

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

## **Department of Highways Professional Services Procurement Bulletin 2013-09 Statewide Environmental Storm Water**

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**

Project Description – Environmental Storm Water and Technical Support

### **II. PROJECT INFORMATION**

Project Manager – John Drake, P.E.

User Division – Division of Environmental Analysis

Approximate Fee – One (1) Consultant will be selected to provide services

\$1,000,000 Upset Limit – Fees to be determined by letter of agreement

Project Funding – State Funds

Contract Duration – 2 Years

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

Continue development of the Kentucky Pollution Discharge Elimination system (KPDES) + 404/401 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), 401/404 permits, 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:

- 404/401 permits
- 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**

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. UTILITIES**

N/A

## **IX. PREQUALIFICATION REQUIREMENTS**

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

### **AQUATIC/TERRESTRIAL ECOSYSTEMS**

- Water Quality

## **X. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • April 10, 2013, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • April 16, 2013

SECOND SELECTION COMMITTEE • May 1, 2013

CONTRACT SCOPING CONFERENCE • May 8, 2013

NOTICE TO PROCEED • July 1, 2013

## **XI. PROJECT SCHEDULE**

COMPLETION OF ALL SERVICES – September 30, 2015

## **XII. 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.

### **XIII. SELECTION COMMITTEE MEMBERS**

1. John Drake, P.E., User Division
2. Dave Harmon, P.E., User Division
3. Carl Van Zee, P.E., Secretary's Pool
4. Diana Radcliffe, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool