

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-07 Statewide Roadway Drainage Design 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 Drainage Design Services. Two (2) consultants 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 \$250,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To provide Statewide Roadway Drainage Design Services on an as needed basis.

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

Two (2) consultants will be selected to provide Engineering Services as needed for the development of drainage analysis or drainage structure (e.g. underground pipes) analysis and any required documentation.

The selected Consultants 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. Required services include, in order of rank:

1. Develop hydraulic models for large scale watersheds and/or drainage networks.
2. Perform large scale hydrologic analyses of watersheds and/or drainage networks, including the expertise to perform specialized hydrologic analysis.
3. Perform hydraulic analysis for storm sewers, culverts, and detention/retention basins.
4. Perform hydraulic analysis of bridge structures, including scour analysis.
5. Develop and/or review drainage submittals and folders for KYTC projects.
6. Assist in development and drafting of drainage policies, including training of policies, as needed.
7. Assist in the development of standards and guidance for hydrologic and hydraulic software used by KYTC.
8. Assist KYTC with FEMA compliance on highway projects.
9. Analyze flooding impacts according to local and/or FEMA criteria.
10. Analyze buried structures for structural integrity.
11. Review project for compliance with drainage policies and procedures.

Situation surveys may be required 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. This may include development of bathymetric data.

The Consultants must demonstrate experience and expertise with KYTC drainage policies and procedures, with capability for further development and training of these policies and procedures. This includes the KYTC Project Development Process and documentation procedures such as preliminary and final drainage submittals, as well as advanced drainage folders. Experience and expertise with the development of special hydrologic studies is required.

The Consultants must also demonstrate experience with FEMA regulatory requirements, policy, and procedures in transportation hydraulic systems. Experience and expertise with 1-dimensional and 2-dimensional hydraulic modeling is required. Familiarity with HEC-RAS 1-D and 2-D, SRH-2D and SWMM modeling is recommended.

VI. GUIDELINES AND SPECIFICATIONS

- Highway Design Guidance Manual
- Highway Drainage Design Manual
- FHWA Hydraulic Engineering Circulars
- FHWA Hydraulic Design Series
- Roadside Design Guide

More information can be found on the Transportation Cabinet Division of Highway Design Drainage website at: <https://transportation.ky.gov/Highway-Design/Pages/Drainage.aspx>

VII. SPECIAL INSTRUCTIONS

Two (2) consultants 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 \$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. 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.

The Selection Committee will rank and list the selected Consultants in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned on a rotational basis. The Department reserves the right to select one of the firms outside of the assignment order for a particular project if it is to the benefit of the Department. That firm, if selected out of order, will be skipped in the rotation when their turn comes, and the regular order will be followed thereafter. The Division of Highway Design reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. A firm will not be offered an additional project until the remaining firms on the list have been offered a project. If a firm declines to accept a project, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

Instructions for Response to Announcement can be found at:

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

VIII. METHOD OF DESIGN

The selected Consultant shall develop highway plans utilizing the most recent CADD Standards for Highway Plans Policy.

IX. 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 & Design
- Urban Roadway Design

STRUCTURE DESIGN

- Spans under 500 Feet

X. PROCUREMENT SCHEDULE

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

- Advertisement Date: January 9, 2024
- Response Date: January 31, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: February 5, 2024
- Final Selection: February 21, 2024
- Pre-Design Conference: February 28, 2024
- Notice to Proceed: March 20, 2024

XI. 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

XII. 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. (25 Points)
2. Past record of performance on projects similar in type and complexity. (20 Points)
3. Experience in performing hydraulic modeling of watershed systems. (20 points)
4. Project approach and proposed procedures to accomplish the services for the project. (15 Points)
5. Available team workload capacity to comply with project schedule. (10 Points)
6. DBE Participation Plan (5 Points)
7. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

XIII. SELECTION COMMITTEE MEMBERS

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