

A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

Department of Highways Professional Services Procurement Bulletin 2024-04 Statewide Traffic Engineering and TSMO Planning Services

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 necessary Traffic Engineering and TSMO Planning Services. Two (2) consultants will be selected to provide these services on an as-needed basis for two (2) years.

II. PROJECT INFORMATION

Project Manager - Zachary Neihof, P.E., RSP1
User Division - State Highway Engineers Office
Approximate Fee - \$2,000,000 per contract (Upset Limit)
Work will be assigned via Letter Agreement, not to exceed \$500,000
Project Funding - State and Federal Funds
Contract Term - Two Years

III. PURPOSE AND NEED

Transportation Systems Management and Operations (TSMO) is a well-established concept in Kentucky, with the Cabinet having successfully executed numerous management and operational projects across various contexts throughout the Commonwealth. KYTC is seeking the expertise of two consultant teams that can offer innovative and modern approaches to TSMO, with emphasis on the safe and efficient movement of both people and goods. These approaches should be firmly rooted in traditional TSMO/ITS applications while also adopting a “people-first” perspective. Ultimately, these strategies must prioritize the safety of all roadway users and should be tailored to context-specific solutions.

This on-call services contract assumes a critical role in establishing a framework for seamless integration of system management and operational tools and strategies into KYTC’s existing processes. This integration is essential for the development of a robust TSMO Program within the Cabinet.

The overarching objectives of the TSMO Program are to identify and implement strategies that effectively leverage opportunities related to safety, congestion, maintenance, and operation of Kentucky’s roadways.

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 selected Consultant must possess the expertise and capacity to be able to perform the Traffic Engineering & TSMO planning tasks including but not limited to:

- a. TSMO Planning Studies:
 - i. Freeway Management
 - ii. Arterial Management
 - iii. Integrated Corridor Management
 - iv. Roadway Reconfiguration
 - v. Travel Time analysis
 - vi. Simulation analysis
- b. Safety Performance Analysis and Comparison of Improvement Options
- c. ITS Architecture updates
- d. Develop/Edit Standard Drawings or Special Provisions
- e. Manual & Guidelines Development or Rewrites
- f. TSMO Document updates & maintenance
- g. Grant Proposals
- h. Visualizations
- i. GIS Applications
- j. Develop/Present Training to KYTC staff
- k. Traffic Incident Management (TIM) guidance
- l. Traffic Signal Timing, Coordination, Analysis and Conversions
- m. Performance measures
- n. ITS System Design & Integration

These services and more will support the Cabinet in building strategies to address physical and operational improvements as well as improving processes and procedures within the organization to address TSMO needs.

VI. SPECIAL INSTRUCTIONS

Two (2) consultants will be selected to provide these services for a period of two (2) years with no new work assigned after two years from the Notice to Proceed, although the contract may be extended for time to complete work already assigned. Contracts will have an upset limit of \$2,000,000. Once the upset limit is reached or the two year term has expired, services may be re-advertised and no additional Letter Agreements will be executed under the contract. Contracts will not be modified to increase the upset limit or extended for time to assign new work. No Letter Agreement shall exceed \$500,000 without written approval from the State Highway Engineer.

The Selection Committee will rank and list the selected Consultants in consecutive order to determine the initial order for which projects will be assigned. Projects will generally be assigned 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 State Highway Engineers Office reserves the right to group multiple projects together as one offering if it is advantageous to the Department. The Department may also add additional work to an existing Letter Agreement, if needed. 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, that firm will not be eligible to accept another project until the remaining firms on the list have been offered a project. If a firm declines a project or does not respond to an invitation to perform services for a project within five (5) business days, documentation shall be provided in the project files and the next firm on the rotating list shall be offered the project.

The selected Consultants will be assigned specific activities to perform. Task assignments will be based on the tasks that are performed to accomplish Traffic Engineering & TSMO Planning Services in Kentucky. Work is anticipated in the general categories as indicated in the Scope. The selected Consultant must have the capacity to perform all of the Traffic Engineering Services enumerated above for the TSMO Program.

The current operators and coordinators of ITS infrastructure in the Louisville and Northern Kentucky areas will be included on the project team; therefore, no firm engaged in the integration and operation of this infrastructure nor engaged in the management of the Kentucky control center is eligible to respond to this announcement.

