



**ADDENDUM #1**

RFP Number: #12-2024

Date: February 23, 2024

Subject: Remediation Plan for 297 Southland Drive

Address inquiries to:  
Brian Marcum  
brianm@lexingtonky.gov

**TO ALL PROSPECTIVE SUBMITTERS:**

**Please be advised of the following clarifications to the above referenced RFP:**

**The RFP submittal date has been extended to Friday, March 1, 2024 at 2:00 PM EST.**

- Submitters should identify how many local (per rfp) workers will be in work force calculation. **Please show your local employment as a percentage of you total workforce to be used in the performance of this rfp.**
- Design Fee is to be based on USDA/RD rate schedule, but they didn't know the construction cost estimate to determine that since it's based on percentage of construction. **The proposed corridor and pipe profile is shown in the RFP. Assume all material in the corridor down to bedrock will be removed and backfilled, unless the Phase II ESA indicates otherwise.**
- Do we provide RD Summary Sheet? It's public I think on their website and use that as basis? **Yes. The May 2022 Kentucky USDA Rural Development Utility Program Fee Guide is attached.**
- **The selected consultant shall begin work on obtaining Kentucky eClearinghouse approval of the project upon issuance of the Notice to Proceed. Instructions for accessing the Kentucky eClearinghouse website and specific information on the grant is included in the attachment labeled E 7.**
- According to the USDA Rural Development Utility Program Fee Guide, rates are shown as a percentage of construction cost which is provided as ranges. The overall remediation cost will not be known during performance of the requested Phase II Site Assessment. Thus, are hourly rates for



labor, equipment, material & expenses acceptable? **Hourly rates for labor, equipment, material and expenses are acceptable to be used as the basis for any change orders (additive or deductive). The proposed corridor and pipe profile is shown in the RFP. Assume all material in the corridor down to bedrock will be removed and backfilled, unless the Phase II ESA indicates otherwise. Total scope fee will be based upon this information.**

- Will the existing building be demolished before Phase II begins, or after? **Existing building will be demolished to slab level before the Phase II.**
- Should demolishing the building be included as part of the remediation efforts? **Building slab and foundations removal are part of the remediation effort.**
- Should a hazardous material survey be conducted during the Phase II work? **Building material sampling has been done under separate contract and material will be abated under separate contract. Successful firm may request a copy of the building material survey.**
- What are the necessary documents to be submitted to the Kentucky eClearinghouse to obtain a Kentucky eClearinghouse Endorsement Letter? **Ky eClearinghouse information previously provided and instructions for accessing the eClearinghouse are attached.**
- What details / information is needed for the Certificate of Project Completion? **Exhibit 11 from the grant award documents is attached.**

**Exhibits Attached**  
**RDA Fee Schedule**  
**eClearinghouse Information**  
**E7 eClearinghouse endorsement**  
**E11 Certificate of Project Completion**



Todd Slatin, Director  
 Division of Central Purchasing

All other terms and conditions of the RFP and specifications are unchanged. This letter should be signed, attached to and become a part of your submittal.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_



# **KENTUCKY USDA/RURAL DEVELOPMENT UTILITY PROGRAM FEE GUIDE**

**(This will not become a part of the agreement)**

The following Tables I and II are designed to represent usual and customary reimbursement percentages for the fees for Professional Engineering Services and Resident Project Representatives respectively. These tables are to be utilized in conjunction with projects using the “Engineers Joint Contract Documents Committee (EJCDC) documents for Project Contract Documents to help provide guidance when determining applicable fees.

## **TYPICAL FEES FOR PROFESSIONAL ENGINEERING SERVICES COMPLEXITY BASED ON CONSTRUCTION COST**

### **TABLE I – BASIC DESIGN**

These fees shall pertain to projects requiring complex or detailed engineering design. This will include sewage treatment plants, sewage collection systems, sewage lift stations, water treatment plants, water distribution mains and appurtenances, water pump stations, water storage facilities and renovations of water and sewer facilities.

<u>NET CONSTRUCTION COST</u>	<u>PERCENTAGE FEE</u>
100,000	14.00
200,000	12.20
300,000	11.25
400,000	10.70
500,000	10.30
600,000	9.73
700,000	9.45
800,000	9.20
900,000	9.00
1,000,000	8.85
2,000,000	7.65
3,000,000	7.22
4,000,000	6.90
5,000,000	6.75
6,000,000	6.65
7,000,000	6.55
8,000,000	6.45
9,000,000	6.40

Fees for less complex projects such as light industrial buildings, roads, streets, storm drains 24 inches and larger, and appurtenances related thereto are typically 85% of the above Table I percentages.

**FEES FOR RESIDENT PROJECT REPRESENTATIVE SERVICES**

**TABLE I I – INSPECTION COSTS**

<u>NET CONSTRUCTION COST</u>	<u>PERCENTAGE FEE</u>
100,000	13.00
200,000	10.40
300,000	8.80
400,000	8.00
500,000	7.40
600,000	6.80
700,000	6.40
800,000	6.00
900,000	5.80
1,000,000	5.60
2,000,000	4.60
3,000,000	4.00
4,000,000	3.70
5,000,000	3.50
6,000,000	3.32
7,000,000	3.20
8,000,000	3.12
9,000,000	3.05

NOTE: Add two percent to the above Table II percentages for treatment facilities.

**GENERAL INFORMATION FOR BASIC AND RESIDENT PROJECT REPRESENTATIVE FEES**

The Resident Project Representative will maintain a daily log meeting USDA/Rural Development Utility Program requirements. If remaining funds are used and additional construction is designed and bid, the project is considered a new project and an amendment will need to be executed.

# Kentucky Eclearinghouse Instructions

website: [https://kydlgweb.ky.gov/eClearinghouse/16\\_echHome.cfm](https://kydlgweb.ky.gov/eClearinghouse/16_echHome.cfm)

HOME CONTACT US

## Welcome to the Kentucky eClearinghouse

If you are unable to navigate through this site, please contact the eClearinghouse staff at 800-346-5606 for grant application assistance.

You have successfully logged out. Thank you for using the Kentucky eClearinghouse website.

**NEW USERS**  
[Setup My Account](#)

**EXISTING USERS**  
User ID:   
Password:   
LOGIN  
[Forgot My Username](#) [Forgot My Password](#)

KENTUCKY INFRASTRUCTURE AUTHORITY  
Kentucky Infrastructure Authority  
Office of the Governor

CFDA  
The Catalog of Federal Domestic Assistance

KENTUCKY HERITAGE COUNCIL

INSTRUCTIONS  
READ INSTRUCTIONS BEFORE OPERATING

PRIVACY SECURITY ACCESSIBILITY DLG HOME

10:24 AM  
12/2/2016

**You can use any web browser on any type of device!**

Log in screen:

**New users** please set up an account, fill out the form and submit. The Eclearinghouse will send you by email an ID and password. Please be patient someone has to be in the office to do this.

**Existing users** please click “forgot my password”. Enter your username on the next screen and click “reset”. The program will update your password and email it to you. If you already have your password, go ahead and enter that and hit “Login”.

When you get your email with the ID/Password and you log in the first thing you need to do is go to “change password”. Make your new password anything that you want.

There is a box with instructions on every page, please refer to them as needed or print them out to have.

Once logged in you will see your "Workbasket".

The screenshot shows the Kentucky eClearinghouse administrative interface. At the top, there is a navigation bar with links for HOME, CONTACT US, Workbasket, New Project, Change Password, and Logout. Below this is a red banner indicating 'ADMINISTRATIVE VIEW' and a title 'Workbasket for [redacted]'. The main content area is divided into several sections:

- ASSIGNMENTS:** A table with columns for SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete.
- MY PROJECTS:** A table with columns for SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete. It lists three projects for Graves County.
- INFORMATION REQUESTS:** A table with columns for SAI, Requestor, Agency, Subject, Date, Days, and Status.
- REGISTRATION REQUESTS:** A table with columns for Name, Company, Phone, and Request Date.
- MY PEOPLE:** A search form with fields for First Name, Last Name, and Company, and a SEARCH button.
- REPORTS:** A link to view reports.

On the right side, there are four utility icons: Kentucky Infrastructure Authority, CFDA (The Catalog of Federal Domestic Assistance), Kentucky Heritage Council, and a CAUTION notice to read instructions before operating.

# APPLICANT

If you are an applicant and would like to put in an application for a review: Click "New Project" at the top. This opens the application form to be filled out. The asterisk \* means this is a required field (most are). The information in red are notes to help you.

Workbasket      New Project      Change Password      Logout

SAMPLE: I have cut some of the parts out to fit it to the page.

## Project View



APPLICANT INFORMATION		
Applicant Company: *	Test Applicant	Applicant Type: * Non-Profit
Applicant Courtesy:	Mr.	Submitter (You, the person filling out this form)
Applicant First Name: *	Lee	Submitter First Name: * Lee
Applicant Last Name: *	Johnson	Submitter Last Name: * Johnson
Applicant Phone: *	(502) 222-4445	Submitter Phone: * (502) 222-4544

MY PEOPLE

PROJECT INFORMATION		
Project Type: *	Other (Specify)	Applicant County: * Franklin
Project Number (WRIS):		Multiple Counties: <input type="checkbox"/>
Project Title: *	Arts and Craft Bow Making Class	List Counties:
Construction: *	Non-Construction	Congressional 1: <input type="checkbox"/> 2: <input type="checkbox"/> 3: <input type="checkbox"/>
		Districts: * 4: <input type="checkbox"/> 5: <input type="checkbox"/> 6: <input checked="" type="checkbox"/>

CFDA INFORMATION

CFDA Number: * 45.122	CFDA Title: * Federal Bow Making
-----------------------	----------------------------------

Federal Agency: *	Other - (Specify)	Project Description: * (Project Description needs to have a site address and the who, what, when and where of the project)
Start Date: *	01/01/2017	I want to teach bow making in the state of KY. I will use my own home to do this in. I need the money for the supplies and my salary.
Is the Applicant delinquent on any Federal debt? *	No	
If yes, explain:		

REVIEW

ESTIMATED FUNDING			
Federal:	\$500.00	Program Income:	\$0.00
Applicant:	\$500.00	Other (Specify):	
State:	\$500.00		\$0.00
Local:	\$500.00	Total:	\$2,000.00

EDIT PROJECT    UPLOAD DOCUMENT    COMPLETE PROJECT    DELETE PROJECT

When you finish filling out the form you will hit "Save" at the bottom. Then you will see other boxes pop up at the bottom. You can do a few things here.

**EDIT PROJECT:** If you would like to change something this is the time to do it. Once its complete you cannot edit the project.

**UPLOAD DOCUMENT:** If you have something that you would like to upload, click "upload document" and follow the directions. You might want to send a map or an approval letter of some sort, a lengthy project description or plans, whatever you think might benefit the reviewers of your project. Acceptable document types include PDF's, Word Documents and most images.

**COMPLETE THE PROJECT:** If everything is good to go click this button and it will give the project the State Applicant ID Number (SAI). You cannot edit after you click this button.

**DELETE PROJECT:** If you click this button your project is gone forever.

Once you click Complete the Project, it takes you back into your workbasket. (note the picture) You will see your latest project at the bottom of the list under "My Projects". You can click View and it will take you back into the project.

The screenshot displays a web application interface with several sections:

- MY PROJECTS:** A table with columns: SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete. A row shows SAI: KY201612021264, Project Type: Other (Specify), County: Franklin, Title: Arts and Craft Bow Making Class, Last Review Date: 12/02/2016, Days In Review: 0, and Assignments Complete: Not Assigned. A [VIEW](#) link is present.
- INFORMATION REQUESTS:** A table with columns: SAI, Requestor, Agency, Subject, Date, Days, and Status.
- REGISTRATION REQUESTS:** A table with columns: Name, Company, Phone, and Request Date.
- Navigation and Search:** On the right side, there are buttons for [SEARCH](#), [REPORTS](#), [SEARCH ALL PROJECTS](#), and [ADMINISTRATIVE](#).
- Footer:** A blue bar at the bottom contains links for [PRIVACY](#), [SECURITY](#), [ACCESSIBILITY](#), and [DLG HOME](#).

If you notice at the top of the page it will have the SAI number, once you get this the project is in review with the KY State Eclearinghouse.

