

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-06 Statewide Electric Vehicle Charging Program

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 support the Kentucky Transportation Cabinet (KYTC) with required Electric Vehicle (EV) Services needed for Kentucky's EV Charging Program. This will involve assisting the KYTC staff with numerous documents with deadlines and outreach across the Commonwealth. One (1) consultant will be selected to provide these services.

II. PROJECT INFORMATION

Project Manager - Justin Harrod
User Division - Planning
Approximate Fee - \$6,000,000 (Cost Plus Fixed Fee)
Project Funding - Federal Funds

III. PURPOSE AND NEED

The purpose is to provide support to the KYTC Division of Planning to assist with federally required documentation pertaining to the National Electric Vehicle Infrastructure (NEVI) Program as a result of the Bipartisan Infrastructure Law (BIL). The Consultant shall be available as needed by the Division of Planning to assist with all documents and outreach pertaining to the Kentucky EV Charging Program. The Consultant shall work with the KYTC Project Manager to ensure KYTC adheres to all federal requirements the State (KYTC) is required to provide the Federal Highway Administration (FHWA).

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 Consultant shall work with the KYTC Project Manager and staff on numerous items relating to the EV Charging Program. Expected tasks are to include but not limited to:

- Assisting with future NEVI and related program application cycles
- Preparing required yearly NEVI Plan Updates
- Establishing an EV Outreach Program for the State
- Maintaining EV Charging Program website
- Assisting with coordination of the outreach and communication strategy for the KY EV Charging Program
- Staying abreast of all Joint Office (JO) and FHWA guidance pertaining to the NEVI Program
- Coordinating NEVI Inspection Services contract to improve future RFPs
- Assisting, providing insight, and technical knowledge on any future Requests for Proposals (RFPs) in determining site locations for future EV deployments
- Assisting with any additional EV related tasks

The Consultant will be responsible for coordination activities with KYTC and the allocation of resources to execute this contract. Consultant may provide a monthly invoice and accompanying progress report to KYTC. These documents will include work items performed, by Consultant and any sub-consultant staff. Consultant shall coordinate with project manager to keep accurate records to include a daily time sheet of hours/etc. of their work according to the Consultant's contract.

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. The Contract may be modified to add additional work, as needed.

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 4 (A-E): Resumes, may be expanded not to exceed 6 pages total (A-F).
- Section 5 (A-B): Workload / commitments does not have a page limit.
- Section 6 (A-E): Project Experience, may be expanded not to exceed 6 pages total (A-F).
- Section 7 (A-C): Project Approach, may be expanded not to exceed 4 pages total (A-D).

VII. AVAILABLE INFORMATION

KYTC expects the Consultant to be very knowledgeable in all EV-related aspects. This means

being up-to-date on the NEVI Program such as standards and requirements, and the Cabinet's status in regard to development and deployment within the Commonwealth.

Regarding the prior Scope of Work portion, the Cabinet is expecting the selected Consultant to perform the following tasks:

- Assisting with future NEVI and NEVI like application cycles
 - Consultant shall assist the KYTC Project Manager on the NEVI Program or other related programs, as needed.
- Preparing required yearly NEVI Plan Updates
 - Consultant shall develop the yearly NEVI Plan Update in coordination with the KYTC Project Manager before the deadline of August 1st.
- Establishing an EV Outreach Program for the State
 - Consultant shall assist KYTC with establishing an EV Outreach Program with the goals of the Cabinet in mind which follows the NEVI Plan Update and KY EV Charging Program.
- Maintaining EV Charging Program website
 - Project Website Development – Consultant will update the website content based on direction and feedback from KYTC.
- Assisting with coordination of the outreach and communication strategy for the KY EV Charging Program
 - Consultant shall **include a subcontractor who specializes in communication services and** coordinate with KYTC (and other entities as needed) on communication related topics for the KY EV Charging Program.
- Staying abreast of all Joint Office (JO) and FHWA guidance as it pertains to the NEVI Program
 - Consultant shall be knowledgeable on and assist KYTC on any current and future releases from JO and/or FHWA relating to guidance or Q&As pertaining to the NEVI Standards and Requirements for EV charging. * (see note below)
- Coordinating NEVI Inspection Services contract to improve future RFPs
 - On behalf of KYTC, the consultant shall coordinate inspection details from previously awarded NEVI sites to aid in future EV Charging Station RFP.
- Assisting, providing insight, and technical knowledge on any future Requests for Proposals (RFPs) in determining site locations for future EV deployments
 - Consultant shall assist KYTC in any RFPs pertaining to EV Charging Stations if previous RFPs neither completed the build-out process across the state, or if RFPs are needed to assist with Phases 2 (other high priority corridors) and 3 (community charging).
- Assisting with any additional EV related tasks
 - Consultant shall assist KYTC in any future task(s) not mentioned above regarding the KY EV Charging Program, in an efficient and timely manner.

*Note - The NEVI Standards and Requirements KYTC must follow can be found here: [NEVI Standards and Requirements](#)

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

- Traffic Forecasting
- Transportation Planning Engineering
- Conceptual Transportation Planning
- *Travel Demand & Simulation Modeling* (see note below)*

UTILITY DESIGN

- Electrical Level 1
- Electrical Level 2

** Note – These prequalifications 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.*

IX. PROCUREMENT SCHEDULE

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

- Advertisement Date: December 12, 2023
- Response Date: January 10, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: January 16, 2024
- Final Selection: January 31, 2024
- Pre-Design Conference: February 7, 2024
- Consultant Fee Proposal: February 16, 2024
- Contract Negotiations: February 28, 2024
- Notice to Proceed: March 20, 2024

X. PROJECT SCHEDULE

- To be determined during the project scoping process

XI. EVALUATION FACTORS

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

1. Knowledge and understanding of NEVI Standards and Requirements and guidance. (25 Points)
2. Knowledge and understanding of KY EV Charging Program (25 Points)

3. Past performance on EV matters of similar type and complexity. (15 Points)
4. Relative experience of consultant personnel assigned to project team with similar projects for KYTC and/or federal, local, or other state governmental agencies. (15 Points)
5. Available team workload capacity to comply with quick schedule. (15 Points)
6. Knowledge of the locality and familiarity of the general geographic area. (5 Points)

XII. SELECTION COMMITTEE MEMBERS

1. Justin Harrod, User Division
2. Mikael Pelfrey, P.E., User Division
3. Emily Deason, P.E., Secretary's Pool
4. Crystal Mapel, P.E., Secretary's Pool
5. Brian Wood, P.E., Governor's Pool