

REQUEST FOR QUALIFICATIONS

KYOVA Interstate Planning Commission

KYOVA Travel Demand Model Update

August 1, 2024

OVERVIEW

The KYOVA Interstate Planning Commission is seeking a qualified consulting firm using one contract to update the Travel Demand Model (TDM). The Consultant is expected to select a team with the expertise and experience to successfully update the TDM to 2020 and provide interim years of 2025, 2035, 2045, and 2050.

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. A Steering Committee will be formed to include the KYOVA staff and other local stakeholders. 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 the 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.

PROPOSED SCOPE OF SERVICES

The following represents the scope of services but is not limited to this for the update of the Travel Demand Model that KYOVA Interstate Planning Commission will be undertaking during FY 2025. 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.

Tasks may include but are not limited to:

- Gather background information and data
- Update by Mode (network, SE data)
- Provide calibrations, model documentation, and model package

The consultant will produce a final update of the Travel Demand Model and will provide KYOVA with 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.

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 June 30, 2025.

TDM Activity Schedule	Due Date
Advertisement for Consultant Services	August 1, 2024
Pre-scope Conference Call	August 8, 2024
Submission Deadline by Consultants	August 23, 2024
Complete Review Period of Qualifications	September 6, 2024
Short Listing of Selected Firms	September 10, 2024
Virtual Interview and Evaluation of Consultant (if needed)	October 3, 2024
Award Contract	October 11, 2024
Project Complete	June 30, 2026

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

PRE-SCOPE CONFERENCE CALL: The pre-scope call is not required, however, interested firms may call in to ask questions about the project or RFQ. The call will begin at 10:30am on August 8th. The call-in information and link will be posted on the KYOVA website under Public Involvement > Public Comments and Announcements.

Disadvantaged Business Enterprise (DBE) Goal

DBE not required.

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@kyovaiipc.org by close of business on Friday, August 23, 2024. The subject line should read – KYOVA Travel Demand Model Update – (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 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 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.**

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 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 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@kyovaiipc.org