

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

## **Department of Highways Professional Services Procurement Bulletin 2014-07 Statewide Transportation Planning Services**

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 transportation planning/corridor planning services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager – Mikael Pelfrey, P.E.

User Division – Division of Planning

Approximate Fee – \$1,200,000 per contract (Upset Limit)

Work will be assigned via letter agreement, not to exceed \$250,000 per letter agreement.

Project Funding – State and Federal Funds

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

As part of its mission, the Division of Planning has a responsibility to lead statewide planning efforts including completing planning studies. This includes collecting, processing and analyzing roadway data in a timely manner; providing guidance and facilitation for District Planning tasks; preparing policies; procedures and guidance manuals for various planning tasks. Additional staff is needed periodically to accomplish these objectives and to keep projects on time and within budget. The consultant(s) will be asked to perform necessary work on an as-needed basis.

### **IV. DBE REQUIREMENT**

The Consultant team shall include a DBE Participation Plan with their response to announcement. An additional page will be allowed with the project approach in the response to announcement to convey this plan. A maximum of 4 points will be considered in the evaluation factors for the DBE Participation Plan.

### **V. SCOPE OF WORK**

Three statewide consultant contracts will be negotiated to provide engineering services as needed to complete planning tasks that may include but not be limited to:

- Prepare planning studies to identify and/or determine the feasibility or need or a proposed project.
- Identify and evaluate corridors for future project development phases.
- Provide support and/or facilitation for District's Planning Engineering efforts including a problem or needs analysis and identification of potential projects.
- Review and present innovative financing options for select projects.
- Assist with review, editing and preparation of polices, procedures and guidance manuals for various planning tasks.

Activities include but may not be limited to review and rewriting of existing policies and procedures, an inventory of existing conditions and associated issues, establishing project purpose, needs and goals, proposing and analyzing alternate improvements activities, and writing a technical report to document the study process and results.

Other activities could include the collection of traffic data including volume, axle classification, speed, and length data collected according the guidelines set forth in the current edition of the Federal Highway Administration's (FHWA) Traffic Monitoring Guide (TMG), analysis of Bike/Pedestrian needs, and forecasting and/or modeling needs for select projects.

## **VI. SPECIAL INSTRUCTIONS**

The Department reserves the option to modify the selected consultants' agreement to include any necessary engineering and/or related services for this project. The firm(s) will at that time be prequalified by the Department in the required area(s).

The contract period for each firm will be a two (2) year contract with the option of extending the period for one year. Contracts will have an upset limit of \$1,200,000.00 and once the upset limit is reached services will be re-advertised. Contracts will not be modified to increase the upset limit.

Instructions for Response to Announcement can be found at:

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

## **VII. ENVIRONMENTAL**

Environmental Footprint and/or Environmental Overview

## **VIII. PHOTOGRAMMETRIC SERVICES**

The Consultant shall be responsible for obtaining aerials or equivalent for display at meetings

## **IX. GEOTECHNICAL SERVICES**

Any required Geotechnical Overview will be provided by the consultant.

## **X. TRAFFIC**

Traffic Forecasts to be provided by consultant

## **XI. 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/CORRIDOR PLANNING**

- Highway Planning Services (Consultants prequalified for this category, but not for “Transportation Corridor Systems Planning” must bring a prequalified sub into the project team with experience in multimodal transportation planning at the project and systems level, and in economic analysis utilizing econometric modeling or other economic tools. The proposal should include the subs approach to accomplishing these tasks).
- Transportation Corridor Systems Planning
- Traffic Data Collection (The selected firm will have to become prequalified or bring in a sub that is prequalified to do the work).
- Traffic Demand and Simulation Modeling
- Traffic Forecast
- Pedestrian and Bicycle Facility Planning and Design

### **ROADWAY DESIGN**

- Rural Roadway Design
- Urban Roadway Design

### **ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEM ANALYSIS**

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

### **ENVIRONMENTAL ARCHAEOLOGY AND OTHER SERVICES**

- Prehistoric
- Historic
- Highway Noise
- Air Quality Noise
- Socioeconomic Analysis
- Cultural-Historic Analysis
- EIS Writing and Coordination

### **ENVIRONMENTAL AND UST SERVICES**

- Hazmat Preliminary Site Assessment (Phase I)
- UST Preliminary Site Assessment

### **GEOTECHNICAL SERVICES**

- Engineering Services

## **XII. PROCUREMENT SCHEDULE**

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

RESPONSE DATE • Wednesday, February 12<sup>th</sup>, 2014, 4:30 p.m. E.S.T. (Frankfort time)

FIRST SELECTION COMMITTEE • February 18<sup>th</sup>, 2014

SECOND SELECTION COMMITTEE • March 5<sup>th</sup>, 2014

CONTRACT SCOPING CONFERENCE • March 19<sup>th</sup>, 2014

NOTICE TO PROCEED • May 1<sup>st</sup>, 2014

### **XIII. PROJECT SCHEDULE**

DRAFT REPORT • To be established for each project.

FINAL REPORT • To be established for each project.

### **XIV. 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. (15 points)
2. Capacity to comply with project schedule. (15 points)
3. Past record of performance on project of similar type and complexity. (15 points)
4. Project approach and proposed procedures to accomplish the services for this project. (15 points)
5. DBE Participation Plan (4 points)
6. 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.

### **XV. SELECTION COMMITTEE MEMBERS**

1. Mikael Pelfrey, P.E., User Division
2. Steve Ross, P.E., User Division
3. Brad Eldridge, P.E., Secretary's Pool
4. Sam Hale, P.E., Secretary's Pool
5. James Rogers, Governor's Pool