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 7 (A-D): Project Approach, as standard procedure, the DBE Participation Plan may also be included in this portion of the response with a total of four pages allowed.

VII. INTERVIEW

The selection committee may choose to conduct oral interviews of the proposal teams. The oral interview will last no more than one hour. Each Proposer will be allowed up to 30 minutes for a presentation followed by a question-and-answer session which should last no more 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 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. Requests 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 may also attend the interviews but shall not score the presentations. 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 are expected to be held at the Kentucky Transportation Building at 200 Mero Street, Frankfort, Kentucky.

VIII. AVAILABLE INFORMATION

[KYTC TSMO Program Documents](#)

[6-464 Northern Kentucky Active Traffic Demand Management \(ATDM\) Study](#)

IX. METHOD OF DESIGN

The selected Consultant shall utilize the most recent CADD Standards for Highway Plans Policy in the development of the highway plans.

X. ENVIRONMENTAL SERVICES

Any necessary Environmental Services may be provided by the Consultant. Prequalification of various Environmental Services are **not** required to be identified in the Consultant's Response to Announcement.

XI. PHOTOGRAMMETRIC SERVICES

The Consultant will provide mapping and will furnish manuscripts in ORD format. Statewide Elevation data and Aerial photography can be found at the following link [KyFromAbove - Kentucky's Aerial Photography & Elevation Data Program](#). The selected Consultant may supplement this information with conventional surveying as determined during project scoping.

XII. TRAFFIC ENGINEERING

The Department will provide all traffic projections and related information.

XIII. UTILITIES

The selected Consultant may be required to provide utility related services for this project, which may include construction inspection.

XIV. PREQUALIFICATION REQUIREMENTS

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

INTELLIGENT TRANSPORTATION SYSTEMS

- System Design, Deployment & Integration
- System Maintenance, Management & Operations
- Technology / System Evaluation
- Architecture Development

TRAFFIC ENGINEERING

- Electrical Engineering Roadway Lighting
- Traffic Engineering
- Electrical Engineering Traffic Signals

Environmental Archaeology & Other Services* (see note below)

- Air Quality Analysis*
- Socio-Economic Analysis*
- Highway Noise Analysis*
- Environmental Document Writing & Coordination*
- Cultural-Historic Analysis*

Roadway Design* (see note below)

- Rural Roadway Design*
- Advanced Traffic Engineering Design & Modeling*
- Surveying*
- Urban Roadway Design*

Transportation Planning* (see note below)

- Traffic Data Collection*
- Travel Demand & Simulation Modeling*
- Conceptual Transportation Planning*

Utility Design* (see note below)

- Electrical Level 1*
- Electrical Level 2*
- Utility Construction Inspection*
- Utility Preconstruction Coordination*
- Communication*

* 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.

XV. PROCUREMENT SCHEDULE

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

- Advertisement Posted: October 10, 2023

- Response Date: November 1, 2023 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: November 6, 2023
- Shortlist Meeting: November 16, 2023
- Interviews: November 29-30, 2023
- Final Selection: November 30, 2023
- Pre-Design Conference: December 6, 2023
- Notice to Proceed: December 22, 2023

XVI. PROJECT SCHEDULE

Individual project schedules will be defined by Letter Agreement on a project-by-project basis.

- Assignment of All Projects – Within two (2) years from Notice to Proceed
- Completion of All Services – Within initial contract term or by time extension

XVII. 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. (20 Points)
2. Project approach and proposed procedures to accomplish the services for the project. The approach should clearly identify how the firm(s) will adopt a “people first” perspective. (20 Points)
3. Past record of performance on projects similar in type and complexity. Projects which prioritized the safety of all users should be noted. (15 Points)
4. Available team workload capacity to comply with project schedule. (10 Points)
5. Knowledge of the locality and familiarity of the general geographic area. (2 Points)

XVIII. SELECTION COMMITTEE MEMBERS

1. Zachary Neihof, P.E., RSP1, User Division
2. Stephen De Witte, P.E., User Division
3. Emily Deason, P.E., Secretary’s Pool
4. Casey Smith, P.E., Secretary’s Pool
5. Brian Wood, P.E., Governor’s Pool