

# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2014-04 Statewide FEMA Drainage Design

This document constitutes a Request for Proposals for 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**

Project Description – To provide engineering services as needed for Drainage Design for local, state, and interstate highway projects in accordance with established KYTC specifications and practices. One (1) Consultant will be selected.

### **II. PROJECT INFORMATION**

Project Manager – Ron Matar, P.E.

User Division – Highway Design

Approximate Fee – \$500,000 Upset Limit

Work will be assigned via Letter Agreement, not to exceed \$100,000 per Letter Agreement

**Note:** Selection under this advertisement does not guarantee that work will be assigned.

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

To provide expertise in Drainage Design as it relates to FEMA regulatory requirements, policy, and procedures in transportation hydraulic systems. Extensive experience in processing CLOMR, LOMR, and LOMA is essential.

### **IV. DBE REQUIREMENT**

Consultant team may include a DBE Participation Plan with their Response to Announcement. An additional page will be allowed with the Project Approach (page 7) in the Response to Announcement to convey this plan. A maximum of 4 points will be considered in the evaluation factors for the DBE Participation Plan.

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

Agreements will be prepared to provide Engineering Services as needed for the development of drainage analysis, procedures, training, and/or structure analysis, as well as any required documentation.

The selected Consultant will be responsible for working with the Kentucky Transportation Cabinet Division of Highway Design, Division of Structural Design, District Project Development Offices, FHWA, FEMA, and local government to develop plans and/or special drainage analyses. The Consultant must have an in-depth understanding of Federal Emergency Management Agency (FEMA) regulatory compliance for transportation hydraulic systems. Required services may include:

1. Assisting KYTC with FEMA compliance practices and procedures.
2. Developing training materials for FEMA compliance in KYTC applications.
3. Assist in development of drainage policies.
4. Review project for compliance with drainage policies and procedures.
5. Perform large scale watershed and/or drainage network analyses.
6. Develop hydraulic models for large scale watershed and/or drainage networks.
7. Perform hydraulic analysis for storm sewers, culverts, bridges and detention/retention basins.
8. Analyze flooding impacts according to local and/or drainage networks.
9. Analyze buried structures for structural integrity.

Situation surveys may be required in order to develop hydraulic, hydrological and/or structural data. Surveying may be required to determine locations and elevations of drainage systems and topography of existing ground surfaces.

Consultant must demonstrate experience with FEMA regulatory requirements, policy, and procedures in transportation hydraulic systems. Consultant must demonstrate experience with KYTC drainage policies and procedures. This includes the KYTC Project Development Process and documentation procedures such as drainage folders.

## **VI. GUIDELINES AND SPECIFICATIONS**

- FEMA Guidelines & Specifications for hydrology, hydraulics, and mapping
- Highway Design Guidance Manual
- Highway Drainage Design Manual
- FHWA Hydraulic Engineering Circulars
- FHWA Hydraulic Design Series
- Roadside Design Guide

More information can be found at:

<http://transportation.ky.gov/Highway-Design/Pages/Drainage.aspx>

## **VII. SPECIAL INSTRUCTIONS**

Contract will be for two (2) years. Contract may be extended for time to complete work assigned under the initial 2-year term. No new assignments will be made after the initial 2-year term.

Contract will not be modified to increase \$500,000 upset limit. Once the Contract Upset Limit is met, or the 2-year term is reached; this service will be re-advertised.

Projects to be assigned by Letter of Agreement. No Letter Agreements shall exceed \$100,000 unless authorized by the State Highway Engineer.

Instructions for Response to Announcement can be found at:  
<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

### **VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the consultant project team must be prequalified in the following areas by the date of this advertisement.

#### **ROADWAY DESIGN**

- Rural Roadway Design
- Urban Roadway Design
- Surveying

#### **STRUCTURE DESIGN**

- Span under 500'

### **IX. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • Wednesday, October 30<sup>th</sup> 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • Tuesday, November 5<sup>th</sup>, 2013

SECOND SELECTION COMMITTEE • November 19<sup>th</sup>, 2013

CONTRACT SCOPING CONFERENCE • November 22<sup>nd</sup>, 2013

NOTICE TO PROCEED • January 1<sup>st</sup>, 2014

### **X. PROJECT SCHEDULE**

Projects will be assigned via a Letter Agreement. Project Schedule Milestones will be negotiated for each assigned project and reflected in the negotiated Letter Agreement.

### **XI. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects involving FEMA regulatory compliance for KTC and/or for federal, local or other state governmental agencies. (15 points)
2. Capacity to comply with project schedule, with emphasis given to the process of compliance with FEMA regulatory requirements. (10 points)
3. Past record of performance on project of similar type and complexity. (15 points)
4. Project approach and proposed procedures to accomplish the services for this project. (20 points)

5. DBE Participation Plan (4 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.

## **XII. SELECTION COMMITTEE MEMBERS**

1. Ron Matar, P.E., User Division
2. Marshall Carrier, P.E., User Division
3. John Moore, P.E., Secretary's Pool
4. Diana Radcliffe, P.E., Secretary's Pool
5. David Eaton, Governor's Pool