

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2020-04 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

One (1) Consultant will be selected to provide advanced hydrologic/hydraulic modeling and Federal Emergency Management Agency (FEMA) compliance services for local, state, and interstate highway projects, as needed.

II. PROJECT INFORMATION

Project Manager - ~~Nick Lester, P.E.~~ **Kevin Martin, P.E.**
User Division - Highway Design
Approximate Fee - \$500,000 Upset Limit; \$150,000 maximum per Letter Agreement
Project Funding - State and/or Federal Funds
Contract Term - Contract will be for two (2) year from Notice to Proceed

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 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

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, and local governments to develop plans and/or models for special 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 desired.

Required services may include:

1. Assisting KYTC with FEMA compliance 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 flooding impacts, due to highway projects and infrastructure.
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 in order 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

- 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

More information can be found at: <https://transportation.ky.gov/Highway-Design/Pages/Drainage.aspx>

VII. SPECIAL INSTRUCTIONS

This contract will be for two (2) years. The contract may be extended for time to complete work assigned under the initial two (2) year term. No new assignments will be made after the initial two (2) year term. This contract will not be modified to increase the \$500,000 upset limit. Once the contract upset limit is met or the two (2) year term is reached, this statewide contract will be re-advertised.

Projects are to be assigned by Letter Agreement. No Letter Agreements shall exceed \$150,000, unless authorized by 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
- Urban Roadway Design
- Surveying

STRUCTURE DESIGN

- Spans under 500 feet

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: October 8, 2019
- Response Date: October 30, 2019 by 4:30 PM ET (Frankfort Time)
- First Selection Committee: November 4, 2019
- Final Selection Committee: November 20, 2019
- Contract Scoping Conference: November 27, 2019
- Notice to Proceed: December 27, 2019

X. PROJECT SCHEDULE

Projects will be assigned via Letter Agreement, as needed. 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 teams involving FEMA regulatory compliance for KYTC and/or federal, local, or other state governmental agencies. (20 points)
2. Capacity to comply with project schedules, with emphasis given to the process of compliance with FEMA regulatory requirements. (10 points)
3. Past record of performance on projects of similar type and complexity. (15 points)
4. Project approach and proposed procedures to accomplish these services. (20 points)
5. DBE Participation Plan (4 points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 points)

XII. SELECTION COMMITTEE MEMBERS

1. ~~Nick Lester, P.E.~~ **Richard Thomas, P.E.**, User Division
2. Doug Gesso, P.E., User Division
3. Wendy Southworth, P.E., Secretary's Pool
4. Dane Blackburn, P.E., Secretary's Pool
5. Kellie Baker, P.E., Governor's Pool