

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2016-04 Statewide Roadway 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 FEMA regulations and 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.

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. Perform special hydrologic analyses for complex hydraulic applications.
4. Assist in development of drainage policies.
5. Review project for compliance with drainage policies and procedures.
6. Perform large scale watershed and/or drainage network analyses.
7. Develop hydraulic models for large scale watershed and/or drainage networks.
8. Perform hydraulic analysis for storm sewers, culverts, bridges and detention/retention basins.
9. Analyze flooding impacts according to local and/or drainage networks.
10. 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. Experience with the development of special hydrologic studies is desired.

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

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

- Bulletin Posted – October 13, 2015
- Response Date – November 4, 2015 by 4:30 PM ET (Frankfort time)
- First Selection – November 9, 2015
- Final Selection – November 25, 2015
- Scoping Conference – December 2, 2015
- Notice to Proceed – January 1, 2016

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 KYTC 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. Doug Gesso, P.E., User Division
3. Jill Asher, P.E., Secretary's Pool
4. Kevin Sandefur, P.E., Secretary's Pool
5. Joe Walker, Governor's Pool