

REQUEST FOR PROPOSALS SPECIFICATIONS
KYOVA Interstate Planning Commission
Marshall University Bicycle Plan
July 2, 2018

The KYOVA Interstate Planning Commission is seeking a Consultant firm to develop a Bike Plan for Marshall University located in Huntington, West Virginia. The Consultant will be tasked with evaluating bicycle routes throughout the City of Huntington and making recommendations for improvements to connect to various destinations, as well as reviewing the environmental permitting requirements necessary for any work to be completed. The plan will provide Marshall University with recommendations for improving existing routes and developing future routes that benefit the University and the City of Huntington.

The Consultant awarded the contract shall develop a Marshall University Bicycle Plan that addresses bicycle routes and recommended improvements throughout the City of Huntington that would benefit Marshall University. This must consist of the following:

1. Research and review any existing planning documents related to mobility and alternative modes of transportation.
2. Propose safety improvements to enhance connections between various modes of transportation.
3. Identify and undertake field studies, data collection, or other research necessary to support the findings and recommendations in the plan.
4. Make recommendations for improvements to the bicycle network to ensure that users can get safely to their destination.
5. Conduct stakeholder and public meetings and include input in the final report.
7. Present the findings and recommendations of the Marshall University Bicycle Plan to the KYOVA Technical Advisory and Policy Committees.
8. Provide at least 10 hard copies of the final report.

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 stakeholders from Marshall University, the City of Huntington, West Virginia. A Steering Committee will be formed to include Marshall University, the City of Huntington, WV, WVDOT, 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 would like to accomplish the previously mentioned work activities 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.

The deliverables for this task will be a Marshall University Bicycle Plan. 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, 2019.

Marshall University Bicycle Plan Activity Schedule	Due Date
Advertisement for Consultant Services	July 2, 2018
*1 Pre-Proposal Meeting with Potential Consultants to Discuss Scope of Work	July 12, 2018
Proposal Submission Deadline by Consultants	August 6, 2018
Complete Review Period of Proposals	August 24, 2018
Award Contract	September 7, 2018
Project Complete	June 30, 2019

*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 Thursday, July 12, 2018. 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 planning studies addressing traffic mobility and connectivity.

Disadvantaged Business Enterprise (DBE) Goal

This project is subject to the Disadvantaged Business Enterprise policies of KYOVA. A 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 Proposal 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 Proposals 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 Proposal 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 Proposal to the following address **by close of business on Monday, August 6, 2018:**

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.

Requirements for Proposal, Programmatic Selection Process

Provide the information requested in the Proposal 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 including phone, email, and mailing address for that person must be included.**

Proposal 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 firm's proposed project approach.

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.

All proposals will be evaluated and scored by a selection committee and a final choice will be made. The project information can be viewed on the WVDOT website 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	15		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Project Approach	20		
Consultant's Past Performance	20	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 proposal.