

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

## **Department of Highways Professional Services Procurement Bulletin 2023-11 Statewide Traffic Forecasting 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 Statewide Traffic Forecasting Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager -	Jayalakshmi Balaji, P.E.
User Division -	Planning
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**

The main purpose of traffic forecasting is to facilitate the Highway 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**

The Consultant team may 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 would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE Participation Plan.

## **V. SCOPE OF WORK**

Two (2) consultants will be selected 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; truck volumes; pavement design inputs.

## **VI. SPECIAL INSTRUCTIONS**

Two (2) 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 Planning 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>

## **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.

### **TRANSPORTATION PLANNING**

- Traffic Forecasting
- Traffic Data Collection
- *Conceptual Transportation Planning\* (see note below)*
- *Pedestrian & Bicycle Planning & Design\* (see note below)*

*\* Note – These prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the*

*delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services or bring on a prequalified subconsultant at that time.*

## **VIII. PROCUREMENT SCHEDULE**

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

- Advertisement Date: May 9, 2023
- Response Date: May 31, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: June 14, 2023
- Final Selection: June 30, 2023
- Pre-Design Conference: July 7, 2023
- Notice to Proceed: July 28, 2023

## **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 Year Volumes/DHVs/TMs	3 months
Forecasts in MPO Boundaries	4 months
Complex/Multiple Alternates	6 months

## **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 projects for KYTC and/or for federal, local or other state governmental agencies. (12 points)
2. Past record of performance on project of similar type and complexity. (12 points)
3. Project approach and proposed procedures to accomplish the services for this project. (11 points)
4. Capacity to comply with project schedule. (5 points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 points)

## **XI. SELECTION COMMITTEE MEMBERS**

1. Jayalakshmi Balaji, P.E., User Division
2. Connor Schurman, P.E., User Division
3. Stephen De Witte, P.E., Secretary's Pool
4. Joseph Van Zee, P.E., Secretary's Pool
5. Bart Bryant, P.E., Governor's Pool