

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

## **Department of Aviation Professional Services Procurement Bulletin 2020-02 KY State Aviation System Plan Regional Study**

This document constitutes a Request for Proposals for Professional Service Contract from qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Aviation.

### **I. PROJECT DESCRIPTION**

Project Description – This project is intended to develop an addendum to the KY State Aviation System Plan (KY SASP) that focuses on airports in the Central Kentucky region surrounding and including Blue Grass Airport (Lexington, KY). Specifically, this addition to the KY SASP will identify current and future capacity and expansion issues at the airports in this region and how the current regional aviation system can be improved, including consideration of the construction of a new airport in the central Kentucky region.

### **II. PROJECT INFORMATION**

Project Manager – Joe Carter  
User Division – KY Department of Aviation  
Approximate Fee – \$400,000 Lump Sum  
Project Funding – State Funds

### **III. METHOD OF DESIGN**

Where possible, the plan must adhere to all FAA Advisory Circulars and associated standards for a document of this type. It is the goal of the KY Department of Aviation that this document be submitted and approved by the FAA as part of the KY State Aviation System Plan and remain eligible for FAA reimbursement. Any deviation from FAA standards and format for a document of this type must be approved by the KY Department of Aviation.

### **IV. PURPOSE AND NEED**

Assist the KY Department of Aviation with regional aviation system planning and analysis beyond the expertise and time constraints of existing personnel.

### **V. DBE REQUIREMENT**

None

### **VI. SCOPE OF WORK**

The selected Consultant will be expected to complete a Regional Aviation System Plan (RASP)

as an addendum to the recently completed KY State Aviation System Plan (KY SASP), focusing on the central Kentucky region and the airports surrounding Blue Grass Airport in Lexington, KY. These airports include Capital City Airport (Frankfort, KY), Georgetown-Scott County Regional Airport (Georgetown, KY), Mt. Sterling-Montgomery County Airport (Mt. Sterling, KY), Central KY Regional Airport (Richmond, KY), and Danville-Boyle County Regional Airport (Danville, KY).

Tasks and deliverables will include, but not be limited to:

- Identifying the project region and the airports (general aviation and commercial) associated with the region to be studied.
- Re-evaluation of existing data collected as part of the KY SASP for the identified airports to identify capacity and infrastructure deficiencies at these airports.
  - o This analysis will include t-hangar availability, waiting lists, operations limited by current airport geometry including length, additional gap analysis for the region, and limitations to construction, such as environmental issues (streams, wetlands, etc.) or cost (road relocation, terrain, etc.)
- Alternative analysis with cost estimates for solutions to identified capacity and infrastructure issues, including:
  - o New infrastructure (hangars, apron space, runway lengthening) at existing general aviation airport facilities.
  - o New infrastructure (hangars, apron space, runway lengthening) at Blue Grass Airport (Lexington, KY).
  - o Potential new airport in the Central KY region.
  - o Various combinations of the three possible alternatives.
- Identification of a preferred alternative utilizing predetermined factors for ranking of alternatives.
- A Regional Aviation System Map highlighting the area in question (central Kentucky) and focusing on the preferred alternative and how it fits in the overall KY Aviation System.
- An Executive Summary of the Regional Aviation System Plan, highlighting in simple terms the issues identified, alternatives discussed, and final preferred solution.
- A Public Information Workshop will be held once a preferred alternative is identified. This Workshop will be open to the public and include the staffing and visuals necessary to present the report to the public and accept/incorporate comments into the final draft of the document.
- Meetings with Stakeholders for project updates, information presentation, and Stakeholder comments will be held on a monthly basis at the KY Department of Aviation (Capital City Airport, Frankfort, KY).

## **VII. SPECIAL INSTRUCTIONS**

Instructions for Response to Announcement can be found at:

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

## **VIII. AVAILABLE STUDIES**

KY State Aviation System Plan, completed in 2017:

<https://transportation.ky.gov/kyaviationsystem/Pages/default.aspx>

## **IX. ENVIRONMENTAL**

The Department will provide any needed Environmental Services.

## **X. PREQUALIFICATION REQUIREMENTS**

Since the majority of the work for this Master Agreement would be categorized as “State System Planning” and therefore not included within the Aviation prequalification categories, it will be the responsibility of the responding firm to prove that they have the staff and expertise to complete this Regional State Aviation System Plan. However, at a minimum, all responding firms must have approved prequalification in:

### **AVIATION SERVICES**

- Airport Master Planning
- Airport Design

In addition, the proposed Vendor should have a minimum of one staff member who has a minimum of three years of experience in providing communication services to a state agency. This individual must have experience serving as a project spokesperson and must be able to demonstrate knowledge and experience leading a project team to develop and execute a communication plan, including press event coordination, public involvement meetings, collateral creation, and media reporting. The experience and knowledge of this individual should be directly referenced in the proposal response.

## **XI. PROCUREMENT SCHEDULE**

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

- Bulletin Posted – August 13, 2019
- Response Date – September 4, 2019 by 4:30 PM ET (Frankfort Time)
- First Selection – September 6, 2019
- Final Selection – September 16, 2019
- Contract Scoping Conference – September 23, 2019
- Fee Proposal Due – September 30, 2019
- Contract Negotiations – October 14, 2019
- Notice to Proceed – November 1, 2019

## **XII. PROJECT SCHEDULE**

- Award of Contract – November 1, 2019
- Submittal of Catalog Deficiencies with Cost Estimates – December 2, 2019
- Submittal of Draft RASP Document – December 20, 2019
- Public Information Workshop – T.B.D. (January/February 2020)
- Submittal of Final RASP Document – March 2, 2020
- Completion of All Services – April 1, 2020

## **XIII. EVALUATION FACTORS**

1. Experience and past record of performance on Airport Master Planning documents (Master Plans, Airport Layout Plans, Site Selection Studies, etc.). (20 points)
2. Relative familiarity of consultant personnel assigned to project team with general aviation airports in central Kentucky and the existing Kentucky Aviation System Plan. (20 points)

3. Relative experience of consultant personnel assigned to project team with Aviation State System Plans. (10 points)
4. Familiarity and experience in developing airport infrastructure development project cost estimates. (10 points)
5. Past experience executing communication and public affairs efforts for a client on a highway or aviation project for KYTC/KDA. (10 points)
6. Innovative project approaches and procedures to accomplish the services for the project. (10 points)
7. Capacity of project team to comply with project schedule. (10 points)
8. Knowledge of the locality and familiarity of the general geographic area. (2 points)

**XIV. SELECTION COMMITTEE MEMBERS**

1. Joe Carter, User Division
2. Glenn Anderson, P.E., User Division
3. Dane Blackburn, P.E., Secretary's Pool
4. Wendy Southworth, P.E., Secretary's Pool
5. Kellie Baker, P.E., Governor's Pool