

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

Department of Highways  
Professional Services Procurement Bulletin 2017-07  
District 7 Traffic Engineering Services

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 Highways.

**I. PROJECT DESCRIPTION**

Counties – Anderson, Bourbon, Boyle, Clark, Fayette, Garrard, Jessamine, Madison, Mercer, Montgomery, Scott, and Woodford

Routes – Various

Project Description – The selected Consultant will be responsible for performing Traffic Engineering Services in Highway District 7. The selected Consultant will conduct Traffic Counts, Speed Studies, Accident Studies/ Diagrams, Corridor Reviews, Emergency/Railroad Preemption, and other required Traffic Engineering functions. The selected Consultant will provide Traffic Engineering functions. The selected Consultant will provide Traffic Engineering recommendations and Engineering Drawings based upon the results of those Studies. This will include management of electrical contractors that are under contract to the Transportation Cabinet for electrical devices (Traffic Signals and Systems, Flashing Beacons, and School Flashers and Pedestrian Crossings outside of Fayette County) operation and maintenance, installation of new electrical devices, and changes to existing electrical devices.

**II. PROJECT INFORMATION**

Project Manager – Natalia McMillan, P.E.

User Division – Highway District 7

Approximate Fee – Work will be assigned via Letter Agreement, not to exceed \$200,000 per Letter Agreement. This contract will have an upset limit of \$750,000.

**III. PURPOSE AND NEED**

Perform Traffic Engineering Services to assist the Highway District 7 Traffic Engineer.

**IV. DBE REQUIREMENT**

None

**V. SCOPE OF WORK**

The selected Consultant must possess the expertise and capacity to be able to perform the Traffic Engineering tasks listed below:

Maintain continuous coordination with the Highway District 7 Traffic Engineer to schedule activities related to this Contract. Prepare reports detailing activities, results, and compliance with expected completion time-frames.

Traffic Counts – In general, 12-hr, 96-hr, peak hour, and turning movement counts (may be manual counts, electronic counts, or tube counts).

Intersection Delay Studies – In general, Intersection Delay Studies will be used to determine the total vehicle delay on a specific approach to an intersection. Intersection Delay is typically measured during the peak hour and includes the number of vehicles on the approach, the total vehicle delay (ven-hours), the maximum queue length for the approach, and the average delay per vehicle (seconds) on the approach.

Travel Time Studies – In general, the Travel Speed Studies will be for an arterial street. The study may involve multiple runs with all runs included in the study. The study should be performed with software developed by the Cabinet, using PDS and GPS units. Software shall be provided by the Cabinet. PDA and GPS units shall be provided by the Consultant. Studies will typically involve analysis collected.

Survey/Drawing/Inventory – The task order will indicate the degree of sophistication desired. In most cases, a good sketch with rough distances will be adequate. Inventories will be generally consist of equipment and support infrastructure.

Speed Studies – Speed Studies shall be conducted manually and in conformance with standard practice from the Traffic Control Devices Handbook or another acceptable traffic engineering reference. Speed Study data collected with tubes or other automated methods is unacceptable. Speed Study areas will be designated on a map with the number of required collection points per direction indicated. A standard reporting format (Excel spreadsheet) will be provided by the District Traffic Engineer. Based upon the studies performed as enumerated, prepare Engineering recommendations and drawings to accomplish the additions/changes that may result from those studies.

Manage the activities of electrical contractors that are under contract to the Transportation Cabinet in Highway District 7 for the Operation and Maintenance of electrical devices outside of Fayette County. This currently includes 324 Traffic Signals, 99 Flashing Beacons, and 137 School Flashers and Pedestrian Crossings. There are 26 Traffic Signal Systems incorporating 137 of the Traffic Signals. The Transportation Cabinet plans to modify or change the existing contracts with electrical contractors to include priority and emergency response time requirements.

Manage the activities of electrical contractors that are under contract to the Transportation Cabinet in Highway District 7 to make modifications and improvements to existing electrical devices as required.

Manage the activities of electrical contractors that are under contract to the Transportation Cabinet in Highway District 7 to install new electrical devices as required.

## **VI. SPECIAL INSTRUCTIONS**

A general Services Master Agreement will be entered into for a period of 2 years with the option to renew for an additional 1 year if remaining upset limit exists. This contract will not be modified to increase the upset limit beyond the \$750,000.00 limit.

The selected Consultant will be assigned specific activities to perform, and will be paid in accordance with the prices established for the various activities. Task assignments will be based on the tasks that are performed to accomplish Traffic Engineering Services in Highway District 7. Work is anticipated in the general categories as indicated in the Scope. The selected Consultant must have the capacity to perform all of the Traffic Engineering Services enumerated above for Highway District 7. This will require rapid response to management of maintenance needs on a 24/7 basis, 365 days per year.

The selected Consultant must have the capability to collect and analyze the data from Traffic Studies that it may conduct, as well as the capability to work with the Cabinet's Highway Information System (HIS) database and GIS database. In general, the data must be transmitted electronically in standard KYTC formats.

Instructions for Response to Announcement can be found at:

<http://transportation.ky.gov/Professional-Services/Pages/Respond-to-an-Announcement.aspx>

## **VII. METHOD OF DESIGN**

The selected Consultant shall utilize the current CADD Standards for Highway Plans (version 3.0) policy in the development of the highway plans.

## **VIII. TRAFFIC**

The Department will provide all the necessary existing traffic counts for this project. The selected consultant will provide the necessary traffic projections and related information required for this project.

## **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.

### **TRAFFIC ENGINEERING**

- Traffic Engineering Services
- Electrical Engineering Roadway Lighting Services
- Electrical Engineering Traffic Signal Services

## **X. PROCUREMENT SCHEDULE**

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

- Advertisement Date – January 10<sup>th</sup>, 2017
- Response Date – February 1<sup>st</sup>, 2017 by 4:30 p.m. E.S.T. (Frankfort time)
- First Selection Committee – February 6<sup>th</sup>, 2017
- Final Selection Committee – February 22<sup>nd</sup>, 2017
- Contract Scoping Conference – March 1<sup>st</sup>, 2017
- Notice to Proceed – April 1<sup>st</sup>, 2017

## **XI. PROJECT SCHEDULE**

Individual project schedules will be by Letter Agreement on a project-by-project basis.

- Coordination with Highway District 7 Traffic Engineering – Continuous
- Management of Electrical Contractors per Cabinet Contracts – As Required
- Travel Time Studies – Four to Twelve Weeks
- Speed Studies – Three Weeks
- Surveying/Drawing/Inventory – Four to Twelve Weeks
- Traffic Counts – Three Weeks
- Intersection Delay – Three Weeks

## **XII. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects for KYTC and/or federal, local or other state governmental agencies. (10 points)
2. Capacity to comply with project schedule. (10 points)
3. Past record of performance on project of similar type and complexity. (10 points)
4. Project approach and proposed procedures to accomplish the services for the project. (10 points)
5. Consultant's offices where work is to be performed. (2 points)

For state-funded projects, if a Selection Committee vote results in a tie between two (2) firms, one (1) of which will perform more of the work tasks in Kentucky than the other, then the former firm shall be ranked one (1) place ahead of the latter.

## **XIII. SELECTION COMMITTEE MEMBERS**

1. Natalia McMillan, PE, User Division
2. Logan Baker, PE, User Division
3. Thomas Gilpin, P.E., Secretary's Pool
4. Nikki Boden, P.E., Secretary's Pool
5. Wes Sydnor, Governor's Pool