

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-04 Statewide Roadway FEMA Drainage 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 Roadway FEMA Drainage Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Tim Robinson, P.E.
User Division - Highway Design
Approximate Fee - \$750,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$200,000
Project Funding - State and/or Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To provide assistance and expertise to the Division of Highway Design, Drainage Branch in developing hydrologic and hydraulic models and meeting FEMA regulatory requirements, policy, and procedures for highway projects.

IV. DBE GOAL

The Consultant team shall 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 should demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. A maximum of five (5) points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultant will be responsible for working with the Kentucky Transportation Cabinet Division of Highway Design, Division of Structural Design, Division of Maintenance, District

Project Development Offices, FHWA, FEMA, local governments, and local floodplain coordinators to develop plans and/or models for FEMA related drainage analyses.

The Consultant must have an in-depth understanding of FEMA regulatory requirements and procedures with respect to highway projects. Consultant must also demonstrate experience with KYTC drainage policies and procedures. This includes, but isn't limited to, KYTC's Project Development Process and required project documentation such as drainage folders. Experience with the development of special hydrologic studies and two-dimensional hydraulic modeling software is required.

Required services may include:

1. Assisting KYTC with FEMA compliance, which includes obtaining CLOMR, LOMR and No Rise approvals on highway projects.
2. Developing hydrologic models for complex watersheds and/or highway drainage systems.
3. Developing advanced hydraulic models utilizing two-dimensional modeling software.
4. Analyzing impacts of transportation and infrastructure on FEMA designated floodplains and floodways.
5. Developing training material and policies for the Drainage Branch.
6. Reviewing highway projects for compliance with KYTC drainage policies and procedures.
7. Performing hydraulic analysis on storm sewers, ditches, culverts, bridges, and/or basins.
8. Performing scouring analysis on structures and providing countermeasure designs.
9. Analyzing buried structures for structural integrity.

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

VI. GUIDELINES AND SPECIFICATIONS

- FEMA Guidelines and Standards for Flood Risk Analysis
- Highway Design Guidance Manual
- Highway Drainage Design Manual
- FHWA Hydraulic Engineering Circulars
- FHWA Hydraulic Design Series
- Roadside Design Guide

VII. SPECIAL INSTRUCTIONS

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. The Contract will have an upset limit of \$750,000. 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. The contract will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$200,000 without written approval from the State Highway Engineer.

Instructions for Response to Announcement can be found at:

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

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.

ROADWAY DESIGN

- Rural Roadway Design
- Surveying
- Advanced Drainage Analysis and Design
- Urban Roadway Design

STRUCTURE DESIGN

- Spans under 500 feet

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: October 10, 2023
- Response Date: November 1, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 6, 2023
- Final Selection: November 20, 2023
- Pre-Design Conference: November 29, 2023
- Notice to Proceed: December 20, 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. Relative experience of consultant personnel assigned to project team with highway projects for KYTC, the FEMA regulatory and mapping process, as well as coordination with other federal, local, or other state governmental agencies. (30 Points)
2. Project approach and proposed procedures to accomplish the services for the project. (25 Points)
3. Past record of performance on projects similar in type and complexity. (25 Points)
4. Available team workload capacity to comply with project schedule, with emphasis given to the process of compliance with FEMA regulatory requirements. (10 Points)
5. DBE Participation Plan (5 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Tim Robinson, P.E., User Division
2. Richard Thomas, P.E., User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Matthew Sipes, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool