

# **A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT**

## **Department of Highways Professional Services Procurement Bulletin 2021-09 Environmental Storm Water 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 Environmental Storm Water Services. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - John Drake  
User Division - Environmental Analysis  
Approximate Fee - \$500,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$100,000 per Letter Agreement  
Project Funding - State Funds  
Contract Term - Two Years

### **III. PURPOSE AND NEED**

Continue development of the Kentucky Pollution Discharge Elimination system (KPDES) permitting programs for KYTC and to provide technical support for facility management and highway maintenance operations required by all environmental programs.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

Review and preparation of permits, plans, and related documents for Clean Water Act-KPDES permits. Ground Water Protection Plans (GWPP), Spill Prevention Control Countermeasure (SPCC) plans, herbicide usage, and environmental issues. Scope of work will involve tasks related to improvement or support of the Storm Water Program. These include:

- Review and modify as needed, facility Storm water Pollution Prevention Plans (SWPPP) and Groundwater Protection Plans (GWPP).
- KPDES Permit preparation, submittal, and follow through.

- Advise and prepare documents for KYTC to comply with the MS4 Program,
- Provide training and manuals for KYTC staff for compliance with the Clean Water Act; and
- Advise and prepare documents for KYTC to comply with the Clean Water Act.

The Consultant will need to have a thorough understanding of the Clean Water Act, KPDES program, sedimentology, and hydrology.

## **VI. 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. Contracts will have an upset limit of \$500,000. 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 \$100,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool of selected Consultants and list 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. METHOD OF DESIGN**

The selected Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

## **VIII. 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 AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS**

- Water Quality

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Posted: March 9, 2021
- Response Date: March 31, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: April 5, 2021
- Final Selection: April 21, 2021
- Pre-Design Conference: April 28, 2021
- Notice to Proceed: May 19, 2021

## **X. PROJECT SCHEDULE**

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

## **XI. 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. (20 Points)
2. Past record of performance on projects similar in type and complexity. (15 Points)
3. Personnel available for this project with experience in RCRA and KPDES/Clean Water Act Programs. (10 points)
4. Available team workload capacity to comply with project schedule. (5 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. John Drake, User Division
2. Dave Harmon, User Division
3. David Erickson, P.E., Secretary's Pool
4. Charlie Dale, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool