

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2022-07 Statewide 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 (2) 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 \$300,000
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. Additional staff is periodically needed to accomplish these objectives. 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. The plan needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to the contract. An additional page will be allowed with the project approach (Section 7) in the response to announcement to convey this plan. The Consultant team is advised there may be DBE firms who were not prequalified in the past but will now satisfy the Division of Planning's 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/scoping 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, including those corridors identified in the [Statewide Corridor Plan](#).
- Provide support and/or facilitation for District's Planning Engineering efforts including a problem or needs analysis and identification/scope of potential projects.
- Review and present innovative financing options for select projects.
- Assist KYTC and other entities in developing grant applications for a variety of transportation projects, including for grant programs in the [Infrastructure Investment and Jobs Act \(IIJA\)](#).
- Assist with review, editing and preparation of policies, procedures and guidance manuals for various planning tasks.
- Assist the Department in continuously improving the planning and project development processes, such as with the incorporation of a TSMO program.

Planning 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,
- Drafting project purpose, needs and goals,
- Conducting public outreach and stakeholder involvement activities (including use of innovative techniques and the Division of Planning's MetroQuest subscription),
- Proposing and analyzing potential improvement options (incorporating Performance-Based Flexible Design principles and TSMO strategies), 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 (including standalone bike/ped projects), 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) consultant 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 \$300,000 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>

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

- Section 3: Project Team Organizational Chart, may be expanded not to exceed two 8.5" x 11" (A-B) or one 11" x 17" page.
- Section 4 (A-E): Resumes, may be expanded not to exceed 7 pages total (A-G).
- Section 5 (A-B): Workload / commitments does not have a page limit.
- Section 6 (A-E): Project Experience, may be expanded not to exceed 8 pages total (A-H).
- Section 7 (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 may 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 must be prequalified in the following areas by the response due date of this advertisement.

ENVIRONMENTAL & UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase I)

ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

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

ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES

- Air Quality Noise Analysis
- Prehistoric Archaeology
- Socio-Economic Analysis
- Highway Noise Analysis
- Historic Archaeology
- EIS Writing & Coordination
- Cultural-Historic Analysis

GEOTECHNICAL SERVICES

- Engineering Services

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design

TRANSPORTATION PLANNING

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

XII. PROCUREMENT SCHEDULE

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

- Advertisement Posted: January 11, 2022
- Response Date: February 2, 2022 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: February 7, 2022

- Final Selection: February 23, 2022
- Pre-Design Conference: March 2, 2022
- Notice to Proceed: March 23, 2022

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 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 letter agreements, as well as the role each consultant personnel undertook on past projects. (30 Points)
2. Past record of performance on projects similar in type and complexity. For each project, please clearly identify key team members and any performance evaluations received. (30 Points)
3. Approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Ability to comply with project schedule. (5 Points)
5. DBE Participation Plan. (5 Points)

XV. SELECTION COMMITTEE MEMBERS

1. Elizabeth Niemann, P.E., User Division
2. Jason Blackburn, P.E., User Division
3. Charlie Dale, P.E., Secretary's Pool
4. Stephen De Witte, P.E., Secretary's Pool
5. Bart Bryant, P.E., Governor's Pool