

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

## **Department of Highways Professional Services Procurement Bulletin 2020-07 Statewide Transportation Planning 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**

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 - Stephen De Witte, P.E.  
User Division - Planning  
Approximate Fee - \$2,000,000 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  
Contract Term - Two Years

### **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 (and other modal) 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 to help the Department meet the 11.95% DBE goal established by FHWA for KYTC. The plan needs to demonstrate how DBE companies will be mentored or how they will assist in the area(s) pertaining to the contract. An additional page will be allowed with the project approach in the response to announcement to convey this plan. The Consultant team is advised there may be DBE firms were not prequalified in the past but will now satisfy the Division of Planning's new Conceptual Transportation Planning Services prequalification. A maximum of five (5) points will be considered in the evaluation factors for the DBE Participation Plan.

## **V. SCOPE OF WORK**

Three (3) 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 1) identify and quantify the needs in a given study area; 2) draft a purpose and need statement; and 3) identify and evaluate potential improvement options.
- 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 KYTC and local entities in developing grant applications for transportation projects.
- Assist with review, editing and preparation of policies, procedures and guidance manuals for various planning tasks. Assist the Department in continuously improving the project development process.

Study 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 study objectives, draft project purpose, needs and goals, conducting public and stakeholder involvement and outreach activities (including use of innovative techniques), proposing and analyzing potential improvement options (incorporating Performance-Based Flexible Design principles, technological solutions, and TSMO strategies where appropriate), and writing a technical report to document the study process and results.

Other activities could include the collection of traffic data according the guidelines set forth in the current edition of the Federal Highway Administration's (FHWA) Traffic Monitoring Guide (TMG), analysis of multimodal 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) or one of their subconsultants must at that time be prequalified by the Department in the required area(s).

Three (3) firms 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 \$2,000,000. 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 \$250,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool of selected Consultants and list 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 Department 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>

The Department will allow for the following modifications to the standard response format for response to this Statewide Planning Services advertisement only:

- Page 3: Project Team Organizational Chart, may be expanded not to exceed two 8.5" x 11" (A-B) or one 11" x 17" page.
- Page 4 (A-E): Resumes, may be expanded not to exceed 10 pages total (A-J).
- Page 5 (A-B): Workload / commitments does not have a page limit.
- Page 6 (A-E): Project Experience, may be expanded, not to exceed 10 pages total (A-J).
- Page 7 (~~A-C~~ **A-D**): Project Approach, as standard procedure, the DBE Participation Plan should also be included in this portion of the response with an additional **fourth** page allowed.

## **VII. ENVIRONMENTAL SERVICES**

The Consultant shall be responsible for 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**

The Consultant shall be responsible for any required Geotechnical Overview.

## **X. TRAFFIC ENGINEERING**

The Consultant shall provide any necessary Traffic Forecasts and/or Traffic Models.

## **XI. PREQUALIFICATION REQUIREMENTS**

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

### **TRANSPORTATION PLANNING**

The Division of Planning has recently updated its prequalification categories. A firm's existing prequalification remains valid through the renewal date given by Professional Services. For the

purposes of this Statewide Planning Services advertisement only, either the new OR previous prequalification sets will be accepted for the Division of Planning (as long as current):

### **NEW**

- Conceptual Transportation Planning Services
- Transportation Planning Engineering Services
- Advanced Transportation Planning Engineering Services
- Traffic Data Collection
- Traffic Demand and Simulation Modeling
- Traffic Forecasting
- Pedestrian and Bicycle Facility Planning and Design

**OR**

### **PREVIOUS**

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

Prequalification headings from other Divisions are unchanged.

### **HIGHWAY DESIGN – ROADWAYS**

- Rural Roadway Design
- Urban Roadway Design

### **ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS**

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

### **ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES**

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

### **ENVIRONMENTAL & UST SERVICES**

- UST & Hazmat Preliminary Site Assessment (Phase I)

### **GEOTECHNICAL SERVICES**

- Engineering Services

## **XII. PROCUREMENT SCHEDULE**

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

- Bulletin Posted: January 14, 2020
- Response Date: February 5, 2020 by 4:30 PM ET (Frankfort Time)
- First Selection: February 10, 2020
- Final Selection: February 26, 2020
- Scoping Conference: March 4, 2019
- Notice to Proceed: April 3, 2019

## **XIII. 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.

Draft Report – To be established for each project.

Final Report – To be established for each project.

## **XIV. EVALUATION FACTORS**

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

1. Relative experience and practice of consultant personnel assigned to project team with planning projects for KYTC and/or federal, local or other state governmental agencies. Please clearly identify which team members will manage projects. (20 Points)
2. Past record of performance on projects similar in type and complexity. For each project, please clearly identify key team members. (20 Points)
3. Approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Ability to comply with project schedule. (10 Points)
5. DBE Participation Plan. (5 Points)

## **XV. SELECTION COMMITTEE MEMBERS**

1. Stephen De Witte, P.E., User Division
2. Beth Niemann, P.E., User Division
3. Katy Stewart, P.E., Secretary's Pool
4. Craig Caudill, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool