

# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2014-07 Statewide 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 – Two (2) consultant firms will be selected to provide engineering services for drainage design for local, state, and interstate highway projects in accordance with established KYTC specifications and practices on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager – Ron Matar, P.E.

User Division – Highway Design

Approximate Fee – \$500,000 per contract (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 Drainage Design Services on an as needed basis.

### **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 2 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 or drainage structure (e.g. underground pipes) analysis and 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, and local government to develop plans and/or special drainage analyses. Required services may include:

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

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

## **VI. GUIDELINES AND SPECIFICATIONS**

- Highway Design Guidance Manual
- Highway Drainage Design Manual
- FHWA Hydraulic Engineering Circulars
- FHWA Hydraulic Design Series
- Roadside Design Guide

More information can be found on the Transportation Cabinet Division of Highway Design Drainage website 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.

Each consultant contract will not be modified to increase the \$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 shall be assigned by Letter of Agreement. No Letter Agreements shall exceed \$100,000 unless authorized by the State Highway Engineer.

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 project until the remaining firm on the list had 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 firm on the list had been offered a project. If a firm declines a project; does not respond to an invitation to perform services for a project within fourteen days; or for the Department and Consultant cannot agree on a reasonable scope of

work and fee for services, documentation shall be placed 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:

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

### **VIII. METHOD OF DESIGN**

Selected Consultant shall develop highway plans utilizing the most recent CADD Standards for Highway Plans Policy.

### **IX. 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**

- Spans under 500'

### **X. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • Wednesday, February 12<sup>th</sup>, 2014, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • February 18<sup>th</sup>, 2014

SECOND SELECTION COMMITTEE • March 5<sup>th</sup>, 2014

CONTRACT SCOPING CONFERENCE • March 17<sup>th</sup>, 2014

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

### **XI. PROJECT SCHEDULE**

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

### **XII. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects for KTC and/or for federal, local or other state governmental agencies. (15 points)

2. Capacity to comply with project schedule. (5 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. (5 points)
5. DBE Participation Plan (2 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.

**XIII. SELECTION COMMITTEE MEMBERS**

1. Ron Matar, P.E., User Division
2. Marshall Carrier, P.E., User Division
3. Sam Hale, P.E., Secretary's Pool
4. Rachel Mills, P.E., Secretary's Pool
5. David Eaton, Governor's Pool