

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-08 Statewide Underground Storage Tanks & Hazardous Materials 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 Underground Storage Tanks and Hazardous Materials Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager -	Brittany Lowry
User Division -	Environmental Analysis
Approximate Fee -	\$800,000 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

As part of our mission, the Division of Environmental Analysis has a responsibility to complete UST/HAZMAT Site Assessment Studies and prepare and implement corrective action/remediation measures for the development of Highway projects on a statewide basis. Additional staff and regulatory knowledge is needed periodically to accomplish these objectives to keep projects on time and within budget. The Consultant(s) will be asked to perform such studies and develop and implement the above-mentioned corrective action/remediation measures 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 two (2) points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

ENVIRONMENTAL STUDIES

Environmental Studies required for investigating and remediating Underground Storage Tank and Hazardous Material sites on highway right-of-way prior to highway construction.

DOCUMENT PREPARATION

Technical reports necessary to adequately address specific areas of impact in each of the aforementioned areas.

LABORATORY SERVICES

All laboratory analysis must be performed by a laboratory holding the National Environmental Laboratory Accreditation Program (NELAP) certification for analyses as maybe required by RCRA or CERCLA, and must comply with SW-846 sampling guidelines. All services should be performed in accordance with the KYTC/DEA Environmental Procedures Manual and ASTM Standards. Interested Consultants will not be required to utilize a laboratory prequalified with the KYTC for UST/HAZMAT Services. Criteria for identification of acceptable testing facilities will be discussed with the Selected Consultant(s), who will provide KYTC with a proposed list of laboratories for approval.

VI. 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 \$800,000. 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 Environmental Analysis 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>

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.

ENVIRONMENTAL & UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase 1)
- UST Closure Assessment
- Hazmat Corrective Action
- UST Site Investigation (Phase 2)
- Hazmat Site Investigation (Phase 2)
- UST Corrective Action

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Date: February 13, 2024
- Response Date: March 6, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: March 11, 2024
- Final Selection: March 27, 2024
- Pre-Design Conference: April 3, 2024
- Notice to Proceed: April 24, 2024

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. (10 Points)
2. Past record of performance on projects similar in type and complexity. (10 Points)
3. Available team workload capacity to comply with project schedule. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. DBE Participation Plan (2 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Brittany Lowry, User Division
2. Chris Cummins, User Division
3. Amanda Desmond, P.E., Secretary's Pool
4. Emily Deason, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool