

# A REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES CONTRACT

## Department of Highways Professional Services Procurement Bulletin 2024-07 Statewide 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 transportation planning/corridor planning services. Four (4) consultants will be selected to provide these services on an as-needed basis for two years.

### **II. PROJECT INFORMATION**

Project Manager - Stephen De Witte, P.E.  
User Division - Planning  
Approximate Fee - \$2,000,000 per contract (Upset Limit)  
Work will be assigned via Letter Agreement, not to exceed \$300,000  
Project Funding - State and Federal Funds  
Contract Term - Two Years

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

The mission of the Division of Planning is to “Provide support, strategy, and direction for maintaining and improving a safe, reliable, customer-oriented transportation network through the collection, management, analysis/utilization, and reporting of data and information.”

As part of this mission, the Division has a responsibility to lead statewide planning efforts including completing planning studies. Additional staff is periodically needed to accomplish these objectives, to appropriately scope potential projects, and keep projects on time and within budget. The consultant(s) will be asked to perform necessary work on an as-needed basis.

### **IV. DBE GOAL**

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 (Section 7) to demonstrate this plan. The Consultant teams are advised there may be DBE firms who were not prequalified in the past but satisfy the Division of Planning’s Conceptual Transportation Planning Services prequalification. A maximum of five (5) points will be considered in the

Evaluation Factors for the DBE Participation Plan.

## V. SCOPE OF WORK

Contracts will be negotiated to provide engineering services as needed to complete planning tasks that may include but not be limited to:

- Produce planning/scoping studies to 1) identify and quantify the needs in a given study area; 2) Prepare draft purpose and need statement(s); and 3) identify and evaluate potential improvement options.
- Identify and evaluate corridors for future project development phases, including those corridors identified in the [Statewide Corridor Plan and Statewide Interstate & Parkway Plan](#).
- Prepare [Small Urban Area \(SUA\) studies](#), potentially including the development of locality-wide transportation master plans.
- Provide support and/or facilitation for District's Planning Engineering efforts including a problem or needs analysis and identification/scope of potential projects.
- Review and present innovative financing options for select projects.
- Assist KYTC and other entities in developing grant applications for a variety of transportation projects, including for grant programs in the [Infrastructure Investment and Jobs Act \(IIJA\)](#).
- Assist with review, editing and preparation of policies, procedures, and guidance manuals for various planning tasks.
- Assist the Department in continuously improving the planning and project development processes, such as with the incorporation of risk-based project costs.

Typical Planning Study Activities include (but may not be limited to):

- Reviewing, understanding, and potentially revising existing policies and procedures – especially the [Planning Guidance Manual](#),
- Inventorying existing conditions and associated issues (including the completion of Roadway Safety Assessments),
- Establishing study objectives,
- Conducting public outreach and stakeholder involvement activities (including use of innovative techniques and the Division of Planning's MetroQuest subscription),
- Proposing, analyzing, and providing cost estimates for potential improvement options (incorporating Performance-Based Flexible Design principles, TSMO strategies, predictive safety analysis based on the *Highway Safety Manual*, [KYTC's Complete Streets, Roads, and Highways Policy and Manual](#), and Intersection Control Evaluation (ICE)),
- Drafting preliminary draft project purpose, needs and goals, and
- Writing a technical report to clearly document the study process and results.

Other activities could include the collection of traffic data according to guidelines set forth in the current edition of the Federal Highway Administration's (FHWA) Traffic Monitoring Guide (TMG), analysis of multimodal needs (including standalone bike/ped projects), other various project development activities, integrated land use and transportation planning, and forecasting and/or modeling needs for select projects.

## **VI. SPECIAL INSTRUCTIONS**

Four (4) 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 \$300,000 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 Division of Planning 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.

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 response to this Statewide Planning Services 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 7 pages total (A-G).
- Section 5 (A-B): Workload / commitments does not have a page limit.
- Section 6 (A-E): Project Experience, may be expanded not to exceed 8 pages total (A-H).
- Section 7 (A-D): Project Approach, as standard procedure, the DBE Participation Plan should also be included in this portion of the response with an additional fourth page allowed.

## **VII. ENVIRONMENTAL SERVICES**

The Consultant shall be responsible for Environmental Footprint and/or Environmental Overview.

## **VIII. PHOTOGRAMMETRIC SERVICES**

The Consultant shall be responsible for obtaining aerials or equivalent for display at meetings.

## **IX. GEOTECHNICAL SERVICES**

The Consultant may be responsible for any required Geotechnical Overview.

## **X. TRAFFIC ENGINEERING**

The Consultant may provide any necessary Traffic Forecasts and/or Traffic Models.

## **XI. PREQUALIFICATION REQUIREMENTS**

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

### ENVIRONMENTAL & UST SERVICES

- UST & Hazmat Preliminary Site Assessment (Phase I)

### ENVIRONMENTAL AQUATIC & TERRESTRIAL ECOSYSTEMS ANALYSIS

- Fisheries
- Botany
- Terrestrial Zoology
- Wetlands
- Freshwater Macroinvertebrates
- Water Quality

### ENVIRONMENTAL ARCHAEOLOGY & OTHER SERVICES

- Air Quality Noise Analysis
- Prehistoric Archaeology
- Socio-Economic Analysis
- Highway Noise Analysis
- Historic Archaeology
- EIS Writing & Coordination
- Cultural-Historic Analysis

### GEOTECHNICAL SERVICES

- Engineering Services

### ROADWAY DESIGN

- Rural Roadway Design
- Urban Roadway Design
- *Surveying\* (see note below)*

### TRANSPORTATION PLANNING

- Traffic Forecasting
- Traffic Data Collection
- Advanced Transportation Planning Engineering Services
- Pedestrian & Bicycle Facility Planning and Design
- Transportation Planning Engineering Services
- Travel Demand and Simulation Modeling
- Conceptual Transportation Planning Services

### Structure Design\* (see note below)

- *Spans under 500 Feet\**

*\* 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.*

## **XII. PROCUREMENT SCHEDULE**

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

- Advertisement Date: January 9, 2024
- Response Date: January 31, 2024 by 4:30 PM ET (Frankfort Time)
- First Selection Meeting: February 5, 2024
- Final Selection: February 21, 2024
- Scoping Conference: February 27, 2024
- Notice to Proceed: July 1, 2024

## **XIII. 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.

- Draft Report – To be established for each project.
- Final Report – To be established for each project.

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

## **XIV. 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 planning projects for KYTC and/or federal, local or other state governmental agencies. Please clearly identify which team members will manage letter agreements, as well as the role each consultant personnel undertook on past projects. (30 Points)
2. Past record of performance on projects similar in type and complexity. For each project, please clearly identify key team members and any performance evaluations received. (30 Points)
3. Approach and proposed procedures to accomplish the services for the project. (15 Points)
4. Ability to comply with project schedule. (5 Points)
5. DBE Participation Plan (5 Points)

## **XV. SELECTION COMMITTEE MEMBERS**

1. Stephen De Witte, P.E., User Division
2. Catherine Davis, P.E., User Division

3. Zachary Neihof, P.E., Secretary's Pool
4. Casey Smith, P.E., Secretary's Pool
5. Cindy Evensen, Governor's Pool