

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2023-10 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 REQUIREMENT**

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, KPDES Permitting
2. Mitigation and Remediation as required in any of the aforementioned studies

#### **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, KPDES 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>

The Department will allow the following modifications to the standard response format for response to this Statewide Biology & Permitting advertisement only:

- Section 4 (A-E) Resumes, may be expanded, not to exceed 10 pages total (A-J)
- Section 5 (A-B) Workload / commitments, not to exceed 4 pages total (A-D)
- Section 6 (A-E) Project Experience, may be expanded, not to exceed 10 pages total (A-J)

## **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: Tuesday, April 11, 2023
- Response Date: May 3, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: May 8, 2023
- Final Selection: May 24, 2023
- Pre-Design Conference: May 31, 2023
- Notice to Proceed: June 21, 2023

## **IX. PROJECT SCHEDULE**

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

- Completion of All Services – 2 years from Notice to Proceed

## **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. DBE Participation Plan (4 Points)
6. 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. Erika Drury, P.E., Secretary's Pool
4. Charlie Dale, P.E., Secretary's Pool
5. Bart Bryant, P.E., Governor's Pool