

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2021-10 Long-Range Statewide Transportation 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

The Kentucky Transportation Cabinet (KYTC) is seeking one (1) consultant to expand upon the previous success of the multi-modal, policy-based 2014-2035 Kentucky Long-Range Statewide Transportation Plan (LRSTP). This LRSTP will be an extended policy-based plan with innovative scenario planning and risk assessments intended to set forth a practical vision of how to maintain and improve on Kentucky's Transportation System to 2045. The LRSTP must be FAST Act compliant and meet all federal planning requirements (and compliant with any successive federal transportation authorizations identified throughout this effort), take into account and potentially expand upon the KYTC's existing statewide plans such as those listed under "VII. Available Information."

Strong public involvement and stakeholder focus are paramount in the development of the LRSTP. The Consultant shall use marketing strategies to reach, educate, and collect feedback from the public in accordance with the KYTC 2020 Public Involvement Plan.

II. PROJECT INFORMATION

Project Manager - Jacob Huber, P.E.
User Division - Planning
Approximate Fee - \$1,250,000 (Lump Sum) Planning Study
Project Funding - Federal Statewide Planning & Research Funds (SPR)
Contract Term - Eighteen Months

III. PURPOSE AND NEED

The purpose of this FAST Act compliant, policy-based, 2022-2045 Long-Range Statewide Transportation Plan (LRSTP) is to expand upon the success of the previous policy-based 2014-2035 LRSTP document by further incorporating performance-based planning and programming initiatives (PBPP) with a focus on overall current and future system performance. This guiding reference document will also incorporate other statewide transportation planning documents and initiatives to provide a cohesive connection to inform and support the vital roles of each component, while identifying their interdependency and next steps toward addressing Kentucky's current and long-term transportation needs.

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 (Page 7) to demonstrate this plan. A maximum of 4 points will be considered in the Evaluation Factors for the DBE Participation Plan.

V. SCOPE OF WORK

The selected Consultant team shall be responsible for assisting the KYTC in the development and delivery of the plan. Areas of emphasis for the LRSTP may include, but are not necessarily limited to, the following:

- Review and update a federally compliant, multi-modal LRSTP, where applicable;
- Collect and analyze relevant data for the update, such as economic, financial, and traffic trends to assess current and future data-driven system performance;
- Coordinate KYTC Vision 2045, as needed;
- Develop and implement Communication Plan;
- Participate in Statewide Transportation Planning meetings;
- Complete Kentucky demographic analysis and report;
- Complete 45-day required initial public review survey, analysis, and report;
- Develop current and future system performance methodologies/strategies and actions through scenario planning and risk assessment for various areas within KYTC such as safety, pavement, and bridges, etc. as needed for the LRSTP to become more performance-driven;
- Update the plan of action to accomplish system performance, promote economic development, and identify current and future deficiencies whether funding related or transportation related;
- Complete the 30-day required public review survey, analysis, and report;
- Complete required 2021-2022 Public Involvement Notebook Report for LRSTP.

The consultant team should prepare to lead all project related meetings.

The plan must meet all Federal planning requirements.

The KYTC will assist the consultant in obtaining in house data, if needed.

VI. SPECIAL INSTRUCTIONS

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

- Page 3: Project Team Organizational Chart, KYTC will allow for an 11" x 17" page to be used and to count as two pages
- Page 4 (A-E): Resumes, may be expanded not to exceed 8 pages total (A-H)
- 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 8 pages total (A-H)

- Page 7 (A-C): Project Approach, may be expanded not to exceed 8 pages total (A-H). As standard procedure, the DBE Participation Plan should also be included in this portion of the response

Instructions for Response to Announcement can be found at:

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

VII. AVAILABLE INFORMATION

[2014-2035 - Kentucky's Long-Range Statewide Transportation Plan](#)

[2013-2014 Kentucky's LRSTP Public Involvement Notebook](#)

