

# REQUEST FOR PROPOSALS

## Clark County Thoroughfare Study

December 11, 2011



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The Kentuckiana Regional Planning and Development Agency (KIPDA), in conjunction with Clark County, has initiated development of a county-wide thoroughfare study. The intent of this study is to provide the basis for the identification and implementation of future transportation improvements in Clark County over the next twenty years.

It is the intention of both parties to engage the services of a qualified consultant to assist in the conduct of the study. The study will include an evaluation and analysis of existing and projected traffic conditions; an evaluation of alternative transportation modes; and the recommendation of priorities for future projects. Based on existing conditions, anticipated traffic growth, anticipated future land use, and public and agency input, recommendations for improvements will be developed.

The scope of the study will include the six 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. *Study Management*
2. *Data Collection/Compilation*
3. *Existing/Future Conditions Assessment*
4. *Consultation Activities*
5. *Alternatives Development/Assessment*
6. *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 several of the tasks will be continuous throughout the duration of the contract period.

## **Task 1. Study Management (approximately 15% of total contract)**

### ***Task 1.1 Study Administration***

Throughout the course of the study, the consultant management team will be responsible for coordinating activities with the Project Team (see 1.2). These activities will include preparing minutes for all study-related meetings, coordinating informal meetings, participating in conference calls, and responding to requests for information. The consultant managers 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 study and who will work closely with the Project Team.

### ***Task 1.2 Study Coordination***

A project team will be established in order to coordinate the study among the stakeholders. The Consultant, in coordination with the project team, will establish a set of goals, objectives, and priorities at the first project team meeting. The Project Team shall be comprised of individuals/representatives of the following:

- Clark County Engineer
- Clark County Planning Commission
- Clark County Commissioners
- KIPDA
- INDOT – Seymour District
- TARC
- So. Indiana Transit Advisory Group
- River Hills Economic Development District
- One Southern Indiana
- Port of Indiana-Jeffersonville
- Clark Regional Airport
- City of Jeffersonville
- Town of Clarksville
- City of Charlestown
- Town of Sellersburg
- Town of Borden
- Town of Utica

The Consultant will participate in a minimum of five project team meetings, which will be tentatively scheduled as follows:

- Meeting #1: Kick-off/Purpose & Need/Goals & Objectives Meeting, February 2012
- Meeting #2: Existing Conditions Review Meeting, March 2012
- Meeting #3: Alternatives Development Meeting, May 2012
- Meeting #4: Project Selection Meeting, July 2012
- Meeting #5: Draft Report Presentation/Review Meeting, September 2012

At the discretion of the project team, some of these meetings may be combined. The Consultant will have at least two staff members at each formal project team meeting. The Consultant will prepare agendas and other materials, facilitate discussion, and prepare minutes for each meeting. All meetings will be held in Clark County, the time and location of which will

be coordinated by the Clark County Engineer, in conjunction with the Project Team members. In addition to the Project Team meetings, the Consultant will participate in the public involvement and other agency involvement activities outlined in Task 4 of this scope of work. Informal Project Team Meetings may occur as needed, either in person, or via phone. This is considered incidental to the study.

***Deliverables:***

- Project Schedule
- Project Invoices
- Monthly Status Reports
- Meeting Handouts: agendas, report materials, and mapping
- Meeting Minutes

## **Task 2. Data Collection/Compilation (5%)**

Although critical to the study, traffic counting is not expected to be a significant part of this contract. Traffic counts are typically collected by INDOT and their consultants on a three-year cycle. (Clark County roads were counted most recently in 2008.) The Consultant will be responsible for obtaining the most recent counts from INDOT. KIPDA has performed additional traffic counts in Clark County and will provide these traffic counts to the Consultant. The location and schedule for additional traffic counts will be determined at the first Project Team meeting.

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

- Socioeconomic Data
- Bridge sufficiency ratings
- Crash data
- Adequacy ratings
- RR Crossings
- Functional Classification
- TARC Routes/Stops/Service
- Other (private) transportation service providers
- Land Use/Economic Development
- School Bus Routes & Schedules
- Bicycle/Pedestrian facilities

Upon request, KIPDA will provide the Consultant with future traffic volumes based on KIPDA's travel demand forecasting model. KIPDA will also provide to the Consultant other applicable GIS data (ESRI ArcGIS format) that may be in its possession.

### ***Deliverables:***

- Meeting Handouts
- Maps, Tables, Graphs, Charts, etc. for meetings and for final report

## **Task 3. Existing/Future Conditions Assessment (25%)**

### ***Task 3.1 Analysis of Existing/Future Conditions***

Upon completion of data collection activities in Task 2, the analysis in Task 3 should focus on selected corridors/locations. These locations will be based on existing deficiencies/problem areas recognized during the initial assessment of the data, local knowledge of the project team members, comments from the public, and other agency input, among other sources. These locations will be determined at the second project team meeting.

The Consultant shall conduct a level of service analysis based on current traffic counts using the Highway Capacity Software procedures. The Consultant will identify any current capacity deficiencies. At appropriate locations, the Consultant shall perform traffic signal warrant analyses. The Consultant will analyze bridge ratings, adequacy ratings, and railroad crossing information as provided by INDOT and other local agencies.

The Consultant shall conduct a similar level of service analysis based on future (Year 2030) traffic conditions based on the traffic forecasts provided by KIPDA. The Consultant will use this analysis to assess where problems are likely to occur in the future (i.e. capacity deficiencies, bottlenecks, etc.).

The Consultant will use the recently released 2010 Census Data and other resources to analyze growth patterns since 2000. Additionally, other socioeconomic data used by KIPDA (including future-year forecasts) will be analyzed and considered in the development and proposal of any projects in this study.

The Consultant shall research and analyze the previous five years' (2006-2010) crash data from the Automated Reporting Information Exchange System (ARIES). Access to the ARIES site will be coordinated by KIPDA or other local agencies that currently have access to the site.

### ***Task 3.2 Alternate Modes***

The Consultant shall evaluate the need for bicycle and pedestrian accommodations in the county via a bicycle and pedestrian audit. This will include an inventory of all existing bicycle and pedestrian facilities in the county and short- and long-term recommendations for improvement of the existing network based on forecasted growth.

The Consultant shall evaluate public transit service in Clark County. This will include an inventory of all existing services (including TARC routes, rideshare programs, park-and-ride lots, and transit service provided by other providers). The Consultant, in coordination with TARC and other transit service providers, will analyze future public transit needs within Clark County based on projected growth, land use, and other demographic trends. This shall include consideration for traditionally underserved populations, which includes older adults, persons with disabilities, and low income and minority populations.

### ***Task 3.3 Distinct Areas Within Clark County***

Clark County has at least three distinct regions of land use within the county. There is an urban core that exists across the river from the central business district of downtown Louisville and within several miles of the I-65 corridor. These areas are relatively densely developed with

homes and businesses, primarily within the city (town) limits of Jeffersonville and Clarksville. In contrast, there are portions of the county, particularly in northwestern and northeastern Clark County, that maintain a very rural character with very sparse residential development and few places of commercial or industrial business. The third distinct area within the county includes those portions of the county that are in between the areas mentioned above, both geographically and in terms of development densities. Many of these transitional areas have experienced significant growth over the past 10-20 years and will be the likely locations of much of the growth over the next 10-20 years.

Though no official boundaries exist that may formally distinguish these areas, projects or strategies that are proposed in Task 5 of this study must take the existing and forecasted differences between these regions within Clark County into consideration. As examples, sidewalk and/or public transit strategies proposed in southern portions of the county are not likely to be suitable for northern Clark County due to less dense development, capacity-adding projects may not be possible due to existing development in southern Clark County, and adding capacity may be considered as the appropriate strategy in the transitional areas where the current capacity of the roadways is being exceeded.

### ***Task 3.4 Other (River Ridge, Port of Indiana, Clark Regional Airport, LSIORB Project)***

Clark County has several unique facilities that contribute significantly to the local, regional, and state economies. These facilities are likely to be locations of future job growth and sources of additional traffic on the county's roadways. As job growth occurs, residential development and service industries are likely to increase in the county as well. The impact on the county's transportation infrastructure from this growth will be significant.

The River Ridge Commerce Center, located in eastern Clark County at the site of the former Indiana Army Ammunition Plant, is forecasted to add thousands of jobs as that site is redeveloped. This site is considered to be particularly attractive due to its proximity to the I-265 Extension and the East-End Bridge components of the Louisville-Southern Indiana Ohio River Bridges (LSIORB) Project. The Port of Indiana and the Clark Regional Airport each provide unique opportunities for growth in Clark County as well.

The LSIORB Project is expected to have a major impact on transportation in Clark County. The project will not only impact the travel patterns of Clark County residents, but it is expected to increase the number of (or at least modify the routes of) trips passing through the county. It is expected that tolling will be utilized as a method of financing the project, with an exact dollar amount and tolling methodology to be determined.

The Consultant shall examine the impacts of the locations and projects listed above in any recommendations in this study. Additionally, the Consultant should review any other major projects and development both inside and outside of Clark County that are expected to significantly impact transportation in Clark County over the next 20 years.

### ***Deliverables:***

- Executive Summary of inventory/existing and future conditions/crash history/other considerations

- LOS analysis for existing and future conditions
- Existing and Future Condition Map for each problem location – aerial photo (11x17, color) with overlay highlighting existing problem(s) (this might include crash data and/or traffic volumes)
- Discussion of the existing and future problems associated with travel in Clark County
- Charts, schematics, and/or tables that might be beneficial

## **Task 4. Consultation Activities (10%)**

### ***Task 4.1 Public Involvement Activities***

The Consultant will participate in at least 2 open house style public meetings. The first public meeting will be tentatively scheduled between the second and third Project Team meetings (i.e. May 2012). At this meeting, input from the public will be collected on current problems and on their vision for future transportation infrastructure and services in Clark County. The Consultant will present concepts at this meeting to encourage discussion, and to assist in establishing the goals and priorities of this study. The date, time, and location of this meeting will be determined at the first Project Team meeting, or shortly thereafter.

The second public meeting will be tentatively scheduled between the third and fourth Project Team meetings (i.e. July 2012). The Consultant will present to the public the alternatives that they have developed. Public comments about the alternatives will be encouraged at this meeting. The date, time, and location of this meeting will be determined at the third Project Team meeting.

The Consultant will prepare all materials required for the public meetings including the exhibits (including any needed audio/visual equipment), handouts, and comment forms. KIPDA or Clark County will be responsible for advertising the meetings, but The Consultant will be responsible for providing the information to be published, such as the newspaper advertisement. The Consultant will prepare documentation for all meetings to include attendance records, meeting summaries (or minutes), and samples of handouts and exhibits.

### ***Task 4.2 Agency Involvement***

In addition to the open house style public meetings, additional in-person meetings with individuals and small groups of stakeholders are expected. The Consultant, with input from the Project Team members, will identify potential individuals and groups with whom to meet. Potential stakeholders include representatives from schools, police, fire departments, emergency management agencies, other local government representatives, neighborhood associations, railroad personnel, private industry, and others.

### ***Deliverables***

- Meeting documentation as listed above

## **Task 5. Alternatives Development (35%)**

### ***Task 5.1 Analysis***

Traffic conditions will be assessed in the context of (1) existing conditions and (2) year 2030 forecasted conditions, in order to generate both short-term and long-term alternatives which will improve travel and increase safety. Year 2030 conditions will be based on the roadway system and travel demand as described in the *Horizon 2030* Metropolitan Transportation Plan. Projected traffic volumes will be provided by KIPDA. The Consultant will conduct 2030 Level of Service analyses, with and without proposed projects to measure the performance of capacity adding projects. Other performance measures may be used in order to assess other types of projects.

These alternatives will be comparatively evaluated based on needs, performance, costs, and other impacts. Evaluation criteria for the alternatives shall be established in consultation with the Project Team for determining and prioritizing the recommended alternatives.

### ***Task 5.2 Proposed Cost Estimation***

The Consultant shall prepare cost estimates (to include design, right of way acquisition, utility relocation, and construction) for each alternative. These estimates will be planning level estimates, based on costs of similar projects (not detailed construction estimates). Initial cost estimates will be developed in current year dollars, followed by conversion to year-of-expenditure dollars after implementation schedules (and open to public years) have been recommended. It is understood that the development of implementation or construction plans would likely require field surveys, environmental analyses, and the development of detailed cost estimates that will not be part of this study.

### ***Task 5.3 Project Funding***

In addition to providing planning-level cost estimates, the Consultant will analyze options available for funding of the proposed projects. This will include analysis of projects that are currently planned for Clark County that are currently in INDOT's Statewide Transportation Improvement Program, KIPDA's *Horizon 2030* Metropolitan Transportation Plan, and KIPDA's Transportation Improvement Program (TIP). This will also include analysis and discussion of existing federal, state, and local funding sources, as well as less traditional funding approaches, including public/private partnerships. The Consultant will consider SAFETEA-LU and the reauthorization bill that will eventually follow it.

### ***Task 5.4 Proposed Short-Term Priorities***

A range of potential improvements that can be implemented in the short term (1-10 years) will be examined. These improvements shall incorporate all modes, including transit, bicycle, and pedestrian. Alternatives may include, but not be limited to, signalization/signal modification, signage, striping, railroad crossing closures or modifications, addition of turning lanes, bike lanes, sidewalks, park and ride lots, transit accommodations, or shared use paths.

Projects that are currently in KIPDA's FY 2011-2015 Transportation Improvement Program (TIP) and *Horizon 2030* Metropolitan Transportation Plan will be reviewed by the Consultant. New projects that are proposed by this study should be recommended to be added to the applicable document(s) soon after the completion of this study.

### **Task 5.5 Proposed Long-Term Priorities**

A broader range of potential improvements that can be implemented in the long term (11-25 years) will be examined. Long-term alternatives may include, but not be limited to, all project types listed under Short-Term Priorities as well as more complex, costly, and difficult to implement project types.

Projects that are in KIPDA's *Horizon 2030* Metropolitan Transportation Plan (MTP) will be reviewed by the Consultant. The Consultant shall recommend the addition of new projects into the MTP based on this study, as well as the deletion of any project that this study concludes is no longer warranted or may no longer be necessary with the new recommendations. The Consultant will consider the next update of the MTP which is currently scheduled to be adopted in 2014 and will include at least a 20-year horizon from that date.

#### **Deliverables:**

- Executive Summary that will summarize the recommended alternatives
- Narrative describing the existing conditions and any other problem locations, including a description of the general difficulties experienced
- Narrative describing the anticipated 2030 conditions if no changes are implemented (other than the existing *Horizon 2030* projects) and any other problem locations, including a description of the general difficulties experienced
- Narrative describing the various alternatives considered for each problem location
- Discussion of evaluation criteria used for selecting the recommended improvements
- Narrative describing the recommended short term (within the next 10 years) improvements selected for each problem location
- Prioritized list and narrative describing recommendations for possible long-term (11-25 year) projects
- Cost estimates for each recommended improvement
- A Plan Map for each alternative – aerial photo (11X17, color) with overlay showing proposed improvements

## **Task 6. Report Documentation (10%)**

The Consultant shall compile all of the elements of each of the tasks described above. This report shall be reviewed by Project Team members prior to being finalized. The final report shall include all appropriate text, figures, tables, exhibits, etc. The final report shall be submitted in paper and electronic format, both as a complete report and in small segments for ease in downloading from KIPDA's and Clark County's website. The Consultant will also include as an appendix the minutes from all formal Project Team meetings.

Final reports will be printed in color (for photos and other exhibits – text may be b/w) on 8.5x11 paper, except maps, which will be 11x17. Final reports will be bound, will be printed on high quality paper, and will have a plastic or laminated front and back cover. At least fifteen (15) copies of a draft report will be provided for review by the project team. Twenty-five (25) copies of the final report will be provided upon completion of the study. Digital copies of the final report will be provided in Microsoft Office and PDF format on CD's as well.

### ***Deliverable - Final Report including:***

- Executive Summary
- Tables of Contents
- Existing/Future Conditions Review
- Review of Consultation Activities
- Alternatives Analysis
- Recommended Projects/Priorities
- Appendix: Project Team Meeting Minutes

# Clark County Thoroughfare Study

## Additional Project Details

### 1. Anticipated Study Schedule:

Request for Proposals Issued	December 11, 2011
Deadline for Questions	January 10, 2012
Proposals Due to KIPDA	by 12:00 p.m. January 17, 2012
Consultant Selection	January 30, 2012
Consultant Fee Proposal Due to KIPDA	February 6, 2012
Contract Negotiations	February 13, 2012
Notice to Proceed	February 21, 2012
Kick-off/Purpose & Need/Goals & Objectives Meeting	March 2012
Existing Conditions Review Meeting	April 2012
Stakeholder Consultation Meetings	February - May, 2012
Public Meeting #1 (Input on Existing Conditions)	May 2012
Alternatives Development Meeting	June 2012
Public Meeting #2 (Feedback on Alternatives)	July 2012
Project Selection Meeting	August 2012
Draft Report Presentation/Review Meeting	September 2012
Final Report Submittal	by September 30, 2012

### 2. Selection Committee:

- Clark County Engineer
- KIPDA MPO Representative
- Other Clark County Official

### 3. Selection Criteria and Requirements of Consultant Proposals:

Except as stated below, the consultant proposals shall be prepared like a proposal for consultant services as typically submitted to KIPDA. Submittals that exceed the maximum length (as described below), are incomplete, or are submitted after the deadline will be eliminated from consideration by the selection committee.

To respond to this proposal, the firm must be prequalified in either Indiana or Kentucky in the following disciplines by the date of this advertisement:

- Systems Planning (Indiana)
- Transportation Planning/Corridor Planning: Highway Planning Services (Kentucky)

**15 points**

**Relative experience of Consultant Personnel assigned to project team with comparable highway planning projects for federal, state, local, or other governmental agencies.** (1 sheet will be allowed in Statement of Qualifications for each Consultant Project Team Member, for a maximum of 5 sheets.)

**5 points**

**Capacity to comply with schedule.** (1 sheet will be allowed in Statement of Qualifications for each Consultant to detail available team workload during the proposed study schedule.)

**10 points**

**Past record of performance on study or project of similar type and complexity.** (1 sheet will be allowed in the Statement of Qualifications for each study or project of similar type and complexity that the Consultant wishes to highlight, for a maximum of 5 sheets. Please highlight members of the proposed team's involvement in each of these similar studies.)

**10 points**

**Project approach and proposed procedures to accomplish this study.** (3 sheets will be allowed in the Statement of Qualifications to explain the particular approach.)

**2 points**

**Consultant's local office where work is to be performed.** (Statement of Qualifications should indicate where work is to be performed. 2 points will be awarded if the local office where the majority of the work is to be performed is within the KIPDA region, 1 point if the office is elsewhere in the state of Indiana.)

**2 points**

**DBE Participation.** (1 sheet will be allowed in the Statement of Qualifications for an explanation of any DBE participation. The absence of a sheet will result in 0 points, but will not eliminate 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@ky.gov](mailto:kipda.trans@ky.gov)
- The proposals shall be received at the above-listed e-mail address **no later than 12:00 p.m. (Eastern Standard Time), January 17, 2012.**
- Upon the completion of the review and evaluation of all consultant proposals submitted in response to this RFP, all proposals shall become public documents of KIPDA and 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@ky.gov](mailto:kipda.trans@ky.gov), and should reference RFP #01-CCTS-2012. 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.