

**REQUEST FOR QUALIFICATIONS**  
**KYOVA Interstate Planning Commission**  
**US 60/Newman's Branch Road Traffic Study**  
**May 10, 2023**

The KYOVA Interstate Planning Commission is seeking a qualified consulting firm using one contract to develop a US 60/Newman's Branch Road Traffic Study for the City of Milton, WV. The Consultant is expected to select a team with the expertise and experience to successfully develop a study to assess traffic impacts for a new Milton Elementary School. The study will evaluate intersections, roadways, and other infrastructure along US 60 and Newman's Branch Road in the vicinity of the new school to prepare for additional traffic and changes to traffic flow.

The Consultant will be required to evaluate needs for the City of Milton in relation to this corridor while determining the best approach to fulfill those identified needs. The Consultant will refine the scope of services and develop a project milestone schedule based on review and discussion with the KYOVA Interstate Planning Commission and stakeholders from the City of Milton and the Cabell County Board of Education. A Steering Committee will be formed to include the City of Milton, Cabell County Board of Education, WVDOH, and KYOVA staff. The Consultant must be available to meet with the Steering Committee periodically for updates and input. The Consultant will provide written and oral communications, as requested, to KYOVA, and the other stakeholders to communicate the findings of the studies.

KYOVA desires to accomplish work activities mentioned above using a single contract with one (1) qualified consulting firm. Use of subcontractors and independent contractors is encouraged if the Consultant does not possess adequate expertise to complete one or more of these tasks. Procurement of said services shall be made in accordance with Chapter 5G-1-3 of the West Virginia State Code. Contracts are to be awarded on a lump sum/fixed fee basis.

The following represents the scope of services but not limited to this for the US 60/Newman's Branch Road Traffic Study that KYOVA Interstate Planning Commission will be undertaking during FY 2024. The Consultant selected to complete the contract must assure KYOVA that the final scope of services meets all current planning requirements. Any areas that go beyond this outlined scope of services should be identified and brought to KYOVA's attention.

**PROJECT MANAGEMENT AND ADMINISTRATION**

The Consultant will develop a schedule of activities that includes the team members, milestones, and deliverables. It is also requested that the Consultant prepare a regular progress report describing project efforts, current issues and the milestone and activities. Telephone conference calls will be required on a regular basis to provide KYOVA staff with status updates of the project. Other avenues of communication from the Consultant may include: email, telephone calls, and face-to-face meetings with KYOVA staff, and others involved in the project.

**PROJECT SCHEDULE:**

The activities shall be completed on or before December 30, 2023

<b>US 60/Newman’s Branch Road Traffic Study Activity Schedule</b>	<b>Due Date</b>
Advertisement for Consultant Services	May 10, 2023
*1 Pre-Scope Meeting with Potential Consultants to Discuss Scope of Work	May 18, 2023
Submission Deadline by Consultants	June 2, 2023
Complete Review Period of Qualifications	June 16, 2023
Short Listing of Selected Firms	June 16, 2023
Virtual Interview and Evaluation of Consultant (if needed)	June 30, 2023
Award Contract	July 10 2023
Project Complete	December 30, 2023

\*1 PLEASE NOTE: The optional Conference Call with Consultants to discuss the Scope of Work is from 10:00 A.M. to 11:00 A.M. on Thursday, May 18, 2023. You may attend in person, but KYOVA is requesting that you participate via Zoom. The Zoom link is posted on KYOVA’s website under the Public Involvement > Public Comment & Announcements tab.

**PLEASE NOTE:** This schedule is not to be considered a legal contract and may change at KYOVA’s discretion.

**CONSULTANT QUALIFICATIONS:**

The Consultant must possess the following but not be limited to experience with planning studies addressing safety, mobility, connectivity, and traffic analysis.

**Disadvantaged Business Enterprise (DBE) Goal**

It is the policy of the Federal Highway Administration that Disadvantaged Business Enterprises (DBEs) shall have equal opportunity to compete for and perform subcontracts which the Consultant enters into pursuant to this agreement.

The DBE goal applies only to contractors during construction, not engineering design firms or studies. For informational purposes to be used once construction starts, contractors must use DBE and comply with the DBE goals established by the West Virginia Department of Transportation (8.56%).

**Suspended or Debarred Firms**

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

**Selection Procedures**

The requirements for the submission that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting an electronic copy of your qualifications to [ssalameh@kyovaipc.org](mailto:ssalameh@kyovaipc.org) by close of business on Friday, June 2, 2023. The subject line should read – KYOVA US 60/Newman’s Branch Road Traffic Study – (Name of Firm Applying)

Responses not received by close of business on the response due date will not be considered.

### **Requirements for Submission**

Provide the information requested in the Submission Content as shown below, in the same order listed along with a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material. It must be made clear who the primary point of contact is for your submission, and contact information including phone number, email address, and mailing address for that person must be listed. Failure to include this information will result in your firm not being considered for the project.

### **Submission Content**

1. A list of key staff members, including the Project Manager. Include a breakout of project engineers, technicians, and other staff members responsible for the project. Also, indicate the number of each personnel available for assignment to this project.
2. A representative listing of projects similar to the proposed project performed by the firm and cut sheets for comparable projects if they are available.
3. A list of the firm’s present workload relative to capacity and availability to provide the requested services.
4. A list of significant subconsultants, their current prequalification categories and the percentage of work to be performed by each. Also, include the key subconsultant staff members to be assigned to the project.
5. The location of the primary office where most of the work will be performed.

All submissions will be evaluated and scored by a selection committee and a final choice will be made. The project information can be viewed on the KYOVA and ODOT website and an advertisement can be found in the local newspaper – the Herald-Dispatch.

**Questions regarding this request should be directed to Chris Chiles, Executive Director or Saleem A. Salameh P.E., Deputy Executive Director/Technical Study Director at 304.523.7434. E-mail requests may be sent to [ssalameh@kyovaipc.org](mailto:ssalameh@kyovaipc.org)**

### **Scope of Services**

The purpose of this study is to evaluate and address safety, mobility and connectivity on US 60 and Newman’s Branch Road in Milton, WV related to the construction of a new

elementary school. The study will provide recommendations and guidance for implementing strategies to correct existing deficiencies and perform necessary crash analyses to create a safer and more efficient transportation network for all users. The plan will address ongoing and future projects on the corridor and provide strategies for linking those projects to recommended improvements.

Tasks may include but are not limited to:

- Consideration of existing planning documents and projects concerning traffic movement and mobility and the findings should be incorporated into the plan
- Proposing improvements to enhance mobility and safety of the roadway along US 60 and Newman's Branch Road
- Performing field studies and data collection to support the findings and recommendations of the study
- Determining traffic patterns and identifying areas of congestion
- Prioritizing recommended improvements

The consultant will produce a final US 60/Newman's Branch Road Traffic Study and Executive Summary as well as data developed as part of the study. Tasks throughout the project will include public and stakeholder meetings and presentations for the KYOVA TAC and Policy meetings.