

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-04 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 an inventory of small drainage structures on the state-owned road network. The data set will allow the KYTC to better assess the vulnerability of the transportation network and develop resiliency response strategies. The development of condition data will also result in a repair and replacement strategy and operational improvements.

IV. 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. Supplement a procedures manual with any additional 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.
- 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.

V. 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

\$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. 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>

VI. AVAILABLE INFORMATION

2024 Kentucky Small Drainage Inspection Procedures Manual

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

VII. 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

- Surveying

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Posted: October 14, 2025
- Response Date: November 5, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 10, 2025
- Final Selection: November 21, 2025
- Pre-Design Conference: December 3, 2025
- Notice to Proceed: December 19, 2025

IX. 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

X. 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. The Consultant demonstrates a comprehensive understanding of safety strategies and the ability to generate meaningful ideas that can measurably enhance the safety of the completed project. This includes both the immediate effectiveness and the long-term safety impacts of the finished facility. (10 Points)
6. In-house capability to perform the required services (10 points)

XI. SELECTION COMMITTEE MEMBERS

1. Tracy Nowaczyk, P.E., User Division
2. Josh Rogers, P.E., User Division
3. Talya Caudill, P.E., Secretary's Pool
4. Min Jiang, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool