

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

## **Department of Highways Professional Services Procurement Bulletin 2024-02 Highway and Bridge Construction Inspection 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 Highway and Bridge Construction Inspection Services. Four (4) consultants will be selected to provide these services on an as-needed basis for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager - Mark Walls, P.E.  
User Division - Construction  
Approximate Fee - \$6,000,000 per contract (Upset Limit)  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

The purpose is to provide support to the KYTC Section Engineer offices inspecting construction on highway projects. The Consultant would be available as needed by the Engineer to monitor and inspect the work of contractors and subcontractors.

### **IV. DBE REQUIREMENT**

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 the number of inspectors requested by the Cabinet for on-site inspection of the construction/maintenance projects. The inspectors shall use inspection instruments (provided by the Cabinet), and visual inspection to inspect the contractors work and

ensure compliance with all contract provisions, including enforcement of the Kentucky Standard Specifications, Special Notes and Provisions, the project proposal, and the plans. The inspectors shall keep complete and accurate daily records of all work performed, preparation of final paperwork, and the materials used in accordance with the Division of Construction Guidance Manual or current policy.

Inspectors shall coordinate with their assigned state engineer to keep accurate records to include a daily time sheet of hours/etc. of their work according to the Consultant's contract.

The Consultant will provide inspectors who have successfully completed the certifications as specified below, and maintain their qualification for the duration of the contract. The inspectors shall demonstrate experience and knowledge of on-site roadway construction inspection and record keeping. The inspectors shall be capable of handling the physical requirements needed to access and perform arms-length inspection of the entire project. If working in a maintenance capacity for the District's engineer, the inspector will provide services similar to construction as the engineer will require. These will include, but not be limited to: resurfacing estimates, price contract inspections, equipment/material inventories, etc. The inspector's responsibility will be reserved for those of an engineering technician and will not require a commercial driver's license, operating equipment, or work as a laborer.

## **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).

Four (4) consultants 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 \$6,000,000. 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.

Due to the potential volume and scope of work involved, four (4) consultants may be selected. Four (4) regional divisions will be shown for the state, and the consultant shall note in the proposal which regions that they can adequately cover with the specified personnel. The Selection Committee reserves the right to choose the most appropriate order for Regional selections.

The four regions are denoted as follows:

Region 1: Districts 1, 2, 3, and 4

Region 2: District 5

Region 3: Districts 6 and 9

Region 4: Districts 7, 8, 10, 11 and 12

Instructions for Response to Announcement can be found at:

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

## **VII. ADDITIONAL INFORMATION**

The required personnel must be able to report for work at the KYTC Engineer's Office after the consultant is given a two week notice for their services, and applicable personnel will receive a two week notice prior to their services no longer being required. Inspectors must supply their own vehicle with safety light, personal protection equipment, Standard Specifications Manual, Standard Drawings Manual, and the Construction Guidance Manual. The inspectors should expect to be utilized at locations throughout the specified region.

### **Inspector**

The inspector must be qualified by having at least five (5) years of roadway and/or bridge construction experience. Engineering education may be substituted on an annual basis with the KYTC's Engineer's approval. The inspector must have experience and understanding of construction practices, record keeping and workmanship in regard to inspections. The inspector must be capable of handling the physical requirements needed to access and perform all inspection activities on any construction project. Certifications listed below shall be held and maintained throughout the duration of the contract:

- ACI Level I Certification
- Aggregate Sampling Technician
- Grade Level I Technician
- Asphalt Lay-Down Technician (now Asphalt Field Technician or Asphalt Paving Best Practices)
- Structural Inspection Level I
- KEPSC-RI qualification

Grade I certification requires use of nuclear density machine (furnished by the KYTC Engineer). The consultant inspector will be required to furnish his own badge and will track and report to appropriate safety organization. Consultant inspector will have to transport nuclear density machine from storage area to job site and be in compliance with policy on transportation and storage and supervision while in his possession until stored properly at end of work day. State inspectors are required to attend safety classes presented by Troxler and the consultant inspectors shall have that same level of training.

The inspectors must have all qualifications before reporting to duty.

Responses should include a list of inspectors with these qualifications.

Inspectors that fail to show experience and understanding of construction practices, record keeping and workmanship in regard to inspections may be dismissed from the project without two weeks' notice.

### **Intern / Co-Op**

Due to the national and local trend of a dwindling pool of qualified inspectors, KYTC would like each firm to present an Intern/Co-Op position as part of their response. The Intern / Co-Op position represents a training and mentorship opportunity for participants to gain the knowledge and experience necessary to become Project Inspectors. The Intern / Co-Op is an individual not yet qualified as a Project Inspector. The individual is hired on a full-time or part-time basis and is

closely supervised by either a qualified Project Inspector, Lead Inspector, or Resident Engineer.

Commensurate with the term of employment and expected duties, the Consultant shall give support to the Intern / Co-Op in pursuing certification in ACI Level I, Aggregate Sampling, Asphalt Field Technician and Work Zone Traffic Control.

Once hired and prior to the start of work, submit to the KYTC Construction Project Manager the prospective Project Inspector Intern's: Position Level, Resume, Proposed Training program, (including a plan for providing technical experience, mentoring and supervision, including the name and title of the supervisor) and proof of education / enrollment.

This 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 including up to three (3) levels of inspector. A fee must also be included for a land surveyor licensed in Kentucky, a Professional Engineer licensed in Kentucky, an Intern/Co-Op and a qualified SuperPave Technician. Inspectors needed to help these last four (4) designations shall fall under the other three (3) levels of inspectors. The rate should be all inclusive of overhead, travel, per diem expenses, management fee, profit and any direct expenses. The rate will apply from when the inspector reports to his assigned KYTC Engineer. Daily or weekly commuting time will not be paid. 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.

The Cabinet is requesting a flat fee per hour for services. In the past, the average was 40 hours/week with perhaps another ten (10) hours overtime. There is no guarantee of hours. Work may be nighttime or daytime and is based upon construction workload and the needs to the KYTC Engineer.

The clock starts when the employee reports to the office where he/she is assigned. KYTC is paying for the services of the inspector. Driving to the office is not considered part of that service.

The hourly rates should be included as a separate page within the Consultant's Response to Announcement.

If travel is required it will be at the discretion of the KYTC Engineer and paid at the all-inclusive rate for that level of inspector. The Cabinet makes no guarantees on the amount of travel required in each district. The proposed all-inclusive hourly charge should include salary, overtime, overhead, management fees and any direct costs to cover required services.

If a consultant firm supplies Quality Control (QC) technicians for a contractor, it will be considered a conflict of interest if the consultant also supplies inspection services for the Department.

Consultant inspection services may be supplied to a contractor when the Department is not utilizing Consultant inspection services from that firm in the assigned Region. A firm under contract with KYTC for Consultant inspection services should not engage in providing QC inspection services to a contractor who performs work for KYTC in the firm's assigned Region.

Subcontracting may be allowed if approved by the Project Manager in the Division of Construction. The request to subcontract must include a company prequalified as outlined in Section VII of this advertisement with a brief description of the work to be performed by the subcontractor along with an explanation of why the subcontract is warranted. The request to allow subcontracting will be evaluated on a case-by-case basis. The Project Manager will notify the Consultant of decision within 7 days.

**Note: No firm engaged in QA/QC work with a contractor doing business with the Cabinet may supply inspections services for the Cabinet. If directed by the Cabinet, the selected Consultant may also be required to mitigate any inspection deemed as a potential conflict of interest to the Cabinet on a case-by-case 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**

- Construction Project Supervision

### **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Posted: August 8, 2023
- Response Date: August 30, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: September 1, 2023
- Final Selection: September 20, 2023
- Pre-Design Conference: September 27, 2023
- Notice to Proceed: October 18, 2023

### **X. PROJECT SCHEDULE**

- 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. Past record of performance on projects similar in type and complexity. (20 Points)
2. 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)
3. Available team workload capacity to comply with project schedule. (15 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (15 Points)

Points)

5. Inspection Fees (4 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

**XII. SELECTION COMMITTEE MEMBERS**

1. Mark Walls, P.E., User Division
2. Cory Wilson, P.E., User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Matthew Sipes, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool