



**REQUEST
FOR
PROPOSALS
US 31W BYPASS
ROAD DIET FEASIBILITY STUDY**

Bowling Green-Warren County

Metropolitan Planning Organization

Bowling Green, Kentucky

July 1, 2019

PROJECT INFORMATION

Project Purpose

The Bowling Green-Warren County Metropolitan Planning Organization is requesting proposals for a road diet feasibility study on US 31W Bypass from the roundabout at University Boulevard/Loving Way to Lehman Avenue. The map below identifies the project area. This section of US 31W Bypass has four narrow lanes, frequent left turns, and poor access management. The MPO is exploring opportunities to improve traffic flow and safety, while considering the needs of multimodal users and the community's growing population. Before encouraging the implementation of a road diet, it is desirable to understand the potential positive and negative impacts. The requested study should analyze the feasibility of a road diet concept on the identified portion of roadway, including the recommendations for intersection improvements at the following intersections with US 31W Bypass: Cabell Drive, Broadway Avenue, and 10th Avenue. The Consultant should use the necessary analyses, methods, and techniques to determine the feasibility of a road diet.

Project Background

The US 31W Bypass corridor (hereinafter referred to as the Bypass) corridor from University Drive through Lehman Avenue is a four-lane, state-maintained roadway. Each travel lane is ten feet wide, with curb, gutter and four foot sidewalks extending throughout the length of the corridor. In many locations, utility poles are located less than one foot from the roadway, creating a compact travel way for larger vehicles and/or trucks.

The MPO, along with the Kentucky Transportation Cabinet (KYTC), the City-County Planning Commission (CCPC), City of Bowling Green, and other local leaders recognize the operational and safety issues associated with left turns at multiple locations along the corridor. The Bypass serves the city of Bowling Green as a four-lane corridor bypassing the downtown urban core. It provides access to many services and businesses, while connecting motorists to other major thoroughfares throughout Warren County.

Scope of Work

PROJECT SCOPE & OBJECTIVES

The study should include, but is not limited to, the assessment and inclusion of the following items:

- Safety assessments
- Address peak hour capacity / Queue Analysis
- Traffic simulation model of current, future, and recommended scenarios
- Site-specific access management recommendations
- Conceptual designs of recommended improvements
- Cost estimates
- Pros vs. Cons Assessment
- Possible bicycle/pedestrian connections

The study should identify improvement concepts and describe feasibility to construct improvements to address existing and long-term needs in terms of traffic safety, operational capacity, and accessibility. The KYTC and/or City of Bowling Green will provide the most recent traffic counts for this study.

Additionally, the consultant should consider the projects listed in the MPO's Metropolitan Transportation Plan (MTP) and the SHIFT 2020 priority projects for this area to make assessments of the compatibility of the road diet with these planned improvements.

Budget

The MPO has allotted \$50,000 of federal highway planning and local funding for this study.

PROPOSAL INFORMATION

Proposal Contents

- (1) *Letter of Transmittal.* This letter will summarize in a brief and concise manner, the Proposer's understanding of the Scope of Work. The letter must name all persons authorized to make representations for the Proposer, such as sub consultants, and include the titles, addresses and telephone numbers of such persons. An official authorized to negotiate for the Proposer must sign the Letter of Transmittal.
- (2) *Organizational Profile and Qualifications.* This section of the proposal must describe the Proposer, including the size and range of its activities. The proposal must identify the primary individuals responsible for supervising the work involved in the proposal. Qualification statements shall include but not be limited to: (a) firm profile, (b) relevant project experience, (c) team organization, and (d) key staff bios.
- (3) *Project Approach.* This section of the proposal should outline major tasks to be performed and accomplished by the Proposer. Explanation of work, activities, phases, draft and final work products, and delivery dates should be included.
- (4) *Additional Data or Information.* Any additional information, which the Proposer considers pertinent, should be included in a separate section of the proposal.
- (5) *References.* Minimum of three references for whom you have performed similar work, including client, address, phone number and name of contact person who can provide a reference.

Evaluation and Selection Process

The Bowling Green-Warren County MPO will identify a Selection Committee that will select the proposal best fitting the criteria and needs of the MPO for this study. The selection criteria will be based on the following:

- Professional expertise with similar projects (10 points);
- Project approach, methodology, creativity, presentation (20 points);
- Ability to meet required timeline (10 points); and
- References and relevant qualifications (10 points).
- **Total possible points: 50 points**

The proposals will be reviewed by a Selection Committee composed of, but not limited to, the MPO Coordinator, Kentucky Transportation Cabinet staff, City of Bowling Green, Warren County Public Works, and CCPC planning staff. The Selection Committee will rank the top three candidates. All candidates will be notified once the final candidate has been approved. If the MPO is unable to negotiate a satisfactory contract with the selected Proposer, negotiations with the firm shall be formally terminated and negotiation with the second ranked firm will be undertaken. Following successful negotiation and issuance of a Notice to Proceed by the MPO, the MPO Coordinator with assistance from the MPO

Technical Advisory Committee, will monitor progress and review all work products for the duration of the study.

Special Instructions

The Proposer must be pre-qualified by the Kentucky Transportation Cabinet in the required areas (Transportation Planning Services and Traffic Operations Services) and have the capability to work with TransCAD model files.

Six (6) bound copies and one (1) electronic media copy (CDs/DVD or USB) in PDF format of the proposal should be submitted to the contact listed in the section titled Contact Information.

Proposal and Project Timeline

Proposals Due Friday, July 26, 2019

All proposals should be bound and delivered **no later than 4:30 p.m. (CST)** to the contact listed in the section titled Contact Information.

Deadline for Questions Friday, July 12, 2019

Questions must be submitted in writing (no phone calls) no later than **12:00 p.m. (CST)** on **July 12, 2019**, to karissa.lemon@bgky.org or mailed to the MPO office at the address in the Contact Information section below. Questions and responses will be posted on the MPO website, www.warrenpc.org/mpo. The MPO will ensure all answers and/or clarifications to questions submitted by the abovementioned deadline will be posted on the MPO website by **4:30 p.m. (CST)** on **Monday, July 15, 2019**.

Contact Information

The City-County Planning Commission (CCPC) is the staff agency for the Bowling Green-Warren County MPO. Please direct all questions and proposals regarding this RFP to:

Karissa Lemon
MPO Coordinator
BG-WC Metropolitan Planning Organization
1141 State Street
Bowling Green, KY 42101

(270) 842-1953
karissa.lemon@bgky.org

Candidate Selection: Week of August 5, 2019

Approval & Contract Negotiation: Week of August 12, 2019

Anticipated Notice to Proceed: August 26, 2019

Project Completion:

The Proposer will have four (4) months from the starting date to complete the project, with the absolute project deadline February 27, 2020.

Deliverables

The final project deliverables must be provided in two (2) camera-ready/reproducible, unbound hard copies, Adobe Acrobat *.pdf format and Adobe InDesign format (compatible with CS5, CS6 and CC). GIS shapefiles and CAD files must also be provided for all maps/data used in the final deliverables. Also, any tables included in the final deliverable must be provided in Excel (.xls) format. Finally, any images contained within the final deliverables must be provided in .jpg and .pdf format. A final presentation to the Bowling Green-Warren County MPO Technical Advisory Committee and Policy Committee will also be incorporated.

Contract Awards

By virtue of submitting a proposal, the Proposer acknowledges that this RFP does not constitute an agreement or a contract with the proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the MPO. The MPO reserves the right to reject all proposals, to waive any informality and to solicit and re-advertise for other proposals.