

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

## **Department of Highways Professional Services Procurement Bulletin 2025-04 Statewide LCTM Program Management**

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 support the Kentucky Transportation Cabinet (KYTC) with required LCTM Program Management. This will involve assisting the KYTC staff with numerous documents with deadlines and outreach across the Commonwealth. One (1) consultant will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Greg Garner, P.E.  
User Division - Maintenance  
Approximate Fee - \$3,000,000 (Cost Plus Fixed Fee)  
Project Funding - State and Federal Funds

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

The purpose is to provide support to the KYTC Division of Maintenance to assist with federally required documentation pertaining to the Low Carbon Transportation Materials (LCTM) Program created by the U.S. Federal Highway Administration (FHWA). The selected Consultant will need to work closely with the Division of Maintenance to help design and implement a Low Carbon Transportation Materials Program. The Consultant shall work with the KYTC Project Manager to ensure KYTC adheres to all federal requirements the State (KYTC) is required to provide the Federal Highway Administration (FHWA).

### **IV. DBE GOAL**

The Consultant team may 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 would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

## V. SCOPE OF WORK

The Consultant shall work with the KYTC Project Manager and staff on numerous items relating to the LCTM Program. Expected tasks are to include but not limited to:

- Aid in development of the LCTM Program framework, incorporating best practices and aligning with FHWA goals for reducing embodied carbon in construction materials.
- Assist with identifying opportunities for the use of low-carbon materials, and navigating the reimbursement process from FHWA under the Inflation Reduction Act.
- Assist in the development of Environmental Product Declarations (EPDs) for relevant construction materials. This includes collecting and analyzing data to document the overall environmental impact of materials.
- Provide training for KYTC personnel on how to interpret and use EPDs.
- Help guide KYTC through FHWA's LCTM reimbursement process.
- Assist in creating and implementing a program for Cold-In-Place Recycling (CIR), Cold Central Plant Recycling, and Hot-In-Place Recycling projects as part of KYTC's overall carbon reduction goal.
- Help develop and/or update technical specifications for CIR, HIR, and CCPR processes.
- Conduct low-carbon project workshops and trainings for key KYTC staff. This includes project selection and field inspection for awarded treatments.
- Assist with promotion and adoption of low-carbon material projects.
- Assisting with any additional LCTM-related tasks.

The Consultant will be responsible for coordination activities with KYTC and the allocation of resources to execute this contract. The Consultant may provide a monthly invoice and accompanying progress report to KYTC. These documents will include work items performed, by consultant and any sub-consultant staff. Consultant shall coordinate with project manager to keep accurate records to include a daily time sheet of hours/etc. of their work according to the Consultant's contract.

The Cabinet is expecting the selected Consultant to perform the following tasks:

- Create a robust framework for KYTC's LCTM Program:
  - Research and integrate industry best practices for low-carbon materials into the framework.
  - Collaborate with the KYTC staff to tailor the framework to Kentucky's specific needs and projects.
  - Ensure the framework complies with the federal requirements under the Inflation Reduction Act and supports FHWA's climate initiatives.
  - Establish performance metrics for evaluating the carbon footprint and sustainability of materials used in transportation projects.
- Identification of Low-Carbon Material Opportunities:
  - Help to evaluate the market availability of materials and work with industry to ensure quality.
  - Provide guidance on how to document and quantify the carbon savings from treatments and materials.
  - Assist in developing a cost-benefit analysis to justify the adoption of low-carbon materials within KYTC's projects.

- Navigating FWHA Reimbursement Process:
  - Review and ensure KYTC processes and projects meet eligibility requirements for FHWA's LCTM funding.
  - Assist in the preparation and submission of the necessary documentation to secure reimbursements, ensuring compliance with FHWA guidelines.
- Development of EPDs:
  - Guide the collection and analysis of environmental data for key materials, including lifecycle impacts.
  - Develop EPDs that comply with federal standards and collaborate with industry and material suppliers to ensure accuracy.
- Training KYTC Personnel on EPDs:
  - Develop training tailored to different roles within KYTC, ensuring staff can interpret EPDs for a variety of materials.
  - Conduct workshops to show how EPD data influences decision-making and supports compliance with LCTM requirements.
- Development of Cold-In-Place Recycling (CIR), Cold Central Plant Recycling (CCPR), and Hot-In-Place Recycling
  - Work with contractors and suppliers to integrate these techniques into KYTC's project planning toolbox.
  - Create technical guidelines and best practices for using CIR, CCPR, and HIR to ensure successful project execution.
  - Track environmental benefits of these processes and integrate them into KYTC's reporting.
- Development and Updating of Technical Specifications:
  - Develop new specifications for materials and processes related to CIR, HIR, and CCPR.
  - Collaborate with engineers, contractors, and material suppliers to ensure the specifications are practical and enforceable in the field.
- Conducting Low-Carbon Project Workshops and Trainings:
  - Organize workshops and training sessions that cover the full lifecycle of low-carbon material projects, from selection to field inspection.
- Promotion and Adoption of Low-Carbon Material Projects:
  - Engage with industry stakeholders, including contractors and material suppliers, to promote the use of low-carbon materials.
  - Create outreach materials then explain the benefits of these materials and processes to both KYTC and industry.
- Assistance with Additional LCTM-Related Tasks:
  - Offer support on any additional tasks related to the implementation and expansion of the LCTM program as requested by KYTC.

## **VI. SPECIAL INSTRUCTIONS**

The Department may retain any of the advertised services to be performed by in-house state forces or by other resources.

The Department reserves the option to modify the selected Consultants' agreement to include or retain any necessary engineering and/or related services for this project. The firm or one of their subconsultants must at that time be prequalified by the Department in the required area(s). The contract may be modified to assign new work, increase the fee or extended for time, as needed.

Instructions for Response to Announcement can be found at:

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

## **VII. AVAILABLE INFORMATION**

KYTC expects the Consultant to have extensive knowledge of low-carbon materials, including a strong understanding in developing Environmental Product Declarations. Additionally, the Cabinet requires the Consultant to be well-versed in FHWA's reimbursement processes for the LCTM program.

[Volume 1: Technical Application - LCTM Program Grant Proposal](#) \*Added 10/14/24

[Volume 2: Budget Application - LCTM Program Grant Proposal](#) \*Added 10/14/24

## **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.

[Construction Engineering Services](#) \* (see note below)

- Construction Project Supervision

*\* Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

## **IX. PROCUREMENT SCHEDULE**

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

- Advertisement Date: October 8, 2024
- Response Date: October 30, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 4, 2024
- Final Selection: November 20, 2024
- Pre-Design Conference: November 25, 2024
- Consultant Fee Proposal: December 6, 2025
- Contract Negotiations: December 18, 2025

- Notice to Proceed: January 8, 2025

## **X. PROJECT SCHEDULE**

- Identify framework of LCTM Program January 2025
- Collect and analyze data for EPD development January 2026
- Complete development of CIR, CCPR and HIR specifications June 2027
- Complete workshops and trainings for LCTM December 2027

## **XI. EVALUATION FACTORS**

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Knowledge of Low-Carbon materials and EPD development (25 Points).
2. Knowledge of the reimbursement process and FHWA compliance (25 Points).
3. Ability to create workshops and trainings for KYTC personnel (15 Points).
4. Knowledge of Cold-In-Place, Cold Central Plant, and Hot-In-Place Recycling (15 Points).
5. Future support for project promotion and expansion of the LCTM Program (5 Points).
6. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Greg Garner, P.E., User Division
2. Aaron Collins, P.E., User Division
3. Zachary Neihof, P.E., Secretary's Pool
4. Emily Deason, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool