

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-05 Statewide Environmental Studies 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 Environmental Studies Services. Four (4) consultants will be selected to provide these services on an as-needed basis for two years.

II. PROJECT INFORMATION

Project Manager - Andrew Logsdon
User Division - Environmental Analysis
Approximate Fee - \$1,500,000 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 Air Quality Analysis,

Highway Noise Analysis, Socioeconomic Impact Analysis, Aquatic Ecosystem Analysis, Terrestrial Ecosystem Analysis, ESA Section 7 consultations, Wetland Delineation, Wetland Design/Restoration and Monitoring, Stream Classification, Stream Restoration/Mitigation and Monitoring, Section 401/404 permitting, Coast Guard Bridge Permitting, MS4 Permitting, KPDES Permitting, Underground Storage Tank and Hazardous Material Investigations, and Historic/Archaeological Resource Investigations.

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

DOCUMENT PREPARATION

1. Technical reports necessary to adequately address specific areas of impact in each of the aforementioned areas.
2. Environmental documentation (EA/FONSI, EIS, CE) necessary for project location approval.
3. Design drawings and data necessary for 401/404 permit/WQC applications.

LABORATORY SERVICES

1. Interested consultants will not be required to comply with the requirement of utilizing a laboratory prequalified with the KYTC and 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

Four (4) 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 \$1,500,000. 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.

This contract will also include projects which may be assigned using reimbursable costs by specific rate of compensation, based on specific classifications of each employee per hour. The

cost per hour shall include the pay rate for the personnel classification providing the services, plus overhead, travel expenses, per diem expenses, profit and all other direct and indirect cost incurred by the Consultant to accomplish the work. The Consultant shall submit an hourly rate for each level employee. The Consultant shall report to the KYTC Project Manager the hours of work on each project.

The hourly rates should be included **as an Appendix on a separate page** within the Consultant's Response to Announcement.

All-inclusive specific hourly rates shall be submitted for the following personnel classifications:

- Environmental Scientist
- Senior Environmental Scientist
- Engineer
- Senior Engineer
- Engineer In Training (EIT)
- Biologist
- Senior Biologist
- Project Manager
- Senior Project Manager
- Archaeologist
- Staff Archaeologist
- Project Archaeologist
- Field Technician (I, II, III)
- Laboratory Director
- Architectural Historian (I, II, III)
- NEPA Specialist
- CAD Operator
- Clerical

Note – Any specific personnel not listed above but utilized during the life of the contract may be permitted using a multiplier agreed upon by the Consultant and the Cabinet.

Instructions for Response to Announcement can be found at:

<https://transportation.ky.gov/ProfessionalServices/Pages/Respond-to-an-Announcement.aspx>

The Department will allow for the following modifications to the standard response format for responses to this 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 & UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase 1)

- UST Closure Assessment
- Hazmat Corrective Action
- Hazmat Site Investigation (Phase 2)
- UST Corrective Action

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

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

ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES

- Air Quality Analysis
- Prehistoric Archaeology
- Socio-Economic Analysis
- Highway Noise Analysis
- Historic Archaeology
- EIS Writing & Coordination
- Cultural-Historic Analysis
- Stream & Wetland Mitigation

ROADWAY DESIGN

- Surveying

VIII. PROCUREMENT SCHEDULE

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

- Advertisement Date: November 14, 2023
- Response Date: December 6, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 8, 2023
- Final Selection: December 20, 2023
- Pre-Design Conference: January 3, 2024
- Notice to Proceed: January 24, 2024

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. Specific Rates of Compensation (4 Points)~~
6. DBE Participation Plan (4 Points)
7. Consultant's offices where work is to be performed. (2 Points)

XI. SELECTION COMMITTEE MEMBERS

1. Andrew Logsdon., User Division
2. Tyler Reynolds, User Division
3. Crystal Mapel, P.E., Secretary's Pool
4. Matthew Sipes, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool