

REQUEST FOR QUALIFICATIONS
KYOVA Interstate Planning Commission
Greenup County, KY Transit Studies
June 27 2026

OVERVIEW

The KYOVA Interstate Planning Commission is seeking a qualified consulting firm to conduct a transit feasibility study to evaluate current conditions and identify options to improve transit service for residents and communities within Greenup County, Kentucky.

The selected Consultant shall demonstrate strong qualifications and recent experience in:

- Transit planning and operations in small-urban and rural contexts, including feasibility studies, service planning, and deviated-route, demand-response, and f microtransit services.
- Federal and state transit funding programs including FTA Sections 5303, 5310, 5311, 5339, as well as STBG-flex funding and MPO planning processes (e.g. UPWP, TIP development). Experience preparing planning-level capital and operating cost estimates is required.
- Data analysis and GIS, including demographic and socioeconomic analysis, transit market analysis, and the preparation of clear, professional-quality maps, graphics and technical exhibits.
- Public and stakeholder engagement, particularly within small communities and rural areas, including public meetings, surveys, stakeholder interviews, facilitation services, and communication with elected officials, agency representatives, and the general public.
- Multi-jurisdictional coordination involving local governments, transit agencies, Metropolitan Planning Organizations (MPOs), state Department of Transportation (DOTs), and other regional partners.
- Compliance with federal transit planning requirements, including Title VI of the Civil Rights Act, the Americans with Disabilities Act (ADA), Public Participation Plans (PPP), and other applicable federal regulations and guidance.

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 individuals and agencies from Greenup County, KYOVA staff and other stakeholders determined to be impacted by the study. The Consultant must be available to meet with the Steering Committee periodically for updates and input and to be available for the KYOVA Technical Advisory Committee (TAC) and Policy Committee (PC) meetings for the duration of the projects. 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 Greenup County, KY transit studies that KYOVA Interstate Planning Commission will be undertaking during FY 2027. 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.

The purpose of the study, is to determine whether new or expanded transit service in Greenup County is feasible, and if warranted, what form it should take. It will also evaluate the current transit service in Greenup County, identify deficiencies and gaps and develop options to expand and improve service that may involve a two-county area to include Boyd County, Kentucky – otherwise, given what exists today in Greenup and Boyd county, what changes and expansions in service will best address unmet needs and improve connectivity.

Tasks may include but are not limited to:

- Gather, analyze, and map current demographics and socioeconomic data (population, age, income, zero-vehicle households, disability status, major employers, and other relevant indicators) to better understand existing and future travel demand, transit needs, and growth trends.
- Inventory existing transportation services including fixed route transit, demand response services, human-service transportation providers, private shuttles, taxis, transportation network companies (TNCs), and other mobility services.
- Collect, review, and evaluate relevant transportation plans, studies, reports, and previously completed analyses.
- Identify and access key trip generators, activity centers, employment hubs, medical facilities, educational institutions, and major travel corridors.
- Identify priority populations and transportation-disadvantaged groups, including older adults, individuals with disabilities, low-income households, veterans, youth, and households without access to a vehicle.
- Develop and implement a comprehensive public and stakeholder engagement plan that may include interviews, focus groups, surveys, workshops, public meetings, and online engagement tools.
- Conduct outreach and coordination meetings with city and county officials, human service agencies, employers, educational institutions, healthcare providers, economic development organizations, and existing transportation providers.
- Evaluate existing transit services, including routes, schedules, stop locations, ridership trends, on-time performance, service productivity, accessibility, and operational efficiency.
- Identify service gaps, unmet transportation needs, and opportunities for service improvements and expansion.
- Develop and evaluate alternative service concepts, including fixed-route, deviated fixed-route, demand-response, microtransit, commuter, and regional transportation services, as appropriate.
- Recommend logical service areas, routes, corridors, schedules, and service standards based on identified needs and stakeholder input.
- Evaluate potential governance and operating models, including expansion of existing services, county-operated systems, contracted operations, regional partnerships, public-private partnerships, and hybrid service delivery models.
- Prepare planning-level capital and operating cost estimates for each recommended service alternative and identify potential federal, state, local, and private funding opportunities, including potential cost-sharing arrangements among participating agencies and jurisdictions.
- Assess opportunities to improve mobility, accessibility, safety, system connectivity, and overall transportation efficiency while addressing operational deficiencies, complete streets

principles, active transportation, and emerging transportation technologies, including electric vehicle infrastructure.

- Conduct targeted outreach and coordination with Greenup County elected officials, municipal representatives, community organizations, businesses, and other stakeholders to identify transportation needs, priorities, concerns, and implementation opportunities.
- Develop implementation strategies, including short-, medium-, and long-term recommendations, phasing considerations, and potential funding pathways.
- Prioritize recommended improvements and service alternatives using objective evaluation criteria, including mobility benefits, cost-effectiveness, equity impacts, feasibility, stakeholder support, and funding availability.
- Prepare a final feasibility study report documenting findings, recommendations, implementation strategies, and next steps for advancing transit and mobility services in Greenup County.
- The consultant will produce the final study; (Greenup County Transit Study), an Executive Summary, and will provide KYOVA with the data developed as part of the study. Tasks throughout the project will include public and stakeholder meetings and presentations for the KYOVA TAC and PC 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. 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, 2027.

Greenup County Transit Study	Due Date
Advertisement for Consultant Services	June 27, 2026
Submission Deadline by Consultants	July 17, 2026
Complete Review Period of Qualifications	July 24, 2026
Award Contract	July 30, 2026
Project Complete	June 30, 2027

*Please contact KYOVA directly for any questions about the RFQ or the project.

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 transit, safety, mobility, connectivity, and traffic analysis.

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@kyovaipc.org by close of business on Friday, July 17, 2026. The subject line should read – KYOVA Greenup County Transit Study – (Name of Firm Applying).

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

REQUIREMENT 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 relating 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@kyovaipc.org