

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

## **Department of Highways Professional Services Procurement Bulletin 2019-10 Statewide Corridor 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**

Planning study to identify current and future needs, prioritize statewide and regional corridors with the greatest potential for impact, begin to establish practical visions for each corridor, and identify areas where new connections may be needed.

### **II. PROJECT INFORMATION**

Counties – Statewide

Project Manager – Amanda Ratliff Spencer, P.E.

User Division – Division of Planning

Approximate Fee – \$750,000 Lump Sum

Project Funding – Federal Statewide Planning & Research Funds (SPR)

### **III. PURPOSE OF CONTRACT**

To build on the success of the Strategic Highway Investment Formula for Tomorrow (SHIFT) and begin meaningful long-term planning that will inform the next long-range transportation plan and future Six Year Highway Plans.

### **IV. DBE REQUIREMENT**

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 needs to demonstrate how DBE companies will be mentored or used to assist in the area(s) pertaining to this contract. An additional page will be allowed in the Project Approach to demonstrate this plan. A maximum of 8 points will be considered in the Evaluation Factors for the DBE Participation Plan.

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

The selected Consultant shall be responsible for assisting the Department in the development and delivery of the plan, including:

- Develop study goals;
- Collect and analyze data, including speed data;
- Develop methodology for identifying needs, including mobility, accessibility, and safety;
- Identify statewide needs, including where new roadway connections may be needed;
- Develop communication plan and provide visuals/materials to support plan messaging;
- Engage state legislators, stakeholders, public agencies, planning partners (ADD and MPO), and the public;
- Develop and maintain project website that presents history and current status of the plan and may include interactive input feature;
- Develop methodology for identifying and prioritizing corridors with greatest potential for impact;
- Prioritize statewide and regional corridors with greatest potential for impact;
- Develop planning-level fiscal analysis to ensure reasonable recommendations;
- Develop practical corridor visions, including intermediate and long-term improvement strategies, potential impacts, and planning-level cost estimates;
- Summarize the planning effort and outcome in report format.

The consultant team will be expected to prepare for and lead all project meetings.

The plan must meet all Federal planning requirements.

KYTC will assist consultant in obtaining NPMRDS data (INRIX speed data on NHS), if needed.

## **VI. SPECIAL INSTRUCTIONS**

Instructions for Response to Announcement can be found at:

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

KYTC will allow the following modifications to the standard response format for response to this project advertisement only.

- Page 3: Project Team Organizational Chart and Page 5: Available Team Workload Capacity, KYTC will allow for 11" x 17" pages to be used and to count as two pages
- Page 4 (A-E): Resumes, may be expanded not to exceed 10 pages total (A-J)
- Page 5 (A-B): Workload / commitments, may be expanded not to exceed 4 pages total (A-D); again 11" x 17" pages will count as 2 pages
- Page 6 (A-E): Project Experience, may be expanded not to exceed 10 pages total (A-J)
- Page 7 (A-C): Project Approach, may be expanded not to exceed 10 pages total (A-J). As standard procedure, the DBE Participation Plan should also be included in this portion of the response

## **VII. AVAILABLE RESOURCES**

[Kentucky's Statewide Corridor Plan – Draft Summary](#)

[SHIFT – Strategic Highway Investment Formula for Tomorrow](#)

[Kentucky's Long-Range Statewide Transportation Plan](#)

## **VIII. INTERVIEW**

The selection committee will shortlist three (3) proposers who submit a responsive proposal to participate in an oral interview. All responding firms should be prepared to present a short presentation and respond to questions. The oral interview will last no more than 60 minutes. Each Proposer will be allowed no more than 30 minutes for a presentation followed by a question and answer session, which should take no longer than 30 minutes. The presentation shall not be used to fill in missing or incomplete information in the written proposal. KYTC will ask the Proposers specific questions relative to their proposal. Follow-up questions from KYTC will be permitted. The oral interview will not be scored separately. The interview is used solely for KYTC to seek clarification of the Proposer's proposal. Proposers will not be permitted to ask questions of KYTC.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter. Request for accommodations must be made one week in advance of the meeting, to allow time to arrange the accommodation.

Each firm shall be required to bring the Consultant's Project Manager and may bring up to four other individuals to the interview.

Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts, FHWA staff and District and Planning Liaisons may also attend the interviews. Elected officials will not be permitted to attend. KYTC will terminate the interview promptly at the end of the allocated time.

KYTC may audio tape, videotape and/or use a court reporter to document the oral interviews. All interviews will be held at the Kentucky Transportation Building at 200 Mero Street, Frankfort, Kentucky.

## **IX. 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

- Highway Planning Services
- Transportation Corridor & Systems Planning
- Traffic Data Collection
- Traffic Demand and Simulation Modeling
- Traffic Forecasting
- *Pedestrian & Bicycle Facility Planning & Design (please see note below)*

### Roadway Design

- Rural Roadway Design
- Urban Roadway Design

### Traffic Engineering

- Traffic Engineering Services

Intelligent Transportation Systems

- ITS: System Design, Deployment, and Integration

Environmental and UST Services (please see note below)

- Hazmat Preliminary Site Assessment (Phase 1)
- UST Preliminary Site Assessment

Environmental Aquatic Terrestrial Ecosystem Analysis (please see note below)

- Fisheries
- Macro invertebrates
- Water Quality
- Botany
- Zoology
- Wetlands

Environmental Archaeology and Other Services (please see note below)

- Prehistoric Archaeology
- Historic Archaeology
- Highway Noise
- Air Quality Analysis
- Socioeconomic Analysis
- Cultural Historic Analysis
- EIS Writing and Coordination

Transportation Delivery Systems (please see note below)

- Transit Technical Studies

Note – Environmental, Transportation Delivery and Bike/Ped prequalifications are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should any of these services become necessary during the delivery of the project, the selected Consultant team must obtain the required qualifications before providing those services.

**X. PROCUREMENT SCHEDULE**

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

- |  |                          |                     |
|--|--------------------------|---------------------|
| • Advertisement Date                               | April 9, 2019            |                     |
| • Response Date                                    | May 1, 2019 by 4:30pm ET |                     |
| • First Selection Committee Meeting                | May 6, 2019              |                     |
| • Second Selection Committee Meeting (Shortlist 3) | <del>May 17, 2019</del>  | <b>May 14, 2019</b> |
| • <b>Consultant Interviews</b>                     | <del>May 23, 2019</del>  | <b>May 29, 2019</b> |
| • Final Selection Committee Meeting                | <del>May 23, 2019</del>  | <b>May 29, 2019</b> |
| • Contract Scoping Conference                      | <del>May 27, 2019</del>  | <b>May 31, 2019</b> |
| • Fee Proposal Due                                 | June 10, 2019            |                     |
| • Contract Negotiations                            | June 21, 2019            |                     |
| • Notice to Proceed                                | July 15, 2019            |                     |

## **XI. DRAFT PROJECT SCHEDULE**

- Notice to Proceed July 15, 2019
- Summary of Needs October 12, 2019
- Identification of Corridors (greatest potential for impact) March 13, 2020
- Draft Practical Corridor Visions May 1, 2020
- Revised Practical Corridor Visions July 1, 2020
- Present Draft Report August 15, 2020
- Present Final Report October 1, 2020

## **XII. EVALUATION FACTORS**

1. Relative experience of proposed consultant personnel with similar projects for state governmental transportation agencies. (25 points)
2. Project approach and proposed procedures to accomplish the services for this project on schedule. Approach should clearly explain proposed methods for identifying mobility and accessibility needs. A milestone schedule illustrating completion within 15 months should be included. (25 points)
3. Relative experience of project manager leading an effort of this magnitude. (15 points)
4. Past record of performance on projects of similar type and complexity. (15 points)
5. Capacity and availability of team members over the life of the contract. (15 points)
6. Organizational structure of team and approach to managing the development of the project. Please clearly state the role of each core team member and amount of time each core team member will dedicate to the plan. (10 points)
7. DBE Participation Plan (8 points)

## **XIII. SELECTION COMMITTEE MEMBERS**

1. Amanda Ratliff Spencer, P.E., User Division
2. Steve Ross, P.E., User Division
3. Stewart Lich, P.E., Secretary's Pool
4. Tom Hall, P.E., Secretary's Pool
5. Brad Rister, P.E., Governor's Pool