The screenshot shows the 'Project View' page for project KY201612021264. The page features a large background watermark of the University of Kentucky seal. At the top center, the text 'Project View' is displayed in green, with the project ID 'KY201612021264' below it in blue. On the left, there is a table under the heading 'APPLICANT INFORMATION' with the following data:

APPLICANT INFORMATION		
Applicant Company: *	Test Applicant	Applicant Type: * Non-Profit
Applicant Courtesy:	Mr.	Submitter (You, the person filling out this form)

To the right of the table are four icons: Kentucky Infrastructure Authority, CFDA (The Catalog of Federal Domestic Assistance), Kentucky Heritage Council, and INSTRUCTIONS (CAUTION READ INSTRUCTIONS BEFORE OPERATING). Below these icons is a button labeled 'MY PEOPLE'.

You will notice at the bottom of the project view page that the comments from the state agencies are seen. You will get a letter from the Eclearinghouse when all the reviewers have made comments.

The screenshot shows the 'DOCUMENTS' and 'COMMENTS' sections of the project view page. The 'DOCUMENTS' section has a table with one entry:

DOCUMENTS		
Test page upload	This is a test page map, not really a project.	<a href="#">VIEW</a>

The 'COMMENTS' section is titled 'COORDINATOR'S REVIEW' and contains a comment from the KY Heritage Council:

**KY Heritage Council** **Endorse with Comments**  
Yvonne Sherrick  
To receive a review from the KY Heritage Council/State Historical Preservation Office (SHPO) you must follow the instructions located on their website at <http://www.heritage.ky.gov/siteprotect/> . There you will find the required documents for the Section 106 Review and Compliance for 36 CFR Part 800. This Section 106 submission process to SHPO will assist applicants and agencies in providing the appropriate level of information to receive comments from SHPO. If you have any questions please contact Yvonne Sherrick, Administrative Specialist III, (502) 564-7005, Ext. 113, [yvonne.sherrick@ky.gov](mailto:yvonne.sherrick@ky.gov)

At the bottom of the comments section are two buttons: 'UPLOAD DOCUMENT' and 'WITHDRAW PROJECT'.

If you find that you don't want this project reviewed or, if it's a water or wastewater application that needs to be edited in the Project Profile/WRIS you can click the "Withdraw Project" at the bottom of the view project page. Remember, if you do this the project will not be in review and it will no longer be seen by you. So, please make sure this is what you really want to do before you click that button.

Please Note: KY Heritage Council (KHC) has a pre-canned comment for the applicant. You must follow the instructions for the Section 106 Review to get compliance from KHC. The sooner you do this the quicker you will have a review from KHC.

## REVIEWER

As a reviewer your workbasket will be both Applicant and Reviewer. You no longer need two workbaskets. The log in page is the same as the example for the applicant at the top.

You will need to add “My People” to be able to send reviews to others in your organization. If you don’t have anyone that you need to send projects to then you won’t add any “My People”.

When you log in, you will see Assignments, this is where your project assignments for review are.

The screenshot displays the reviewer interface for the Kentucky eClearinghouse. The browser address bar shows the URL: [https://kydlgweb.ky.gov/eClearinghouse/16\\_echWorkbasketViewAs.cfm?User\\_ID=5386](https://kydlgweb.ky.gov/eClearinghouse/16_echWorkbasketViewAs.cfm?User_ID=5386). The interface is divided into several sections:

- ASSIGNMENTS:** A table with columns: SAI, Project Type, County, Title, Last Review Date, Days In Review, and Assignments Complete. One assignment is listed: SAI KY201611071362, Project Type Wastewater, County WAYNE, Title Sanitary Sewer Improvements - Phase 1 and Carter Road, Last Review Date 11/30/2016, Days In Review 28, and Assignments Complete Yes. A [VIEW](#) link is provided for this assignment.
- MY PROJECTS:** A table with columns: SAI, Project Type, County, Title, Status, Last Review Date, Days In Review, and Assignments Complete.
- INFORMATION REQUESTS:** A table with columns: SAI, Requestor, Agency, Subject, Date, Days, and Status.
- REGISTRATION REQUESTS:** A table with columns: Name, Company, Phone, and Request Date.
- MY PEOPLE:** A section showing a list of people. One person is listed: Lee Nalley, DLG, with a [REMOVE](#) link.
- Search:** A search form with fields for First Name, Last Name, and Company, and a [SEARCH](#) button.
- REPORTS:** A section with a [SEARCH ALL PROJECTS](#) link.

At the bottom of the page, there are links for [PRIVACY](#), [SECURITY](#), [ACCESSIBILITY](#), and [DLG HOME](#).

**VIEW:** To look at the project. Here is all the information about the project. On the right you will notice two boxes.

Inch Polyvinyl Chloride (PVC) Sanitary Sewer (SS) - 3,200 Linear Feet (LF); (2) 8-Inch PVC SS -21,200 LF; (3) 6-Inch PVC 55 Laterals - 3,515 LF; (4) 4-FT Diameter Manhole - 105 Each(EA); (5) Grinder Pump Station - 3 EA; and (6) 2-Inch PVC Force Main - 1,500 LF

WASTEWATER INFORMATION		SOLID WASTE INFORMATION	
Water Supplier	Monticello Utility	Landfill Name:	Tri K
Name:	Commission	Landfill Permit No.:	
Describe wastewater disposal:		Transport Mode:	truck
Package Sewage Treatment Plant		Transport	
Facility: 1		Company:	
Address/GPS:		<b>**Only fill out this section if project is a construction project or purchase of real estate**</b>	
Existing publicly owned wastewater treatment plant			
Plant Name:	Monticello Utility Commission		
On-site septic tank and lateral field			
Health Dept. Name:			

**REVIEW**  
 Endorsement: (Select One) [v]  
 Comment: [text area]  
 [SUBMIT]

**INFORMATION REQUEST**  
 Subject: [text field]  
 Request: [text area]  
 [SUBMIT]

Pennyrile ADD - Melody Goodwin [Un-Assign]  
 Purchase ADD - Brad Davis [Un-Assign]

**INFORMATION REQUEST:** This is the box is to ask a question or request information like a map or other documents.

Type in a subject, keep that short. Then type in what you need to request. Click Submit, it will post in the “Information Request” box for everyone that is associated with the project.

The applicant will see this and then answer the questions or can upload a document that is needed.

**REVIEW:** Here you are going to choose the endorsement; it will be either Endorse with Comments or Non-Endorse. Either one you must write a comment. If it’s non-endorse please explain in detail the reason for not endorsing the project. Click “Submit”, this will also post on the page with all the information about the project.

The project will not be in your workbasket after you hit submit.

If you need to change a review, you can search for it in the search box. Change the review as needed and then hit “Submit” again.

**EXHIBIT 7**

**COPY OF eCLEARINGHOUSE ENDORSEMENT LETTER WITH COMMENTS**

**Note: In submitting the Project to the Kentucky eClearinghouse, be advised that the source of the Kentucky Cleaner Water Program funds is the American Rescue Plan Act of 2021, which established the Coronavirus State Fiscal Recovery Fund, and were appropriated through House Bill 1 of the 2022 Regular Session of the Kentucky General Assembly.**

**For purposes of the KY eClearinghouse, these funds are listed in the Catalog of Federal Domestic Assistance as ALN 21.027**

[Link to eClearinghouse](#)

**EXHIBIT 11**

**CERTIFICATE OF PROJECT COMPLETION**

Pursuant to the Grant Assistance Agreement between the Kentucky Infrastructure Authority (the "Authority") and the Lexington-Fayette Urban County Government (the "Grantee"), this certificate, signed by the Grantee's Engineer and the Grantee, confirms that the following Project implementation activities are complete.

1. The Project construction has been completed and payment in full has been made to all vendors and/or contractors for labor, services, materials, supplies, machinery, and equipment included in the Project, as appropriate.
2. The Project is complete and is available for the provision of services which are expected to commence on or about \_\_\_\_\_.
3. A set of Project construction plans, with hand-drawn illustrations and notations reflecting any changes and variances from the original plans, if any, has been delivered to the Project Administrator for use in updating the Water Resources Information System appropriately.

**Project Engineer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

4. All lands, easements, rights of ways, temporary or permanent permits or other authorizations or clearances as well as necessary constructed structures or facilities in connection with the Project have been acquired, constructed, equipped, and installed and all costs and expenses incurred in connection therewith have been paid in full.

**Authorized Official:** \_\_\_\_\_

**Project Administrator:** \_\_\_\_\_

**Date:** \_\_\_\_\_