

A REQUEST FOR PROPOSAL FOR PERSONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2012-07 Statewide Planning Traffic Forecasting

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 – Three (3) consultant firms will be selected to provide the following transportation planning services: traffic estimation and forecasting.

II. PROJECT INFORMATION

Project Manager – Scott Thomson

User Division – Planning

Approximate Fee – \$500,000 upset limit per consultant, projects to be assigned by letters of agreement, not to exceed \$150,000 each, Three (3) consultant to be selected, 2 year contract term

Project Funding – State and Federal Funds

III. PURPOSE AND NEED

The main purpose of traffic forecasting is to facilitate the Cabinet's Six Year Plan. Virtually every highway project needs traffic forecasts to help determine geometric components used in design and sometimes even the need for the project is determined by the amount of traffic forecasted. Traffic forecasting is also used for corridor planning, air quality analysis, systems analysis and special projects. The traffic forecasting contract is used to supplement the Division of Planning's staff.

IV. DBE REQUIREMENT

None

V. SCOPE OF WORK

The selected consultant will be required to provide traffic estimation and forecasting services for corridor planning, highway design, and other special studies at any location within the Commonwealth on as-needed basis. Required traffic parameters may vary from project to project but will typically include the following average daily traffic volumes for a base and design

year on a segment by segment basis: base year, design year, and AM/PM design hour turning movement volumes; percent trucks; equivalent single axle loadings.

Documentation of work, date of sources, forecasting techniques and methodologies with results shall be combined into a final forecast report.

A colorized PDF of the report shall also be provided.

VI. SPECIAL INSTRUCTIONS

Three (3) firms will be selected to provide these services. The contract period is a two (2) year contract with no new work after June 30, 2014. Contracts will have an upset limit of \$500,000.00. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No letter of agreement shall exceed \$150,000.00.

The Selection Committee will randomly draw from the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will be offered to firms on a strict rotational basis. 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 or does not respond to an invitation to perform services for a project within fourteen days, documentation shall be placed 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:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

VII. PREQUALIFICATION REQUIREMENTS

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

TRANSPORTATION PLANNING

- [Traffic Forecasting](#)
- [Traffic Data Collection](#)

VIII. PROCUREMENT SCHEDULE

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

RESPONSE DATE • Wednesday, February 8th, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • Monday, February 13th, 2012

SECOND SELECTION COMMITTEE • Tuesday, February 28th, 2012

CONTRACT SCOPING CONFERENCE • February 27th, 2012

IX. PROJECT SCHEDULE

Projects will be assigned via a Letter Agreement. Project Schedule Milestones will be negotiated for each assigned project and reflected in the negotiated Letter Agreement.

Expected times to complete:

Base/Design Yr ESALs/DHVs/TMs	3 months
Forecasts in MPO Boundaries	4 months
Complex/Multiple Alternates	6 months

X. EVALUATION FACTORS

1. Relative experience of consultant personnel assigned to project team with highway projects for KTC and/or for federal, local or other state governmental agencies. (10 points)
2. Capacity to comply with project schedule. (10 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for this project. (10 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.

XI. SELECTION COMMITTEE MEMBERS

1. Jonathan Reynolds, PE, User Division
2. Scott Thomson, PE, User Division
3. Steve Farmer, Secretary's Pool
4. Brian Meade, Secretary's Pool
5. Buddy Smith, Governor's Pool