

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2025-03 Statewide Aviation System Plan 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

One (1) consultant will be selected to provide research and preparation to develop a Statewide Aviation System Plan Services for the state of Kentucky, including analysis of all General Aviation (GA) airports in the state. Determination of the current status and deficiencies of all GA airports and analysis of the current and future needs of each airport as it pertains to the overall Kentucky Aviation System. Categorize the GA Airports in Kentucky by their current operational and functional status and consider each airport's place in the overall Kentucky Aviation System. Consider and quantify the direct economic effects of each GA airport to the local and state economy.

II. PROJECT INFORMATION

Project Manager - Wayne Simpson, P.E.
User Division - Aviation
Approximate Fee - \$2,000,000 (Lump Sum)
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

To provide the Kentucky Transportation Cabinet (KYTC) and Kentucky Department of Aviation (KDA) with data relative to existing condition of the GA airport system, the existing and future needs of the GA airports within the system, create a better understanding of how the individual GA airports combine into a single aviation "system" to better serve the citizens of Kentucky, develop guidance associated with state areas of focus, act on improvement opportunities identified throughout the study.

IV. DBE GOAL

The Consultant team may 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 would demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. If included, an additional page will be allowed in the Project Approach (Section 7) to exhibit this plan. No additional points will be provided in the Evaluation Factors for the DBE

Participation Plan.

V. SCOPE OF WORK

The selected Consultant will be expected to complete a KY State Aviation System Plan (KY SASP).

Tasks and deliverables will include, but not be limited to:

- Identifying the project region and the airports (general aviation and commercial) associated with the region to be studied.
- Re-evaluation of existing data collected as part of the KY SASP for the identified airports to identify capacity and infrastructure deficiencies at these airports.
 - This analysis will include operations limited by current airport geometry including length, additional gap analysis for the region, and limitations to construction, such as environmental issues (streams, wetlands, etc.) or cost (road relocation, terrain, etc.)
- Alternative analysis with cost estimates for solutions to identified capacity and infrastructure issues, including:
- Identification of a preferred alternative utilizing predetermined factors for ranking of alternatives.
- Operations Forecasting - It is difficult to forecast activity levels when data on historic and current levels are suspect. Utilizing ADS-b data collected, develop a systematic method for determining a planning-level estimate of operations to help estimate how those levels are likely to change in the future.
- Provide analysis of the pros and cons of Through-the-Fence operations and provide policy recommendations as related to economic development.
- Hangar Availability, Lease Rate Determination, and Funding Participation - Provide analysis to explore other ways to help airports fund new hangars/improvements (land leases), provide needed aircraft storage, and become more self-sufficient.
- Airport Closures - Some communities no longer find airport investments worthwhile, and instead, request an airport closure. KDA has difficulty balancing the mission of promoting aviation with reducing investment in unwanted facilities. A decision-making process for closing airports needs to be established. The selected responder will develop recommendations for airport closure procedures to meet statutory requirements, make the process more transparent and responsive, and analyze impacts to the system.
- Develop Data Management Plan - Keeping data current is vital to ensure it can be used for decision making. This task involves developing a Data Management Plan, using existing KDA data, that identifies the official source of data, who is charged with collecting and maintaining data, and how often the data should be updated.
- Develop and Deliver Database System and Display Dashboard - KDA holds accountability as a core value. Accountability is achieved through transparency and the sharing of information. To fully realize the benefits of the new continuous SASP concept, data must be accessible by all stakeholders. A database system that is capable of displaying performance metrics in an easy to understand format is critical. Some features are (1) Multiple modules to provide different functions including: Capital Improvement Program (CIP), Airport Layout Plan (ALP) review, Performance Metric visualization, airport project prioritization, etc. (2) Remote log-in infrastructure capable of assigning access levels to various modules. (3) End-user manipulation so KDA is able to make changes to data and data display.
- An Executive Summary of the Aviation System Plan, highlighting in simple terms the issues identified, alternatives discussed, and final preferred solution.

- Once a preferred draft of the plan is completed, the selected responder will assist in answering questions that are obtained during a public feedback period and incorporate the comments into the final document.
- Meetings with Stakeholders for project updates, information presentation, and Stakeholder comments will be held on a monthly basis via video or audio conference. In person meetings will be held as needed at the KY Department of Aviation (Capital City Airport, Frankfort, KY).
- Develop Implementation Plan - The selected responder will develop an implementation plan that considers all the other tasks of this effort. The implementation plan should encompass a number of parts including: (1) Investment and Scenario Plan; (2) Policy Plan; (3) Action Plan.

A more detailed scope of work will be discussed and negotiated with the selected consultant prior to a contract being issued. The limits of this scope of work will be contingent on Federal Aviation Administration (FAA) eligibility and funding limitations. However, the basic Project Description above will be adhered to as closely as possible.

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).

One (1) consultant will be selected to provide these services for a period of two (2) years. The Department may modify the selected Consultant's agreement to include additional aviation system plan services associated with this project. The additional related engineering services may be requested up to a contract upset limit of \$500,000 above the initial contract amount. No additional service contract shall exceed \$500,000 without written approval from the Commissioner of Aviation.

Instructions for Response to Announcement can be found at:

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

VII. AVAILABLE INFORMATION

[Statewide Aviation System Plan | KYTC](#)

VIII. METHOD OF DESIGN

Where possible, the plan must adhere to all FAA Advisory Circulars and associated standards for a document of this type. It is the goal of the KY Department of Aviation that this document be submitted and approved by the FAA as part of the KY State Aviation System Plan and remain eligible for FAA reimbursement. Any deviation from FAA standards and format for a document of this type must be approved by the KY Department of Aviation.

IX. PREQUALIFICATION REQUIREMENTS

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

AVIATION

- Airport Master Planning
- Airport Design

X. PROCUREMENT SCHEDULE

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

- Advertisement Date: September 10, 2024
- Response Date: October 2, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: October 7, 2024
- Final Selection: October 23, 2024
- Pre-Design Conference: October 30, 2024
- Notice to Proceed: December 11, 2024

XI. PROJECT SCHEDULE

- Award of Contract December 11, 2024
- Submittal of Data January 15, 2026
- Submittal of Draft SASP Document June 15, 2026
- Public Comment Period September 15, 2026
- Submittal of Final SASP Document October 15, 2026
- Submittal of Database System and Display Dashboard November 15, 2026
- Completion of All Services December 11, 2026

XII. EVALUATION FACTORS

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

1. Experience and past record of performance on Airport Master Planning documents (Master Plans, Airport Layout Plans, Site Selection Studies, etc.). (20 points)
2. Relative experience of consultant personnel assigned to project team with Aviation State System Plans. (20 points)
3. Innovative project approaches and procedures to accomplish the services for the project. (20 points)
4. Relative experience of consultant personnel assigned to project team with other state governmental agencies. (10 points)
5. Familiarity and experience in developing airport infrastructure development project cost estimates. (10 points)
6. Past experience executing communication and public affairs efforts for a client on a highway or aviation projects. (10 points)
7. Capacity of project team to comply with project schedule. (5 points)

8. Knowledge of the locality and familiarity of the general geographic area. (5 points)

XIII. SELECTION COMMITTEE MEMBERS

1. Wayne Simpson, P.E., User Division
2. Joe Carter, User Division
3. Amanda Desmond, P.E., Secretary's Pool
4. Zachary Neihof, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool