Level 1 or NACE CIP Level 1
- SSPC C3 (Supervisor/Competent Training for Deleading of Industrial Structures) or equivalent training.
- Trained in OSHA requirements for, but not limited to: fall protection, horizontal lifelines, lead abatement and respiratory guidelines.
- Familiar with environmental regulations.

**Bridge Coating Inspector Level I** – 2 years of documentable experience in bridge coating inspection of small scale, less complex structures. SSPC BCI Level I or NACE CIP Level I. Required safety, environmental and contract administration training and certifications. Physically, mentally and psychologically capable of performing all inspection duties.

**Usage of Level I Bridge Coating Inspector:** Level I bridge coating inspector(s) will primarily be utilized on projects that contain less complex steel structures (i.e. not large truss structures over major waterways) or as a team member on more complex structures if the Owner Agency has or retains personnel to oversee the Level I inspector adequately to ensure proper project inspection, records keeping and reporting as well as front line project administration.

**Bridge Coating Inspector Level II – 5 years documentable experience in bridge coating inspection with a minimum of 2 years of experience on complex steel structures, plus all certifications and training required for Level I Bridge Coating Inspector.**

**Usage of Level II Bridge Coating Inspector:** Level II Bridge Coating Inspectors will be utilized on projects that contain complex steel structures. Level II inspectors will be expected to be able to work alone, as part of a team of multiple bridge painting inspectors, and/or as a lead bridge painting inspector on assigned projects. These inspectors will be expected to provide on-site contract administration, perform all necessary inspection activities, provide project documentation and reporting and represent the Section Engineer for the owner agency.

**Bridge Painting Technical Advisor(s) – 10 years of documentable bridge painting program management or oversight to include but not limited to; Specification/Project Special notes development, final inspection experience, coating performance oversight (forensic investigation of existing coatings issues, premature failures and unexpected conditions on bridge coating projects), providing guidance to project personnel (management and inspection personnel), all facets necessary to an owner agency's bridge painting program, plus all certifications, training, qualifications, and experience required for a Bridge Painting Project Manager.**

**Usage of Bridge Painting Technical Advisor:** Bridge Painting Technical Advisor would provide any or all of the following: oversight to multiple bridge painting projects and personnel. Specification and/or special notes development or review, technical or administrative oversight or advice as needed, final and in progress inspections and overall program guidance.

The selected Consultant must supply their own personal protection equipment, Standard Specifications Manual and any other equipment necessary to conduct inspection. Since the Cabinet utilizes the American Association of State Highway Organizations (AASHTO) Site Manager for record keeping, the inspector(s) shall be, once work begins, trained by the Cabinet to use the Site Manager program. The hourly rate will not apply to time used to achieve this required training.

Responses should include a list of inspectors, managers and technical advisors with these qualifications.

Manager(s)/inspectors/technical advisor(s) that fail to show experience and understanding of bridge painting practice, record keeping, and workmanship may be dismissed from the project without notice.

The contract will be negotiated as a cost per unit of work contract, where the work will be services of one 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 cost incurred by the consultant to accomplish the work. The inspection fee must

be one (1) hourly rate for each level of inspector (2 levels), Project Manager and Technical Advisor, which includes visual inspection, testing and documentation. The rate should also include overhead, home office oversight, travel overtime, per diem and all expenses. Travel from home or office to job site and return will not be paid. Daily or weekly commuting time will not be paid. The rate will apply from when requested personnel report to their assigned KYTC Engineer. 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. Inspectors may expect to work a minimum of 40 hours per week, but in most cases will accrue considerable overtime. There is no guarantee of overtime and work may be during the day or at night.

Unless unique services are requested by KYTC, compensation for the Contract Manager shall be incidental to the rate for project manager/inspector/technical advisor.

It is expected that the majority of work under this contract will be for management and/or inspection.

The hourly rates should be submitted in a sealed envelope with the Response to Announcement.

**Note: No firm engaged in QA/QC work with a contractor doing business with KYTC may supply inspection services for KYTC.**

Instructions for Response to Announcement can be found at:

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

## **VII. METHOD OF DESIGN**

The selected Consultant will be directed to use appropriate design methods that conform to the required standards on a project by project basis.

## **VIII. 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**

- Bridge Painting Project Inspection
- Bridge Painting Project Management

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: November 14, 2023
- Response Date: December 6, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 8, 2023
- Final Selection: December 20, 2023
- Pre-Design Conference: January 3, 2024
- Notice to Proceed: January 24, 2024

## **X. PROJECT SCHEDULE**

Individual project schedules will be defined 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

## **XI. 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 project for KYTC and/or federal, local or other state governmental agencies. (15 Points)
2. Past record of performance on projects similar in type and complexity. (10 Points)
3. Available team workload capacity to comply with project schedule. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. Inspection Fees. This hourly rate should be submitted in a sealed envelope with the Consultant's Response to Announcement. (3 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Talya Caudill, P.E., User Division
2. Mark Walls, P.E., User Division
3. Casey Smith, P.E., Secretary's Pool
4. Zachary Neihof, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool