

REQUEST FOR PROPOSAL

KIPDA REGIONAL FREIGHT PLAN

MARCH 30, 2018



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The Kentuckiana Regional Planning and Development Agency (KIPDA), the designated Metropolitan Planning Organization (MPO) for the Louisville/Jefferson County, Kentucky-Indiana metropolitan area, is seeking responses from qualified firms in order to develop a Regional Freight Plan.

The intended outcome of this study is to enhance the future mobility of freight in the KIPDA region through an evaluation of current and forecasted conditions and through the development of priorities for the future. The study will include (at minimum): an evaluation and analysis of current and future freight volumes and values; an analysis of safety on freight corridors; an analysis of the connection between freight and land use; prioritization of future needs; and public engagement.

The KIPDA region covers Bullitt, Jefferson, and Oldham counties in Kentucky and Clark and Floyd counties in Indiana. All major freight modes are present in the area. Three interstate highway routes meet in downtown Louisville (I-64, I-65, and I-71) and link the region to other major metropolitan areas in all directions. The Ohio River bisects the study area and figures significantly in maritime commerce for the region. The area also hosts several intermodal freight facilities and three commercial airports.

The Regional Freight Plan should be developed in concert with KIPDA's current Metropolitan Transportation Plan (Horizon 2035), the update in progress (Connecting Kentuckiana) and the KIPDA FY2018-FY2021 Transportation Improvement Plan.

The scope of work will include the seven primary tasks listed below. Each task will include one or more sub-task as described by this document. Each task will also involve deliverables that will be included as a part of the study.

1. *Plan Development*
2. *Freight Profile*
3. *Consultation Activities*
4. *Needs Assessment*
5. *Priorities for Improvement*
6. *Freight Roadway Design Considerations*
7. *Report Documentation*

The sequence of the tasks outlined in this document does not necessarily represent the order in which these tasks shall be performed, as some of the tasks will be continuous throughout the duration of the contract period.

The study will be administered by KIPDA. Contract awarded for this study is not to exceed \$250,000.

TASK 1: PLAN DEVELOPMENT

Task 1.1 Plan Administration

Throughout the course of the project, the Consultant team will be responsible for coordinating activities with the Freight Study Team (see Task 1.2). These activities will include regular consultation with the KIPDA Project Manager, preparing minutes for all project-related meetings, coordinating additional informal meetings with stakeholders, participating in conference calls, and responding to requests for information. The Consultant will also be responsible for internal quality assurance/quality control procedures, monitoring project budgets and schedules, and preparing invoices and monthly progress reports that will be sent to KIPDA.

The Consultant will designate a project manager who will be the central point of contact for the update and who will work closely with KIPDA staff and the Freight Study Team. The Consultant team, including any subcontractors, and their relevant experience to the project shall be included in the proposal (See **Additional Project Details #3**).

Task 1.2 Plan Coordination

A Freight Study Team will be established in order to provide technical information and propose guidance for the project's vision. The Freight Study Team shall be comprised of individuals/representatives of the following:

- Transportation Policy Committee
- Transportation Technical Coordinating Committee
- KIPDA Staff

The Consultant will participate in a minimum of four (4) Freight Study Team meetings:

- Meeting #1: Kick-off/Purpose & Need/Goals & Objectives
- Meeting #2: Existing Conditions Review
- Meeting #3: Needs Assessment Review
- Meeting #4: Priorities for Improvement/Draft Report Presentation/Review

It is expected that Meeting #1: Project Kickoff will include the Freight Study Team and other identified stakeholders, and will be held shortly after the consultant is given the Notice to Proceed. The Consultant, in coordination with the Study Team immediately following this meeting, will propose for consideration by TPC goals and objectives for the Regional Freight Plan, reflective of those stated in Connecting Kentuckiana.

The Consultant should be prepared to attend KIPDA committee meetings as needed throughout the contract period. Informal meetings between the Consultant and stakeholders are to be

expected as well. The Consultant will have at least two staff members at each formal Study Team meeting and at each requested KIPDA Committee meeting. The Consultant will prepare agendas and other materials, facilitate discussion, and prepare minutes for each meeting. All Study Team meetings will be held at a location that is convenient to the team, the date, time, and location of which will be coordinated by the KIPDA Project Manager in conjunction with the Study Team members. In addition to the Study Team meetings, the Consultant will participate in the public engagement activities outlined in Task 3 of this scope of work. Informal project meetings may occur as needed, either in person, or via phone. This is considered incidental to the study.

DELIVERABLES:

- Project Schedule
- Goals and objectives specific to the Regional Freight Plan
- Monthly Status Reports
- Project Invoices
- Meeting Materials (handouts, agendas, maps, etc.)
- Meeting Minutes

TASK 2: FREIGHT PROFILE

Task 2.1 Data Collection & Review

The Consultant will utilize freight data and analysis furnished by KIPDA, and will also compile additional data to support the study analysis. The methodology and schedule for field data collection will be determined at the first Study Team meeting.

The Consultant will collect data from various sources, which will include the following (at a minimum):

- Inventory of Indiana freight users (Kentucky data is available)
- Specific roadway impedance data that includes turning radii, lane widths, bridge clearances/weights, etc.
 - At minimum, within the boundaries of KIPDA's freight
- Freight volume data
- Freight value data
- Commercial vehicle crash data
- Economic development information related to freight
- Other data as agreed to by Project Manager and Consultant

The Consultant will review KIPDA data and analysis for possible additions, specifically in regard to the KIPDA Freight Network and Freight and Regional Shopping Density Clusters. KIPDA will provide to the Consultant applicable GIS data (ESRI ArcGIS format) and freight analysis outputs that may be in its possession.

Task 2.2 Literature & Legislative Review

The Consultant will compile a list of sources and a narrative detailing existing freight planning documentation applicable to the region.

The Consultant will compile a list of sources and a narrative detailing applicable legislation at all government levels to freight in the region.

Task 2.3 Performance Measure Review

The Consultant will review KIPDA's Performance Management Plan (PMP) and performance measures related to freight. The Consultant shall consider developing and presenting any new and practical performance measures for the region that are applicable to both the Regional Freight Plan and Connecting Kentuckiana. The performance measures should be assessable with either existing KIPDA data or data obtained through the project.

Task 2.4 Existing & Future Conditions

Upon completion of data collection & review activities, the Consultant will evaluate the existing freight system in the KIPDA region. While the primary focus of the plan is surface transportation, the analysis should include all freight modes operating in the region (rail, air, maritime, etc.). The profile of existing conditions should, at a minimum, contain the capacity and congestion levels of the current network; metrics for freight volume and value; freight's economic impact on the region; and a comparison to peer cities.

The Consultant shall also compile a profile of the future condition of freight transportation in the region, including data forecasts to the year 2040, in parallel with Connecting Kentuckiana. The profile of future conditions should, at a minimum, consider the capacity and congestion levels of the future network in a no-build situation; first mile/last mile concerns; truck access; eCommerce; and the expansion or reduction of freight facilities. Additionally, the Consultant will assess national trends in freight movement and their effects on the KIPDA region.

The existing and future conditions report will ideally inform Task 4.

Deliverables:

- Updated existing data files
- Data files of collected information and analysis outputs
- Freight-related performance measures
- Narrative describing existing conditions (freight profile)
- Narrative describing future conditions (freight profile) to the year 2040
- Charts, maps, schematics, and/or tables that might be beneficial
- Meeting handouts for Existing Conditions Review Meeting

TASK 3: CONSULTATION ACTIVITIES

The Consultant will be responsible for identifying and engaging with freight-related stakeholders in the region. Responding firms are encouraged to propose an innovative way to engage stakeholders and to gather input on their current problems and their vision for the future.

The Consultant will compile an inventory of freight-related stakeholders and contact information to make available for KIPDA's continued use.

DELIVERABLES:

- Engagement Plan
- Compilation of stakeholder comments and input
- Freight Stakeholder Inventory

TASK 4: NEEDS ASSESSMENT

Focusing on surface transportation, the Consultant shall evaluate the regional freight system's needs in the current condition and in anticipation of future conditions identified in Task 2. The analysis should, at a minimum, include consideration of: congestion, multimodal freight, roadway configuration, safety, environmental justice, air quality, workforce availability, infrastructure maintenance, and expected local, state, and federal funding availability. Stakeholder involvement should be an element in the identification of system needs.

DELIVERABLES:

- Narrative describing the Needs Assessment

TASK 5: PRIORITIES FOR IMPROVEMENT

The concluding output from the study will be a set of priorities to guide improvements for the movement of freight in the KIPDA region. The Consultant will develop the priorities to address the needs identified in Task 4. Each priority should be presented along with example projects or initiatives to provide guidance for future project development.

The priorities should support the goals and objectives of the Regional Freight Plan and Connecting Kentuckiana, as well as align with the PMP and performance measures determined in Task 2.3

Performance measures should also be reviewed and developed in the context of the goals and recommendations. The performance measures should be measureable going forward with either existing KIPDA data or data obtained through the Regional Freight Plan process.

DELIVERABLES:

- Executive Summary that will summarize the plan and proposed priorities
- List and narrative of priorities and corresponding examples of projects and initiatives
- Recommendations & Implementation Plan
- Performance Measures
- Other items, as proposed by Consultant

TASK 6: FREIGHT ROADWAY DESIGN CONSIDERATIONS

An aim of the Regional Freight Plan is to provide a user-friendly document to be made available to project sponsors for future project development considerations. To this end, the Consultant will develop design strategies that consider the context of land use in relation to the freight transportation system, as well as the interaction of freight with other surface transportation modes, including alternate modes. The Consultant will be encouraged to propose an imaginative approach illustrating the transportation-land use connection as it relates to the regional freight movement. This element of the plan should be highly visual and include local examples when available.

DELIVERABLES:

- Planning guide for freight roadway design

TASK 7: REPORT DOCUMENTATION

The Consultant shall compile all components of the tasks listed above into the final report. The report should be developed with an emphasis on high-quality visual aids throughout the document. This report shall be presented to the Study Team and stakeholders as a draft at Meeting #5 (see Task 1.2). It is expected that the draft report will be provided to the Study Team and stakeholders in electronic format only, with hard copies of the draft report available upon request.

The final report shall be submitted in both paper and electronic formats, and the Consultant will make a presentation to the KIPDA TPC and TTCC committees. The electronic version of the report should be submitted in a format that can be easily uploaded to KIPDA's website for review by stakeholders and by the public. All hard copies of the final report shall be bound, printed in color on high quality paper, and will have a plastic or laminated front and back cover. Ten (10) hard copies of the final report will be provided upon completion of the study. Electronic copies on flash drives shall be included with each hard copy report. A reasonable number of additional flash drives shall be provided as well.

DELIVERABLE - FINAL REPORT INCLUDING:

- Executive Summary
- Table of Contents
- Freight Profiles (Existing and Future)
- Needs Assessment
- Priorities for Improvement
- Freight Roadway Design Considerations for Project Development
- Appendix: Meeting minutes, stakeholder comments, additional map products
- Flash drives included with the hard copies of the report

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ADDITIONAL PROJECT DETAILS

1. ANTICIPATED STUDY SCHEDULE:

Request for Proposal Issued	March 30, 2018
Deadline for Questions	April 13, 2018
Proposals Due to KIPDA	by 12:00 p.m. April 27, 2018
Consultant Selection	May 11, 2018
Contract Negotiations	May 2018
Notice to Proceed	June 1, 2018
Project Kick-off Meeting	June 2018
Task 2.1 Data Review Due	June 30, 2018
Stakeholder Consultation Meetings	June - December, 2018
Draft Report Presentation/Review Meeting	December 2018
Final Report Submittal	by December 31, 2018
KIPDA Committee Presentations	January 2019

2. SELECTION COMMITTEE:

- KIPDA MPO Staff Representative
- Bullitt County Representative
- Clark County Representative
- Floyd County Representative
- Jefferson County/Louisville Metro Representative
- Oldham County Representative
- TARC Representative

3. SELECTION CRITERIA AND REQUIREMENTS OF CONSULTANT PROPOSALS:

Each Proposal shall include the following information:

- Lead Firm's contact information
- Narrative explanation of the firm/team's qualifications for the project
- Names and experience of key personnel who will be working on the project
- Summary of firm/team's recent experience in similar projects
- Understanding of the Regional Freight Plan project needs
- Approach to developing the plan
- Project schedule
- Familiarity with the KIPDA region
- List of existing commitments
- Anticipated number of hours committed to the project by project team members

- Pricing information providing adequate detail of hourly rate and percent of budget allocated to each task. Expenses, travel, and subcontractors must be billed at actual cost. Contingency cost is not allowed.
- Proposed DBE participation (no goal for this project has been set, but DBE participation is strongly encouraged)

Submittals should not exceed 40 pages maximum length. Submitted proposals that exceed the maximum, are incomplete, or are submitted after the deadline will be eliminated from consideration by the selection committee.

It is desirable that respondents be prequalified by either the Indiana Department of Transportation or the Kentucky Transportation Cabinet in the following disciplines by the date of this advertisement:

- Systems Planning (Indiana)
- Transportation Corridor & Systems Planning (Kentucky)

Firms that are not prequalified in either state will be considered only if they can demonstrate that both the firm and the personnel assigned to this project have recent and significant experience in the development of Regional Freight Plans.

Responses to this RFP will be scored individually by the Selection Committee using the following as a scoring system:

40 points

Experience of Consultant Personnel assigned to the project team and the Consultant Firm/Team's past performance with comparable Freight Planning Projects.

55 points

Project approach and proposed procedures to accomplish this study. (Innovative approaches proposed by the applicant beyond what has been proposed in this document are encouraged.)

5 points

DBE Participation. (1 sheet will be allowed in the Proposal for an explanation of any DBE participation. The absence of a sheet will result in 0 points, but will not eliminate respondent from consideration.)

Presentations before the Selection Committee are not anticipated.

4. SUBMITTAL INSTRUCTIONS:

- Consultant proposals are to be submitted electronically- in Adobe Acrobat “.pdf” format to: kipda.trans@kipda.org
- The proposals shall be received at the above-listed e-mail address **no later than 12:00 p.m. (Eastern Daylight Time), April 27, 2018.**

- Upon the completion of the review and evaluation of all consultant proposals submitted in response to this RFP, all proposals shall become the property of KIPDA and as such shall be available for review by the public.
- Upon completion of the review and evaluation of all proposals by the Selection Committee, the highest scoring firm will be selected. The highest scoring firm will be notified and will be invited to enter into contract negotiations with KIPDA.
- The selected firm will be required to submit to KIPDA a statement showing probable cost for the tasks contained in this document. Direct and indirect costs should be shown, as well as the expected operating margin. The method of dividing the project into work units and the calculation of related time units shall be such that the estimate can be easily reviewed.
- Should the selected firm and KIPDA be unable to negotiate a satisfactory cost arrangement, the second highest scoring firm will be invited to negotiate.
- All communications in specific reference to this RFP shall be sent by mail or may be submitted to kipda.trans@kipda.org, and should reference RFP #01-FREIGHT-2018. KIPDA will not accept telephone calls for clarifications and shall only be bound by posted responses to written or e-mailed questions concerning this RFP.
- No direct replies will be made. Questions regarding the RFP will be answered as they are received, and all question and answers will be posted on KIPDA's website. There will be no direct reply to questions.
- KIPDA reserves the right to accept or reject any or all submittals.
- KIPDA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.