



REQUEST FOR QUALIFICATIONS

MPO-Dedicated Project Cost and Timeline Evaluation Services

Section I: Background

The Kentuckiana Regional Planning and Development Agency (KIPDA) is seeking professional consulting services for the purpose of developing and reviewing cost estimates and project timeline estimates for current and prospective MPO-dedicated funding projects.

KIPDA is the metropolitan planning organization (MPO) for the five-county Louisville (KY-IN) metropolitan planning area. The planning area encompasses Clark and Floyd counties in Indiana as well as Bullitt, Jefferson, and Oldham counties in Kentucky. Among its many activities, the KIPDA MPO is responsible for prioritizing and programming sub-allocated federal transportation funds within the urbanized area. The MPO ensures selected projects align with the goals and objectives of our long-range plan (Connecting Kentuckiana 2050) and include them in the Transportation Improvement Program (TIP), following a “continuous, cooperative, and comprehensive” planning process. Project sponsors awarded this MPO-dedicated funding have expressed the desire for additional support developing early project cost estimates and timelines in a consistent manner.

KIPDA’s recently updated project management guidebook (PMG) sets out recommended policies and procedures as an aid to the Transportation Policy Committee. The PMG requires project sponsors to obtain planning level cost estimates for projects that have not yet started PE before applying for funding via KIPDA’s call for projects process. Upon completing the PE phase (first 30% of design or phase I design), Kentucky and Indiana project sponsors must develop a new project cost estimate and a reasonable project timeline. KIPDA policies for Kentucky sponsors regarding eligible cost increases and phase shifts will be based upon this post-PE estimate on a project-by-project basis to encourage context-sensitive accountability for project delivery.

KIPDA is seeking consultant services to assist in this process as described in the section below. The contract awarded for this study is not to exceed \$150,000 in FY 2027, \$50,000 in FY 2028, and \$50,000 in FY 2029—a total of \$250,000 over a period of three fiscal years. Funding for FY 2028 and FY 2029 is dependent on the availability of funds in the Fiscal Year 2028 and Fiscal Year 2029 Unified Planning Work Programs (UPWP).

Section 2: Scope of Work and Performance Schedule

Fiscal Year 2027

Planning Level Estimate Deliverables: Review 5-15 project cost estimates and timeline estimates for new MPO-dedicated projects based upon information provided by each project sponsor and the reviewer's technical resources and expertise.

Post-PE Estimate Deliverables: Review 50-60 project cost estimates and timeline estimates for existing MPO-dedicated projects based upon information provided by each project sponsor and the reviewer's technical resources and expertise.

Other Deliverables:

- 1) Kick-off meeting with KIPDA staff to discuss the required deliverables and follow up coordination meetings as needed.
- 2) Produce a state-specific cost estimate and timeline template (one for KY and one for IN) that can be used for every project review. This template will at a minimum include the following:
 - Total estimated project cost
 - A breakdown of the primary project cost elements
 - An estimated completion timeline for each phase of the project with major milestones listed along the project's critical path
 - The estimated project letting date
 - The date marking the end of KIPDA's two-year grace period beyond the estimated project letting date
 - A list of potential project delivery impediments

The consultant will also be required to attend meetings with KIPDA staff and each applicable project sponsor to reconcile any differences between the project sponsor's estimated timeline and cost and the KIPDA consultant reviewer's estimates. KIPDA anticipates between 7-15 meetings per cycle depending on how many different project sponsors require a project review. These meetings will likely take place virtually.

When the project estimate review and meeting have been completed, the filled-out template will be signed by the project sponsor and copies made for KIPDA staff and the project sponsor. This signed timeline and cost estimate will be utilized as a reference document for the status of each project in subsequent progress report meetings for the life of the project. KIPDA would retain the right to own this template and make future adjustments as needed.

Fiscal Years 2028 and 2029

Planning Level Estimate Deliverables: Review 5-15 project cost estimates and timeline estimates each year for new MPO-dedicated projects based upon information provided by each project sponsor and the reviewer's technical resources and expertise.

Post-PE Estimate Deliverables: Review 5-15 project cost estimates and timeline estimates each year for existing MPO-dedicated projects based upon information provided by each project sponsor and the reviewer’s technical resources and expertise.

Other Deliverables: The consultant will also be required to attend meetings with KIPDA staff and each applicable project sponsor to reconcile any differences between the project sponsor’s estimated timeline and cost and the KIPDA consultant reviewer’s estimates. KIPDA anticipates between 7-15 meetings per cycle depending on how many different project sponsors require a project review. These meetings will likely take place virtually.

