

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2026-09 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

This statewide contract is to provide necessary Planning Services. Four (4) consultants will be selected to provide these 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

The mission of the Division of Planning is to “Provide support, strategy, and direction for maintaining and improving a safe, reliable, customer-oriented transportation network through the collection, management, analysis/utilization, and reporting of data and information.”

As part of this mission, the Division has a responsibility to lead statewide planning efforts including completing planning studies. Additional staff is periodically needed to accomplish these objectives, to appropriately scope potential projects, and keep projects on time and within budget. The Consultant(s) will be asked to perform necessary work on an as-needed basis.

IV. SCOPE OF WORK

Contracts will be negotiated to provide engineering services as needed to complete planning tasks that may include but not be limited to:

- Produce planning/scoping studies to 1) identify and quantify the needs in a given study area; 2) Prepare draft purpose and need statement(s); 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 and Statewide Interstate & Parkway Plan](#).

- Prepare [Small Urban Area \(SUA\) studies](#), potentially including the development of locality-wide transportation master plans.
- Provide support and/or facilitation for District's Planning Engineering efforts including a problem or needs analysis, identification/scope of potential projects, and assisting with right-of-way transfers.
- 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 risk- and time-based project costs.

Typical Planning Study Activities include (but may not be limited to):

- Reviewing, understanding, and potentially revising existing policies and procedures – especially the [Planning Guidance Manual](#),
- Inventorying existing conditions and associated issues (including the completion of Roadway Safety Assessments and/or Safe System Framework Analyses),
- Establishing study goals and objectives,
- Conducting public outreach and stakeholder involvement activities (including use of innovative techniques and the Division of Planning's PublicInput subscription),
- Proposing, analyzing, and providing cost estimates for potential improvement options (incorporating the Safe System Approach, Performance-Based Flexible Design principles, TSMO strategies, predictive safety analysis based on the *Highway Safety Manual*, [KYTC's Complete Streets, Roads, and Highways Policy and Manual](#), and [Intersection Control Evaluation \(ICE\)](#)),
- Drafting preliminary draft project purpose, needs and goals, and
- Writing, stamping, and sealing a technical report to clearly document the study process and results – including separate executive summaries for technical and executive staff.

Other activities could include the collection of traffic data according to 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), other various project development activities, integrated land use and transportation planning, and forecasting and/or modeling needs for select projects.

V. SPECIAL INSTRUCTIONS

Four (4) 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 \$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>

Consultants are required to follow the [Commonwealth Office of Technology's Artificial Intelligence \(AI\) policy](#) and affirmatively disclose any use of AI or Machine Learning undertaken as part of any awarded contract.

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).

VI. ENVIRONMENTAL SERVICES

The Consultant may be responsible for Environmental Footprint and/or Environmental Overview.

VII. PHOTOGRAMMETRIC SERVICES

The Consultant shall be responsible for obtaining aerials or equivalent for display at meetings.

VIII. GEOTECHNICAL SERVICES

The Consultant may be responsible for any required Geotechnical Overview.

IX. TRAFFIC ENGINEERING

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

X. 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

- Standard Geotechnical Engineering

ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- *Surveying* (see note below)*

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

Structure Design* (see note below)

- *Spans under 500 Feet**

** 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.*

XI. PROCUREMENT SCHEDULE

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

- Advertisement Posted: March 10, 2026
- Response Date: April 1, 2026 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: April 6, 2026
- Final Selection Meeting: April 22, 2026
- Scoping Conference: April 29, 2026
- Notice to Proceed: May 20, 2026

XII. 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.

Assignment of All Projects – Within two (2) years from Notice to Proceed
Completion of All Services – Within initial contract term or by time extension

XIII. 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. *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, 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. Demonstrate a comprehensive understanding of safety strategies and offers practical, impactful ideas to measurably improve both the immediate and long-term safety of the completed facility. (10 Points)
5. Ability to comply with project schedule. (5 Points)
6. Knowledge and familiarity of the general geographic area of Kentucky. (2 Points)

XIV. SELECTION COMMITTEE MEMBERS

1. Stephen De Witte, P.E., User Division
2. Catherine Davis, P.E., User Division
3. Adam Ulrich, P.E., Secretary's Pool

4. Min Jiang, P.E., Secretary's Pool
5. Marcelyn Mathews, P.E., Governor's Pool