

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2012-08 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 - \$2,000,000.00 per contract (Upset Limit)
 Projects to be assigned by Letters of Agreement
 Letters of Agreement not to exceed \$100,000.00
 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 comply with the requirement of utilizing a laboratory prequalified with the KTC 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 \$2,000,000.00. 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 \$100,000.00.

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 • March 14, 2012 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • March 19, 2012

SECOND SELECTION COMMITTEE • April 2, 2012

CONTRACT SCOPING CONFERENCE • April 10, 2012

NOTICE TO PROCEED • July 1, 2012

IX. PROJECT SCHEDULE

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

COMPLETION OF ALL SERVICES – June 30, 2014

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. Tony Vinegar, User Division
2. Chris Cummins, User Division
3. Brian Meade, PE, Secretary's Pool
4. Boday Borres, PE, Secretary's Pool
5. TBD, Governor's Pool