

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-10 Statewide Biology and Permitting 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 Biology and Permitting Services. Three (3) consultants will be selected to provide these services on an as-needed basis for two (2) years.

II. PROJECT INFORMATION

Project Manager - Andrew Logsdon
User Division - Environmental Analysis
Approximate Fee - \$500,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$150,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To obtain services for the full range of environmental activities, when needed, on a statewide basis for both six-year highway plan and non-six year plan and/or non-highway projects.

IV. DBE GOAL

The Consultant team shall 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 should demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. A maximum of four (4) points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

ENVIRONMENTAL STUDIES

1. Environmental studies required to obtain location approval including Aquatic Ecosystem Analysis, Terrestrial Ecosystem Analysis, Wetland Delineation, Section 7 of Endangered Species Act (ESA) compliance, Section 401/404 permitting

2. Mitigation and Remediation as required in any of the aforementioned studies
3. Grant application writing and administration of grant projects.

DOCUMENT PREPARATION

1. Technical reports necessary to adequately address Section 7 of ESA (Biological Assessments, Biological Evaluations)
2. Complete the necessary field work and submit 401/404 permit/WQC applications as well as other necessary permits to remain compliant with Clean Water Act and other laws protecting the waters of the Commonwealth (Army Corps of Engineers (ACOE) 408 permit, Tennessee Valley Authority (TVA) permit, ACOE Section 10 permit)

VI. SPECIAL INSTRUCTIONS

Three (3) consultants 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 \$150,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants 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. 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

- Fisheries
- Botany
- Terrestrial Zoology
- Wetlands
- Freshwater Macroinvertebrates
- Water Quality

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Date: April 8, 2025
- Response Date: April 30, 2025 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: May 5, 2025
- Final Selection: May 21, 2025
- Pre-Design Conference: May 28, 2025
- Notice to Proceed: June 18, 2025

IX. PROJECT SCHEDULE

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

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

X. 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. (20 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Available team workload capacity to comply with project schedule. (5 Points)
5. The Consultant demonstrates a comprehensive understanding of safety strategies and the ability to generate meaningful ideas that can measurably enhance the safety of the completed project. This includes both the immediate effectiveness and the long-term safety impacts of the finished facility. (5 Points)
6. DBE Participation Plan (4 Points)
7. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Andrew Logsdon, User Division
2. Adam Michels, User Division
3. Amanda Desmond, P.E., Secretary's Pool
4. Casey Smith, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool