

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-03 Statewide Small Drainage Inventory 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 Small Drainage Inventory Inspection Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Tracy Nowaczyk, P.E.
User Division - State Highway Engineers Office
Approximate Fee - \$1,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$200,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

Transportation resilience, defined by the Federal Highway Administration (FHWA) as the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions, is an important component of KYTC's mission. Resilience involves planning, designing, maintaining, and repairing transportation infrastructure to better prepare for climate impacts and natural disasters.

Climate models predict conditions that will gradually differ over the coming decades compared to those encountered historically. For Kentucky, these models predict a warmer and wetter environment. Recent events in Kentucky have demonstrated the devastating power of extreme weather events.

In July 2022, eastern Kentucky experienced catastrophic flash flooding. This caused water to rise rapidly and violently in communities located along streams in low-lying areas. The flash flooding critically damaged infrastructure such as roads, bridges, water supply, and power lines.

Weather hazard events pose a significant threat to the safety, reliability, effectiveness, and sustainability of transportation infrastructure and operations. The Kentucky Transportation Cabinet is committed to gathering a better understanding of the transportation network to better plan for disruptions.

The consultant will assist the Department in the development and delivery of a pilot inventory of small drainage structures on the state-owned road network.

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

The selected Consultant shall be responsible for assisting the Department in the development and delivery of a small drainage inventory and condition assessment.

1. The Consultant shall assist the Cabinet in the development of methodologies, standards, and requirements to:
 - a. Develop a procedures manual with recommendations for a small drainage inventory process. A small drainage structure is defined as any vehicular structure that spans an obstruction or depression that is less than twenty feet in length, or any cross drain, pipe or culvert greater than 12 inches in diameter and transverse to the road centerline.
 - b. Inventory small drainage structures on principal arterials, minor arterials and major/minor collector routes on the state primary, state secondary and supplemental systems.
 - c. Perform condition and functional assessments of small drainage structures. Condition and functional criteria will be developed with the Department and not require investigation beyond visual evaluation.
 - d. Maintain documentation in compliance with requirements of the Operations Management System (OMS). Consultant will utilize a specified Trimble data collection application to collect standardized location and attribute data for storage within the OMS. The attribute data will be specified by the Department and will include not less than:
 - i. County
 - ii. Route
 - iii. Mile point
 - iv. District
 - v. Material
 - vi. Lining
 - vii. Structure Type (Pipe, Arch, Box, etc)
 - viii. Length
 - ix. Skew
 - x. Size (Diameter or Length/Width)
 - xi. Condition
 - xii. Functionality
2. The Consultant shall submit collected inventory elements monthly.
3. The Consultant shall provide an estimated collection rate based on route classification.
4. The Consultant agrees to complete a procedures manual and submit preliminary data into OMS in accordance with the terms of this contract within ninety (90) calendar days from the date the work order is issued.

VI. 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. Contracts will have an upset limit of \$1,000,000. 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 \$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>

VII. AVAILABLE INFORMATION

Resources that may be utilized to identify small drainage structures include but not limited to:

- KYTC Map Portal LiDAR
- Aerial Photography
- Highway Plans
- Field site visits

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.

~~TRANSPORTATION PLANNING~~

- ~~• Road Centerline Data Collection~~

ROADWAY DESIGN

- **Surveying** *added 9/12/23

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: September 12, 2023
- Response Date: October 4, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: October 9, 2023
- Final Selection: October 25, 2023
- Pre-Design Conference: November 1, 2023
- Notice to Proceed: November 22, 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 project for KYTC and/or federal, local or other state governmental agencies. (30 Points)
2. Organizational structure of team and approach of team to managing the development of the project. (20 Points)
3. Knowledge of asset inventory procedure. (20 Points)
4. Experience performing asset collection and assessment (10 points)
5. Available team workload capacity to comply with project schedule. (10 Points)
6. In-house capability to perform the required services (10 points)

XII. SELECTION COMMITTEE MEMBERS

1. Tracy Nowaczyk, P.E., User Division
2. Josh Rogers, P.E., User Division
3. Matthew Sipes, P.E., Secretary's Pool
4. Emily Deason, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool