

# Request for Qualifications/Proposals

KYOVA Interstate Planning Commission is seeking Letters of Interest from qualified firms to develop a comprehensive Multi-Modal Metropolitan Transportation Plan for the Metropolitan Planning Organization (MPO) study area.

The study area is defined as Cabell and Wayne Counties in West Virginia, Boyd and Greenup Counties in Kentucky, and the urbanized area in Lawrence County, Ohio. The plan is being developed in response to metropolitan planning requirements identified in the Fixing America's Surface Transportation (FAST) Act, as well as the associated Clean Air Act requirements for areas with a non-attainment or maintenance area designation.

According to planning regulations, metropolitan plans must maintain at least a twenty-year horizon period. The 2050 MTP must be completed in February 2022 to fulfill metropolitan planning requirements.

**Project Identification:** 2050 Metropolitan Transportation Plan for KYOVA Interstate Planning Commission

**Response Due Date:** Monday, May 10, 2021 (refer to the "Development Process Schedule for Acquiring Consulting Services Section)

**Letter of Interest:** To be considered by the project selection committee, all letters must contain the following elements:

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. Please include contact information for the primary point of contact for your proposal including phone, email, and mailing address.
2. A brief description of your firm's proposed approach to the project.
3. A representative listing of projects similar to the proposed project performed by the firm and cut sheets for comparable projects if they are available.
4. A list of the firm's present workload relative to capacity and availability to provide the requested services.
5. A list of significant subconsultants, their current prequalification categories and DBE status, and the percentage of work to be performed by each. The consultant must use good faith efforts to include DBE subconsultant to comply with DBE goals established by West Virginia Department of Transportation (8.56% for FY 2019-2021). Also, include the Key subconsultant staff members to be assigned to the project.
6. The location of the primary office where most of the work will be performed.

The consultant selection process used by the KYOVA Interstate Planning Commission is a two step process for consultants: 1) preparation of a letter of interest: 2) preparation of a technical proposal and a formal presentation by the firms chosen. All presentations will be evaluated and scored by a selection committee and a final choice will be based upon the technical proposal and presentation.

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

Interested firms are invited to submit a letter of interest and qualifications to KYOVA Interstate Planning Commission **until 4:30 PM local time, on the response due date Monday, May 10, 2021.**

PLEASE NOTE: Letters received after the response due date and time will not be considered.

**Submit (2) two hard copies and an electronic copy of the letter of interest. Hard copies should be sent to:**

KYOVA Interstate Planning Commission  
Chris Chiles, Executive Director  
400 Third Avenue  
P.O. Box 939  
Huntington, WV 25712-0939

**Electronic copies should be sent to:**

Saleem Salameh  
[Ssalameh@kyovaipc.org](mailto:Ssalameh@kyovaipc.org)

**Development Process Schedule for Acquiring Consulting Services:**

<b>2050 MTP Development &amp; Process Activity</b>	<b>Due Date</b>
Advertisement for Consultant Services	April 2, 2021
Pre-Scope Meeting with Consultants to Discuss Scope Of Work (information available on website)	April 15, 2021
Qualification/Proposal Submission Deadline by Consultants	May 10, 2021
Complete Review Period of Proposals	May 21, 2021
Short Listing of Selected Proposals	May 25, 2021
Interview and Evaluation of Consultant	June 10, 2021
Award Contract	June 15, 2021
Start MTP Development	July 1, 2021

\*This schedule is not to be considered a legal contract and may change at KYOVA's discretion.

**Selection Process:**

Consultants that submit a Letter of Interest by the specified date and time will be considered. A “short list” of no more than five firms may, at the discretion of the selection committee, be made based on the information provided in the Letter of Interest.

Scoring Criteria will be as follows:

Category	Scoring Criteria
Project Manager	25
Strength/Experience of Assigned Staff including Subconsultants	15
Familiarity with the project	15
Firm’s Current Workload/Availability of Personnel	10
Proposed Project Approach	20
Consultant’s Past Performance	15
Total	100

### Questions Regarding This Letter of Interest

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

### Proposed Scope of Services:

#### Background

KYOVA Interstate Planning Commission is seeking Letters of Interest from qualified firms to develop a comprehensive Multi-Modal Metropolitan Transportation Plan for the Metropolitan Planning Organization (MPO) study area.

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### UNDERSTANDING

In 2017, the Policy Board of the KYOVA Interstate Planning Commission adopted the *KYOVA 2040 Integrated Metropolitan Transportation Plan*. This Scope of Work is intended for use in the development of the *KYOVA 2050 Integrated Metropolitan Transportation Plan (MTP)*. The plan will serve as the update to the currently adopted plan for the KYOVA Metropolitan Planning Organization (MPO) area.

The KYOVA Regional Travel Demand Model is already updated to the 2050 horizon year, and as such will only require minor modification to support the development of this plan.

## **SCOPE OF SERVICES**

### **Task 1 - Project Administration**

The Consultant will develop a Project Work Plan detailing project milestones, proposed schedule, and communication protocols. The Consultant will communicate with KYOVA staff regularly throughout the development of the MTP on upcoming milestones, data needs, questions, and other outstanding issues.

KYOVA will assemble a group of Stakeholders to serve as an advisory group to the *KYOVA 2050 MTP*. The Consultant will meet with the Stakeholders via phone, webmeeting, or in person at least 5 times during the development of the MTP to provide updates and solicit feedback.

The Consultant will prepare and present updates on the *KYOVA 2050 MTP* for the KYOVA Policy Committee and Technical Advisory Committee as needed throughout the development of the MTP.

### **Task 2 - Goals and Objectives**

The Consultant will review currently adopted goals and objectives from the *KYOVA 2040 Integrated Metropolitan Transportation*, as well as current state and federal planning goals. Based on input from KYOVA staff, stakeholders, and the public, a series of goals and objectives will be prepared to guide the *KYOVA 2050 MTP*.

### **Task 3 - Public Engagement**

The Consultant will prepare a Public Participation Plan (PPP) detailing public engagement milestones and approaches at the outset of the MTP development. Outreach for the MTP is desired to consist of a mix of surveys, online content, large group meetings, and focus groups, and may blend virtual and in-person activities. The types of outreach that will be identified and conducted for the MTP will be assumed to be in line with social distancing or gathering protocols in place at the time. KYOVA staff will lead advertisement efforts for the public outreach.

The Consultant will document advertisement, content, and feedback from each outreach activity, including details on demographic breakdowns of participants where available.

### **Task 4 – Existing Conditions**

The Consultant will undertake a data gathering and analysis effort, including traffic and transportation data, socioeconomic data, and environmental data. A review of regional studies and plans will be conducted, which will serve as the primary source for the *KYOVA 2050 MTP* multimodal recommendations. Projects with funding committed will be identified and details will be provided. The information gathered in this task will be summarized in narrative form for inclusion in the MTP.

### **Task 5 – Multimodal Recommendations**

The Consultant will prepare conduct a needs identification exercise for the multimodal transportation network. The needs identification will consider both existing and future needs for all travel modes. A specific focus will be placed on needs expressed during the public

engagement portion of the MTP development, as well as newly available data since the adoption of the previous MTP.

Next, the Consultant will prepare a series of multimodal recommendations. Recommendations will be primarily derived from completed or ongoing plans within the KYOVA region and will be enhanced based on the outcome of the needs identification process. Multimodal recommendations will be documented in narrative/tabular and map form where practicable. Recommendations are anticipated to include capital infrastructure improvements along with policy enhancements.

### Task 6 – Financial Plan

The financial plan task will consist of three main elements – project prioritization, identification of revenues, and development of a financially constrained plan. In accordance with federal guidance, all revenue and cost information will be prepared in year of expenditure dollars.

Project Prioritization: The Consultant will refer to the *KYOVA 2050 MTP* project goals, the region’s adopted performance measures, and the currently adopted MTP’s project prioritization process to develop a Project Prioritization methodology. This methodology will be vetted with KYOVA and project stakeholders, and then applied to the MTP recommendations.

Identification of Revenues: The Consultant will identify estimated revenues using information provided by KYOVA, member jurisdictions, transit providers, WVDOT, KYTC, and ODOT. Estimated revenues may be developed using historic revenues or projected trends.

Financially Constrained Plan: The Consultant will develop cost estimates for recommended projects. Following this, the Consultant will use the results of the project prioritization and estimated revenues to develop a financially constrained plan for the MTP.

### Task 7 – Performance Measurement

The Consultant will develop a System Performance Report to be included either as a chapter or as an appendix to the MTP. At a minimum, the System Performance Report will document the currently adopted regional performance measures and discuss how the MTP addresses the performance measures.

### Task 8 – Air Quality Conformity

A full air quality conformity analysis is not anticipated to be a requirement of the *KYOVA 2050 MTP*. The Consultant will prepare a report (included as a chapter or appendix to the MTP) that documents the region’s current conformity status and most recent conformity findings. The Consultant will also coordinate with the Interagency Consultation Group if needed during the development of the air quality conformity report.

### Task 9 – Documentation

The Consultant will assemble the content and findings from the tasks in this scope into the project documentation for the *KYOVA 2050 MTP*. The documentation is anticipated to include the following elements:

- Executive Summary – A brief summary of the *KYOVA 2050 MTP* document
- MTP Document – The Metropolitan Transportation Plan document
- Technical Appendix – A series of appendices providing additional detail on subjects introduced in the MTP

The Consultant will prepare a Rough Draft, Revised Draft, and Final version of each document. KYOVA will distribute the Rough Draft and Revised Draft documents as needed and gather comments for submittal back to the Consultant.

The Consultant will submit hard copies and digital copies of the Final version of each document to KYOVA. The Consultant will submit all GIS files and supporting files generated during the preparation of the MTP to KYOVA along with the Final version of the document