

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-02 Statewide In-Service Bridge Load Ratings

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 In-Service Bridge Load Ratings. Two (2) consultants will be selected to provide these services on an as-needed basis for two (2) years.

II. PROJECT INFORMATION

Project Manager - Dora Alexander, P.E.
User Division - Maintenance
Approximate Fee - \$500,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$150,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To ensure the continued structural safety and capacity of bridge structures for use by the motoring public by providing load rating analysis.

Load ratings are mandated by the FHWA and shall be performed in accordance with the Manual for Bridge Evaluation and KYTC's Bridge Inspection Procedures Manual. Reports are filed with the Division of Maintenance Load Rating Staff. Load ratings are used to determine needed repairs and/or retrofits, allow for KYTC to prepare a budget for future years, determine load postings, and used for permitting overweight vehicles.

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

Load rating services shall include all software files and calculations, summary, and final reports. Including, but not limited to, concrete arch culverts, gusset plates, trusses, floor systems, curved girders, pin and hanger systems, and complex structures. Consultant shall use KYTC preferred software for the load ratings.

Consultants may be required to gather measurements in the field in order to perform the load rating.

VI. SPECIAL INSTRUCTIONS

Two (2) 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 \$500,000. Once the upset limit is reached or the two year term has expired, services may be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$150,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes and the regular order will be followed thereafter. The Division of Maintenance reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

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

VII. STANDARD PERSON-HOURS

Person-hours for other structures will be negotiated 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.

STRUCTURE DESIGN

- Spans Under 500 Feet

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: Tuesday, 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

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

XI. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. In-house capability to perform the required services. (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. (20 Points)
3. Past record of performance on projects similar in type and complexity. (20 Points)
4. Available team workload capacity to comply with project schedule. (15 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Dora Alexander, P.E., User Division
2. Ashley Graves, P.E., User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Emily Deason, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Secretary's Pool