

A REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2020-03 Kentucky Riverports Highway & Rail Freight Analysis Study

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

In January 2018, Governor Matt Bevin challenged transportation and economic development leaders across the state to develop an action plan to accelerate industrial growth, freight movement, and warehousing in Kentucky. The Governor's challenge was heard by Kentuckians for Better Transportation (KBT), Kentucky Association of Riverports (KAR), Kentucky Transportation Cabinet (KYTC), Kentucky Water Transportation Advisory Board (WTAB), and Kentucky Cabinet for Economic Development (CED). In the Governor's speech, he tasked these groups with the responsibility of mapping a plan towards his outlined goals.

The Consultant shall:

- 1) Determine the type of freight passing through the state utilizing big data;
- 2) Determine exact products and suppliers shipping products through Kentucky from data collection;
- 3) Determine exact products originating in or destined to the state;
- 4) Determine relationship between existing freight corridors and Public & Private Riverports in the state;
- 5) Develop freight movement patterns and possible transportation disruption via market forces, road and rail congestion, and availability;
- 6) Develop materials to assist and unify the stance of the Riverports and Kentucky Cabinet for Economic Development, to include coordination of information on industrial development sites at or near Public & Private Riverports in the state, specifying specific economic development opportunities;
- 7) Identify freight products utilizing trucks or rail suitable for transition to river system;
- 8) Develop freight transportation model to provide cost comparison to move freight across various transportation modes;
- 9) Utilize prior *Kentucky Riverport Improvement Project Study* and develop current infrastructure list for the Public Riverports in Kentucky to perform current strength, weakness, opportunities, and threats (SWOT) analysis as a means of comparison; and
- 10) Compare the Public Riverport infrastructure needs list from 2008 to today, based on existing and potential new customers and services, to determine if needs have or have not been met, and evaluate Kentucky Riverport Improvement (KRI) grant program.

II. PROJECT INFORMATION

Project Manager – Jeremy Edgeworth
User Division – Planning
Approximate Fee – \$1,000,000 Lump Sum
Project Funding – State and Federal Funds

III. PURPOSE AND NEED

To synthesize and document major freight generators transporting product across the state for the purpose of identifying opportunities to build manufacturing and distribution facilities in Kentucky. Also, to identify freight shipments more efficient and suitable for various transportation modes utilizing roadway, rail line, and river connections available at the state's Riverports.

IV. DBE REQUIREMENT

The Consultant team shall 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 needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach to demonstrate this plan. A maximum of 5 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultant will be responsible for a study to provide an assessment, based on historical road, water, and rail freight shipments originating, destined, or passing across Kentucky en route to other states in an attempt to improve overall system efficiency, which may include but not be limited to:

- Data Collection – obtain all data necessary for this project, expected to include a large number of data resources on travel volumes, trade flows, economic activity, forecasts, highway infrastructure, multi-modal connections, estimate sections, etc.
- Forecasting – develop travel demand model to forecast travel and trade volumes capable of assessing the regional and national effects of multi-modal freight corridor completions, including the entire state and nearby regional highways, markets, and transportation facilities.
- Data Analysis – analyze data sets, research methods, statistical techniques, and other sources of information, such as stakeholder outreach or external feedback, to best identify and predict how various different system and corridor completion scenarios impact private industry economics.
- Data Presentation – prepare data-driven results containing project information and key economic, demographic, and transportation data by region, scenario, and output variables (e.g. travel time savings, economic impacts, costs/benefits, etc.) in a visually appealing and communicable manner.
- Strategic Recommendations – summarize regional implications raised by study findings and specifically provide the following:
 - Freight data and list of freight generators regionalized with existing rail line and roadway corridors, with a recommendation for the Public & Private Riverports best suited for a freight modal shift along those corridors;

- Current investment required to maintain the existing Public Riverport infrastructure;
- New infrastructure needs and location the investment should take place;
- A step-by-step process for the Kentucky Economic Development Cabinet and Riverports in the state to expand and recruit new industry to the state;
- Recommendation of annual funding to be inserted into the state budget.

VI. SPECIAL INSTRUCTIONS

Instructions for Response to Announcement can be found at:

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

KYTC will allow the following modifications to the standard response format for response to this project advertisement only.