[2013 Your Turn LRSTP Survey Report](#)

[2020 Public Involvement Process \(PIP\) Plan](#)

[Kentucky Riverports Highway & Rail Freight Study](#)

[2017 Kentucky Freight Plan](#)

[2015 Kentucky Statewide Rail Plan](#)

[2020-2024 Strategic Highway Safety Plan](#)

[2019 KYTC Transportation Asset Management Plan](#)

[Strategic Highway Investment Formula for Tomorrow \(SHIFT\) Project Prioritization Process](#)

VIII. INTERVIEW

The selection committee will identify a shortlist of 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, at least one of which will actively participate at a local level on the team, to the interview.

Members of the KYTC's Selection Committee will attend each oral interview. Additional subject matter experts, FHWA staff and planning staff 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 videotape to document the oral interviews. These recordings are not intended for public use except for the selected Consultant team, which shall be shared with the Department's project team. All other interviews will be returned to the responding firms but on dispersed by the Department. All interviews are anticipated to be held via videoconference.

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.

TRANSPORTATION PLANNING

- Advanced Transportation Planning Engineering
- Transportation Planning Engineering
- Conceptual Transportation Planning
- Traffic Forecasting
- Travel Demand & Simulation Modeling
- *Pedestrian & Bicycle Planning & Design**

INTELLIGENT TRANSPORTATION SYSTEMS

- *Architecture Development**

TRANSPORTATION DELIVERY SYSTEMS

- *Transit Technical Studies**
- *Transit Marketing / Advertising**
- *Transit Management**

** Note – Pedestrian & Bicycle Planning & Design, ITS: Architecture Development, and Transportation Delivery Systems services are not required with the initial proposal as it is uncertain to the extent practicable if they are necessary. Should these services become necessary during the delivery of the project in this or future phases, the selected Consultant team must obtain the required qualifications before providing those services, or bring on a prequalified subconsultant at that time.*

X. PROCUREMENT SCHEDULE

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

- Advertisement Posted: April 13, 2021
- Response Date: May 5, 2021 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: May 10, 2021

- 2nd Selection Meeting (Shortlist 3): May 18, 2021
- **Consultant Interviews:** ~~May 26, 2021~~ **May 24, 2021**
- Final Selection: ~~May 26, 2021~~ **May 24, 2021**
- Pre-Design Conference: June 2, 2021
- Fee Proposal Due: June 11, 2021
- Notice to Proceed: July 14, 2021

XI. PROJECT SCHEDULE

- Complete Demographic Analysis Report September 15, 2021
- Begin 45-day Public Outreach Survey October 22, 2021
- Complete 45-day Survey Report January 12, 2022
- Present Draft LRSTP to KYTC for Review July 1, 2022
- Begin Final Draft LRSTP 30-day Public Survey October 3, 2022
- Present Final Draft LRSTP Survey Results November 16, 2022
- Present Revised Final Draft LRSTP & Draft PI Notebook November 23, 2022
- Present and Post Final Report & PI Notebook on Website December 21, 2022

XII. 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 Long-Range Statewide Transportation Plans and Highway Projects through KYTC and/or federal, local or other state governmental agencies. (20 Points)
2. Past record of performance on projects similar in type and complexity including public outreach efforts and multi-modal stakeholder engagement. (20 Points)
3. Project approach and proposed procedures to accomplish the services for the project. (20 Points)
4. Relative experience of Project Manager leading an effort of this type and magnitude. (15 Points)
5. Available team workload capacity to comply with project schedule. (15 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (6 Points)
7. DBE Participation Plan. (4 Points)

XIII. SELECTION COMMITTEE MEMBERS

1. Jacob Huber, P.E., User Division
2. Steve Ross, P.E., User Division
3. David Erickson, P.E., Secretary’s Pool
4. Stephen De Witte, P.E., Secretary’s Pool
5. Cindy Evensen, Governor’s Pool