

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2025-05 Statewide Public Involvement Plan

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 services necessary to update the KYTC Public Involvement Plan (PIP). One (1) consultant will be selected to provide these services.

### **II. PROJECT INFORMATION**

Project Manager - Stephen De Witte, P.E.  
User Division - Planning / Office of Public Affairs  
Approximate Fee - \$300,000 (Lump Sum)  
Project Funding - Federal Statewide Planning & Research Funds (SPR)

### **III. PURPOSE AND NEED**

Early and continuous public involvement is a vital component of the KYTC mission to “deliver a safe, efficient, environmentally sound and fiscally responsible transportation system that delivers economic opportunity and enhances the quality of life in Kentucky.” States are required by [23 CFR § 450.210](#) to develop and use a documented public involvement process that provides opportunities for public review and comment at key decision points. States are also required to periodically review the effectiveness of the process, as appropriate.

The public involvement space has undergone a wholesale change since the adoption of the previous KYTC PIP in 2020 – which itself was only a small update from the previous plan to incorporate some virtual elements. To ensure meaningful and effective public involvement in this new era with a variety of tools available, the development a new PIP and supporting documentation from the bottom-up is needed.

### **IV. DBE GOAL**

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 should demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. Consultant teams are advised that the intersection of public involvement with transportation planning may offer the potential for new DBE relationships to be formed. An additional page will be allowed in the Project Approach (Section 7) to exhibit this plan.

A maximum of five (5) points will be considered in the Evaluation Factors for the DBE Participation Plan.

## **V. SCOPE OF WORK**

Items to be completed may include but not be limited to:

- Develop and Document a **meaningful** Public Involvement Process in full compliance with [23 CFR § 450.210](#), [Title VI of the Civil Rights Act of 1964 \(and associated legislation\)](#), Executive Orders [12898](#), [13166](#), and [14096](#)
- Identify and summarize content of select fellow state DOT Public Involvement Plans
- Coordinate public review of draft plan and incorporate comments into final plan
- Develop supplemental materials for various audiences (public, MPO, ADD, Legislature) which can be used as handouts
- Develop internal and external graphics showing project lifecycles and project development process
- Clearly document processes and tools for holding public involvement activities at key decision points across all types of KYTC efforts

## **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). The Department may retain any of the advertised services to be performed by in-house state forces.

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 responses to this 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 5 (A-B): Workload / commitments does not have a page limit.
- Section 7 (A-D): Project Approach, as standard procedure, the DBE Participation Plan should also be included in this portion of the response with a total of four (4) pages allowed.

## **VII. AVAILABLE INFORMATION**

[2020 KYTC Public Involvement Plan](#)

[23 CFR § 450.210](#)

[USDOT Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#)

## VIII. PREQUALIFICATION REQUIREMENTS

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

### TRANSPORTATION PLANNING

- Conceptual Transportation Planning

## IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: November 12, 2024
- Response Date: December 4, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: December 9, 2024
- Final Selection: December 20, 2024
- Scoping Conference: January 6, 2025
- Consultant Fee Proposal: January 13, 2025
- Contract Negotiations: January 27, 2025
- Notice to Proceed: February 17, 2025

## X. PROJECT SCHEDULE

These dates do not represent all milestones, are tentative and will likely be adjusted by the Project Team.

- Open Draft Public Involvement Plan for Public Comment April 15, 2026
- Close Public Comment May 31, 2026
- Deliver Final Public Involvement Plan for KYTC Adoption June 30, 2026

## XI. 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 highway project for KYTC and/or federal, local, or other state governmental agencies. (25 Points)
2. Past record of performance on projects similar in type and complexity. (25 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
4. Available team workload capacity to comply with project schedule. (5 Points)
5. DBE Participation Plan (5 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

## **XII. SELECTION COMMITTEE MEMBERS**

1. Stephen De Witte, P.E., User Division
2. Naitore Djigbenou, User Division
3. Amanda Desmond, P.E., Secretary's Pool
4. Zachary Neihof, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool