

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2018-08 Statewide UST/HAZMAT

This document constitutes a Request for Proposals for 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**

Two (2) consultant firms will be selected to provide Underground Storage Tanks and Hazardous Materials (UST/HAZMAT) studies, document preparation, and laboratory services for developing Department of Highway projects on a statewide basis for two (2) years.

### **II. PROJECT INFORMATION**

Project Manager – Chris Cummins

User Division – Environmental Analysis (DEA)

Approximate Fee – \$800,000 per contract (Upset Limit)

Work will be assigned via Letter Agreement, not to exceed \$200,000 per Letter Agreement

Project Funding – State and Federal Funds

### **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 REQUIREMENT**

None

### **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) firms will be selected to provide these services. The contract period is a two (2) year contract with no new work assigned after June 30, 2020, 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 will be re-advertised and no additional work assignments will be made 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 randomly draw from the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will generally be offered to firms 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 Department reserves the right to group multiple projects together as one offering if it is advantageous. 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, does not respond to an invitation to perform services for a project within five days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, documentation shall be placed 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 proposed consultant project team must be prequalified in the following areas by the response due date of this advertisement.

### ENVIRONMENTAL & UST/HAZMAT

- HAZMAT Preliminary Site Assessment (Phase I)
- HAZMAT Site Recon/Sampling (Phase II)
- HAZMAT Remediation Services
- UST Preliminary Site Assessment
- UST Leak Detection/Monitoring

- UST Tank Removal/Disposal
- UST Site Remediation Services

### **VIII. PROCUREMENT SCHEDULE**

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

- Bulletin Posted – February 13, 2018
- Response Date – March 7, 2018 by 4:30 PM ET (Frankfort Time)
- First Selection – March 12, 2018
- Final Selection – March 28, 2018
- Scoping Conference – April 4, 2018
- Notice to Proceed – May 24, 2018

### **IX. PROJECT SCHEDULE**

Individual project schedules will be by Letter Agreement on a project-by-project basis.

Completion Of All Services – June 30, 2020

### **X. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or for federal, local or other state governmental agencies. (10 Points)
2. Past record of performance on projects similar in type and complexity. (10 Points)
3. Capacity to comply with project schedule. (10 Points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 Points)
5. 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.

### **XI. SELECTION COMMITTEE MEMBERS**

1. Chris Cummins, User Division
2. Brittany Stratton, User Division
3. Andrew Stewart, P.E., Secretary's Pool
4. Rachel Catchings, P.E., Secretary's Pool
5. Mark Day, P.E., Governor's Pool