- Page 3: Project Team Organizational Chart, KYTC will allow for 11" x 17" page to be used and to count as two pages;
- Page 4 (A-E): Resumes, may be expanded not to exceed 10 pages total (A-J);
- Page 5 (A-B): Workload / commitments, may be expanded not to exceed 4 pages total (A-D);
- Page 6 (A-E): Project Experience, may be expanded not to exceed 10 pages total (A-J);
- Page 7 (A-C): Project Approach, may be expanded not to exceed 8 pages total (A-H). As standard procedure, the DBE Participation Plan should also be included in this portion of the response.

VII. AVAILABLE STUDIES

[2008 Kentucky Riverport Improvement Project Study](#)

[2015 Kentucky Statewide Rail Plan](#)

[2017 Kentucky Freight Plan](#)

VIII. INTERVIEW

The selection committee will shortlist three (3) proposers who submit a responsive proposal to participate in an oral interview. All responding firms should be prepared to present a short presentation and respond to questions. The oral interview will last no more than 60 minutes. Each Proposer will be allowed no more than 30 minutes for a presentation followed by a question and answer session, which should take no longer than 30 minutes. The presentation shall not be used to fill in missing or incomplete information in the written proposal. KYTC will ask the Proposers specific questions relative to their proposal. Follow-up questions from KYTC will be permitted. The oral interview will not be scored separately. The interview is used solely for KYTC to seek clarification of the Proposer's proposal. Proposers will not be permitted to ask questions of KYTC.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

Each firm shall be required to bring the Consultant's Project Manager and may bring up to four other individuals to the interview.

Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts, the Kentucky Cabinet for Economic Development, and the Kentucky Association of Riverports may also attend the interviews. Elected officials will not be permitted to attend. KYTC will terminate the interview promptly at the end of the allocated time.

KYTC may audio tape, videotape and/or use a court reporter to document the oral interviews. All interviews will be held at the Kentucky Transportation Building at 200 Mero Street, Frankfort, Kentucky.

IX. PREQUALIFICATION REQUIREMENTS

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

TRANSPORTATION PLANNING

- Highway Planning Services
- Transportation Corridor & Systems Planning
- Traffic Data Collection
- Traffic Demand and Simulation Modeling
- Traffic Forecasting

X. PROCUREMENT SCHEDULE

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

- Advertisement Date – September 10, 2019
- Response Due – October 2, 2019 by 4:30pm ET (Frankfort time)
- First Selection Committee Meeting – October 7, 2019
- Second Selection Committee Meeting (Shortlist 3) – October 15, 2019
- **Consultant Interviews – October 28, 2019**
- Final Selection Committee Meeting – October 28, 2019
- Contract Scoping Conference – October 30, 2019
- Fee Proposal Due – November 8, 2019
- Contract Negotiations – November 20, 2019
- Notice to Proceed – December 19, 2019

XI. PROJECT SCHEDULE

- Notice to Proceed – December 19, 2019
- Complete Data Collection – March 31, 2020
- Complete Forecasting and Data Analysis – June 30, 2020
- Data Presentation and Draft Strategic Recommendations – September 30, 2020
- Final Revised Strategic Recommendations – November 30, 2020
- Draft Report – January 31, 2021
- Final Report – March 31, 2021

XII. EVALUATION FACTORS

Consultants will be evaluated by the selection committee based on the following, weighted factors:

1. Demonstrated qualifications, experience, and past record of proposed consultant personnel on projects of similar type and complexity. (30 points)
2. Demonstrated experience and past record on projects relating to economic development. (20 points)
3. Project approach and proposed procedures to accomplish the services for the project. (20 points)
4. Relative experience of project manager leading an effort of this magnitude. (15 points)
5. Capacity and availability of team members over the life of the contract. (10 points)
6. Organizational structure of team and approach to managing the development of the project. Clearly state the role of each core team member. (10 points)
7. DBE Participation Plan. (5 points)

XIII. SELECTION COMMITTEE MEMBERS

1. Jeremy Edgeworth, User Division
2. Mikael Pelfrey, P.E., User Division
3. Tom Hall, P.E., Secretary's Pool
4. Dane Blackburn, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool