

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

## **Department of Highways Professional Services Procurement Bulletin 2018-07 Statewide Planning Traffic Forecasting**

This document constitutes a Request for Proposals for Professional Service Contract for qualified individuals and organizations to furnish those services as described herein for the Commonwealth of Kentucky, Department of Highways.

### **I. PROJECT DESCRIPTION**

Project Description – Three (3) consultant firms will be selected to provide the following transportation planning services: traffic estimation and forecasting.

### **II. PROJECT INFORMATION**

Project Manager – Jonathan Reynolds, P.E.

User Division – Division of Planning

Approximate Fee – \$250,000 per consultant (Upset Limit)

Work will be assigned via Letter Agreement, not to exceed \$150,000 per Letter Agreement

Project Funding – State and Federal Funds

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

The main purpose of traffic forecasting is to facilitate the Highway Plan. Virtually every highway project needs traffic forecasts to help determine geometric components used in design and sometimes even the need for the project is determined by the amount of traffic forecasted. Traffic forecasting is also used for corridor planning, air quality analysis, systems analysis and special projects. The traffic forecasting contract is used to supplement the Division of Planning's staff.

### **IV. DBE REQUIREMENT**

None

### **V. SCOPE OF WORK**

Three (3) consultants will be selected to provide traffic estimation and forecasting services for corridor planning, highway design, and other special studies at any location within the Commonwealth on as-needed basis. Required traffic parameters may vary from project to project but will typically include the following average daily traffic volumes for a base and design year on a segment by segment basis: base year, design year, and AM/PM design hour turning movement volumes; truck volumes; pavement design inputs.

Documentation of work, date of sources, forecasting techniques and methodologies with results shall be combined into a final forecast report. A colorized PDF of the report shall also be provided.

## **VI. SPECIAL INSTRUCTIONS**

Three (3) firms will be selected to provide these services. The contract period is a two (2) year contract with no new work after June 30, 2020, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$250,000. Once the upset limit is reached or the two year term has expired, services will be re-advertised and no additional work assignments will be made under the contract. Contracts will not be modified to increase upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$150,000 without written approval from the State Highway Engineer.

The Selection Committee will randomly draw from the pool and list in consecutive order to determine the initial order for which a project will be offered. Projects will generally be offered to firms 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 Department reserves the right to group multiple projects together as one offering if it is advantageous. 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, does not respond to an invitation to perform services for a project within fourteen days, or the Department and Consultant cannot agree on reasonable scope of work and fee for services, documentation shall be placed 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:

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

## **VII. PREQUALIFICATION REQUIREMENTS**

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

### **TRANSPORTATION PLANNING**

- Traffic Forecasting
- Traffic Data Collection

## **VIII. PROCUREMENT SCHEDULE**

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

- Bulletin Posted – January 9, 2018
- Response Date – January 31, 2018 by 4:30 PM ET (Frankfort time)
- First Selection – February 5, 2018
- Final Selection – February 21, 2018
- Scoping Conference – February 28, 2018
- Notice to Proceed – April 19, 2018

## **IX. 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.

Expected times to complete:

Base/Design Yr Volumes/DHVs/TMs	3 months
Forecasts in MPO Boundaries	4 months
Complex/Multiple Alternates	6 months

**X. EVALUATION FACTORS**

1. Relative experience of consultant personnel assigned to project team with highway projects for KTC and/or for federal, local or other state governmental agencies. (12 points)
2. Capacity to comply with project schedule. (5 points)
3. Past record of performance on project of similar type and complexity. (12 points)
4. Project approach and proposed procedures to accomplish the services for this project. (11 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.

**XI. SELECTION COMMITTEE MEMBERS**

1. Jonathan Reynolds, P.E., User Division
2. Jayalakshmi Balaji, P.E., User Division
3. Andrew Stewart, P.E., Secretary's Pool
4. Evan Dick, P.E., Secretary's Pool
5. Wes Sydnor, P.E., Governor's Pool