

REQUEST FOR PROPOSALS SPECIFICATIONS

KYOVA Interstate Planning Commission

Group 2: Multimodal Economic Impact Study for Huntington Tri-State Airport

June 5, 2017

The KYOVA Interstate Planning Commission is seeking a Consultant firm to prepare a Multimodal Economic Impact Study for the Huntington, WV area of the KYOVA Metropolitan Planning Area. The purpose of this study is to evaluate economic impacts particularly concerning the Huntington Tri-State Airport and surrounding areas. The Study will evaluate the economic conditions involving employment as well as fiscal and developmental impacts of transportation systems for the Huntington Tri-State Airport and surrounding vicinity including the proposed Huntington Tri-State Airport multimodal parking facility and airport access road and linkages from US 52 to the Prichard Intermodal Facility, US 60 near WV 193, and the Culloden Interchange including existing and proposed conditions. Additionally, the study will generate a dollar value of the direct economic contribution of the Huntington Tri-State Airport and its proposed multimodal parking facility and access road, US 52, US 60 and the Prichard Intermodal Facility.

The Consultant will be tasked with preparing a multimodal economic impact study to examine linkages and impacts to the Huntington Tri-State Airport and surrounding areas including US 52, Prichard Intermodal Facility, US 60 near WV 193, and the Culloden Interchange.

The Consultant awarded the contract shall collect an inventory of existing conditions and develop a comprehensive study addressing economic impacts within the Huntington, WV area. Analysis must consist of the following:

- Regional economic characteristics and economic impact estimates of the Tri-State Airport and its proposed projects of the multimodal parking facility and access road, US 60 near WV 193, US 52 to Prichard Intermodal Facility, and the Culloden Interchange and examination of its impact on the region's economy, revenue, and demographics.
- Ten-year Huntington Tri-State Airport activity data comparison based on their 2006 report.
- Impact from visitor spending for those utilizing commercial and general aviation services to include personal income, business revenue, local purchases and state and local taxes generated.

The Consultant will refine the scope of services and develop a project milestone schedule and to determine the desired features of the analysis required based on review and discussion with the KYOVA Interstate Planning Commission and the Huntington Tri-State Airport. A Steering Committee will be formed from the Huntington Tri-State Airport 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, the Huntington Tri-State Airport, and other stakeholders to communicate the findings of the studies.

The deliverables for this task will be a plan with emphasis on economic impacts to the Huntington area and Tri-State Airport, multi-modal connections and maps and map data showing the locations of these features. The document should be organized using index maps and other tools for easy use. The final draft shall be submitted to KYOVA staff for comments. After all comments are received and addressed, the Consultant shall submit to KYOVA final copies and reproducible copies for final acceptance.

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 progress report every month describing project efforts, current issues and the milestone and activities for the following month. 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 June 30, 2018.

Multimodal Economic Impact Study Activity Schedule	Due Date
Advertisement for Consultant Services	June 5, 2017
*1 Pre-Proposal Meeting with Potential Consultants to Discuss Scope Of Work	June 21, 2017
Proposal Submission Deadline by Consultants	July 7, 2017
Complete Review Period of Proposals	July 25, 2017
Short Listing of Selected Proposals	July 28, 2017
Interview and Evaluation of Consultant	August 16, 2017
Award Contract	September 11, 2017
Project Complete	June 30, 2018

*1 PLEASE NOTE: The optional Conference Call with Consultants to discuss the Proposals/Scope of Work is from 10:00 A.M. to 11:00 A.M. on Wednesday, June 21, 2017. You may attend in person, but KYOVA is requesting that you participate by phone. The conference call-in information is as follows:
Dial in #: 304-362-9366

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 bicycle and pedestrian planning and multi-modal studies.

Disadvantaged Business Enterprise (DBE) Goal

This project is subject to the Disadvantaged Business Enterprise policies of KYOVA. DBE goal of 10% has been established for this project.

At least this percent of the agreement shall be subcontracted to certified DBE firms if applicable.

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 Consultant must use good faith efforts to include DBE subconsultants. Consequently, the requirements of Title 49 CFR Part 26 will apply to this agreement. The Consultant must ensure that the DBE subconsultant(s) is performing a "commercially useful function" as defined in CFR 26.55.

The Consultant's Letter of Interest must include the percentage of work to be performed by each DBE subconsultant, and a description of the work to be performed by each. Consultant Letters of Interest that do not include the minimum percentage of DBE participation noted above will be rejected. If selected, the Consultant's price proposal shall reflect the required level of DBE participation, or provide an explanation of how the requirement will be met in later phases of the work.

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 Letter of Interest and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting five (5) copies of the Letter of Interest to the following address **by close of business on Friday, July 7, 2017:**

KYOVA Interstate Planning Commission
Chris Chiles, Executive Director
400 Third Avenue
Huntington, WV 25701

Responses not post marked and/or received by close of business on the response due date will not be considered.

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.

Requirements for Letters of Interest, Programmatic Selection Process

Provide the information requested in the Letter of Interest 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 proposal, and contact information for that person must be included.**

Letter of Interest 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 brief description of the experience of the firm's personnel on similar projects.
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. 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; and 2) preparation of a technical proposal and formal presentation by the firms chosen for an interview. All presentations will be evaluated and scored by a selection committee, and a final choice will be based upon the technical proposal and presentation. The project information can be viewed on the WVDOT and ODOT websites and found in local newspapers – the Herald-Dispatch and the Charleston Gazette-Mail.

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.

Selection Rating Form
for
Programmatic Selections

Project:
PID:

Project Type: _____

District:

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	15	See Note 2, Exhibit 1	
Familiarity with the project	30		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 3, Exhibit 1	
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.