

REQUEST FOR PROPOSALS SPECIFICATIONS
KYOVA Interstate Planning Commission
Group 3: Exit 8/I-64 Mixed Use Development and Traffic Mobility Study
June 5, 2017

The KYOVA Interstate Planning Commission is seeking a Consultant firm to develop a mixed use development and traffic mobility study for Exit 8 on I-64 and surrounding areas in Cabell and Wayne counties, West Virginia. The purpose of this study is to evaluate various land uses and propose improvements related to transportation mobility within the study area. The Development and Mobility Study will examine a range of land uses including residential, commercial, and industrial to support sustainable forms of transportation and improve neighborhood amenities. Mixed land-use developments can enhance the economy vitality and perceived security of an area by increasing number of people in public spaces. The study will also consider the relationship of Exit 8 with other plans and studies along WV-152 including the Beech Fork Lake Lodge Entrance, which is proposed to be in the vicinity of Twin Cover, and the Heritage Farm Access Road Study, which will connect WV-152 to Heritage Farm. The work will generally consist of both planning and some design work including: conducting public meetings for stakeholder input, preparation of conceptual mixed-use concepts considering existing and proposed land-use, preparation of traffic model simulations, safety analysis, establishment of corridor performance metrics, preparation of cost estimates, and determination of a phased implementation schedule for improvements.

The Consultant will be tasked with preparing a development and mobility study consisting of recommended improvements and identification of integrated land uses to support transportation near Exit 8 on I-64 and surrounding areas in Cabell and Wayne counties, West Virginia.

The Consultant awarded the contract shall collect an inventory of existing conditions and develop recommendations for improvements near Exit 8. This must consist of the following:

1. Collect and analyze data as it relates to the impact of tourism near Exit 8 off I-64 in Cabell County and along WV-152, which has been identified as a tourism corridor, to include a financial feasibility report defining the return on investment.
2. Provide a plan to integrate the mixed-use development such as retail, office, residential, hotel, recreation, etc. to maximize the usage and space available for development to create a strong linkage to each.
3. Research need and feasibility for welcome center at this site - based on WV-152 being identified as a tourism corridor.
4. Determine traffic patterns and identify areas of congestion and provide suggestions as to how to eliminate and/or provide better connectivity to the area and to attract development.
5. Preparation of a design study and environmental documents for the replacement of 5th Street Bridge and 8th Street Bridge. Consultant needs to examine the traffic pattern between 5th Street and 8th Street to promote a gateway into downtown Huntington.

6. Examine the possibility of improvements on 5th Street to accommodate all transportation modes and enhance mobility from Exit 8/1-64 to 8th Avenue. Also, determine truck designation routes within the City of Huntington.
7. Recommendations for improvements to signage within the study area and short-term improvements for safety. Proposed improvements to 8th Street should also be included.
8. Coordination with other studies and plans near WV-152 including the proposed Beech Fork Lake Lodge Entrance and the Heritage Farm Access Road Study.
9. Estimate direct, indirect, and induced employment and analyze visitor spending.

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 Cabell and Wayne counties, West Virginia. A Steering Committee will be formed from Cabell and Wayne counties 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, Cabell and Wayne counties, and 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 plan with an emphasis on land use near Exit 8, improved traffic flow into and out of Huntington 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.

Exit 8/I-64 Mixed Use Development 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. 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 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 seven (7) 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.