Anticipated Performance Schedule for FY 2027:

Request for Qualifications Issued	June 29, 2026
Deadline for Questions	July 9, 2026
Proposals Due to KIPDA	July 17, 2026 - 5:00PM (ET)
Consultant Selection	July 22, 2026
Contract Negotiation	July 2026
Notice to Proceed	August 2026
Kick-off Meeting	August 2026
Cost Estimate Timeline and Cost Estimate Template Presentation to KIPDA Staff	September 2026
Project Sponsors Submit Their Own Cost and Timeline Estimates to Consultant and KIPDA	October 2026
Consultant Reviews Cost and Timeline Estimates	October/November 2026
Project Estimate Meetings with Consultant, KIPDA Staff, and Project Sponsors	November 2026

Anticipated Performance Schedule for FY 2028:

Project Sponsors Submit Their Own Cost and Timeline Estimates to Consultant and KIPDA	May 2027
Consultant Reviews Cost and Timeline Estimates	June 2027
Project Estimate Meetings with Consultant, KIPDA Staff, and Project Sponsors	July 2027

Anticipated Performance Schedule for FY 2029:

Project Sponsors Submit Their Own Cost and Timeline Estimates to Consultant and KIPDA	May 2028
Consultant Reviews Cost and Timeline Estimates	June 2028
Project Estimate Meetings with Consultant, KIPDA Staff, and Project Sponsors	July 2028

Section 3: Conflict of Interest Consideration

KIPDA does foresee a potential conflict of interest created by this cost estimate and timeline estimate process. If KIPDA's hired consultant has also been hired to work on the preliminary engineering/design phases of an MPO-dedicated project, then the consultant could not act as a third-party reviewer for a post-PE cost and timeline estimate in this instance. A potential solution could be to involve a sub-consultant to review the prime consultant's projects, although that could potentially be an uncomfortable dynamic as well. In the proposal, please provide an explanation of how your firm would address this concern.

Section 4: Evaluation Criteria

The proposals received per this Request for Qualifications will be evaluated on the following selection criteria:

- Key project team knowledge and expertise delivering federal projects in Kentucky: 30 points
- Key project team knowledge and expertise delivering federal projects in Indiana: 15 points
- Quality of estimate approach and RFP submittal: 35 points
- Other relevant work/projects: 10 points
- Consultant's local office where work is to be performed: 5 points
- Proposed method to reduce conflicts of interest: 5 points
- Total: 100 points

Proposals should not exceed 20 total pages. A cover page and brief cover letter will not count towards a proposal's page count.

Section 5: Submission Requirements and Procedure

Proposals must include the following:

- Respondents should provide an approach to achieving the deliverables described in Section 2
- Respondents should provide examples of relevant team experience
- The timeline for KIPDA's new TIP and MTP development necessitates an accelerated proposed performance schedule for FY 2027 (year 1). Respondents must describe strategies to meet fall 2026 schedule displayed in Section 2
- Respondents must provide an estimate for project team member availability
- Respondents must provide an estimate for the average number of combined work hours necessary to complete:
 - A single planning level project cost and timeline estimate for a roadway project requiring ROW acquisition and utility relocation
 - A single post-PE level cost and timeline estimate for a roadway project requiring ROW acquisition and utility relocation
- Respondents must indicate where work is to be performed

- Respondents must provide their firm’s relevant KYTC and INDOT pre-qualification statuses including, but not limited to:
 - KYTC:
 - Urban Roadway Design
 - Conceptual Transportation Planning Services
 - Standard Transportation Planning Engineering
 - Complex Transportation Planning Engineering
 - Pedestrian & Bicycle Facility Planning & Design
 - Right of Way Acquisition and/or Relocation Services
 - Utility Design (any subset)
 - INDOT:
 - Non-complex Roadway Design
 - Complex Roadway Design
 - Roundabout Design
 - Right of Way Plan Development
 - Project Management for Right of Way Acquisition Services
 - Utility Coordination

Proposals must be submitted to kipda.trans@kipda.org by 5:00PM (ET) on July 17th, 2026. Responses that are received later than this deadline will not be considered. An email response will be provided by KIPDA to the sender of each proposal that is submitted upon receipt of their proposal. If a firm submits a proposal and does not receive a response from KIPDA within 24 hours, or by 5:00 PM on July 17th, 2026, whichever is earliest, please send an additional email to kipda.trans@kipda.org to inquire about the status of the proposal.

KIPDA reserves the right to reject any and all proposals. KIPDA will not pay costs incurred in the preparation of proposals.

Communication between the proposing vendors and KIPDA staff during the time period between the release of the RFQ and the selection of a preferred service provider is to be limited to clarifying questions e-mailed to the e-mail address listed above. These questions should be received by KIPDA by Wednesday, July 8, 2026. KIPDA Staff will post answers to the questions to the [KIPDA website](#) by Monday, July 13, 2026. There will be no direct replies to questions. KIPDA will not accept telephone calls for clarifications and shall only be bound by posted responses to written or e-mailed questions concerning this RFQ.

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.

For more information about the KIPDA MPO, please visit the KIPDA Transportation Division page found at www.kipda.org/Transportation/ .