

# A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2014-08 Statewide UST/HAZMAT

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**

Underground Storage Tanks and Hazardous Materials (UST/HAZMAT) studies, document preparation, and laboratory services for developing Department of Highway projects on a statewide basis.

### **II. PROJECT INFORMATION**

Project Manager – Chris Cummins  
User Division – Environmental Analysis (DEA)  
Approximate Fee – \$2,000,000 per contract (Upset Limit)  
    Projects to be assigned by Letters of Agreement  
    Letters of Agreement not to exceed \$200,000  
    Two (2) Consultants to be selected  
    Two (2) year contract term  
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 each firm receiving a two (2) year contract. Contracts will have an upset limit of \$2,000,000. Once the upset limit is reached, or the two (2) 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 upset limit or extended for time to assign new work. No Letters of Agreement shall exceed \$200,000.

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 be offered to firms on a rotating basis. 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 or does not respond to an invitation to perform services for a project within seven (7) days, 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:

<http://transportation.ky.gov/Professional-Services/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 prior to the 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.

RESPONSE DATE • Wednesday, March 5<sup>th</sup>, 2014 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • March 11<sup>th</sup>, 2014

FINAL SELECTION COMMITTEE • March 26<sup>th</sup>, 2014

CONTRACT SCOPING CONFERENCE • April 2<sup>nd</sup>, 2014

NOTICE TO PROCEED • June 1<sup>st</sup>, 2014

## **IX. PROJECT SCHEDULE**

Individual project schedules will be by letter agreement on a project by project basis.

COMPLETION OF ALL SERVICES – June 30, 2016

## **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. Capacity to comply with project schedule. (10 Points)
3. Past record of performance on projects similar in type and complexity. (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. Scott Schurman, User Division
2. Chris Cummins, User Division
3. Rachel Mills, P.E., Secretary's Pool
4. Carl Van Zee, P.E., Secretary's Pool
5. James Rogers, Governor's Pool