

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

## **Department of Highways Professional Services Procurement Bulletin 2017-09 Statewide Environmental Storm Water**

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**

Project Description – Provide Environmental Storm Water and Technical Support

### **II. PROJECT INFORMATION**

Project Manager – Dave Harmon  
User Division – Division of Environmental Analysis  
Approximate Fee – One (1) Consultant will be selected  
\$500,000 Upset Limit (Lump Sum)  
Fees to be determined by Letter Agreement, not to exceed \$100,000  
Project Funding – State Funds  
Contract Duration – Two (2) 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) firm will be selected to provide these services for a period of two (2) years with no new work assigned after June 30, 2019, although the contract may be extended for time to complete work already assigned. This contract will have an upset limit of \$500,000. 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. The contract will not be modified to increase 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.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

## **VII. METHOD OF DESIGN**

The selected Consultant shall utilize the CADD Standards for Highway Plans (Version 3) Policy in the development of the highway plans.

## **VIII. PREQUALIFICATION REQUIREMENTS**

To respond to this project, the project team must be prequalified in the following areas by the response due date of this advertisement.

### **AQUATIC/TERRESTRIAL ECOSYSTEMS**

- Water Quality

## **IX. PROCUREMENT SCHEDULE**

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

- Bulletin Posted - March 14, 2017
- Response Date - April 5, 2017 by 4:30 PM ET (Frankfort Time)
- First Selection - April 10, 2017
- Final Selection - April 26, 2017
- Contract Scoping Conference - May 3, 2017
- Notice to Proceed - June 1, 2017

## **X. PROJECT SCHEDULE**

Completion of All Services – September 30, 2019

## **XI. EVALUATION FACTORS**

1. Relative experiences with KYTC work pertaining to compliance with Clean Water Act Regulations and practices. (20 points)
2. Past record of performance on project of similar type and complexity. (15 points)

3. Personnel available for this project with experience in RCRA and KPDES/Clean Water Act Programs. (10 points)
4. Capacity to comply with project schedule. (5 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.

## **XII. SELECTION COMMITTEE MEMBERS**

1. Dave Harmon, User Division
2. John Drake, User Division
3. Mikael Pelfrey, P.E., Secretary's Pool
4. Nikki Boden, P.E., Secretary's Pool
5. Mark Day, P.E., Governor's Pool