



# Request for Proposals

2050 Metropolitan Transportation Plan

**Bowling Green-Warren County  
Metropolitan Planning Organization  
City-County Planning Commission**  
922 State Street, Suite 200  
Bowling Green, Kentucky 42101  
April 1, 2024

# BG-WC MPO 2050 Metropolitan Transportation Plan (MTP)

The City-County Planning Commission of Warren County is seeking proposals from qualified firms to develop a comprehensive Multi-Modal Metropolitan Transportation Plan (MTP) for the Metropolitan Planning Organization (MPO) study area.

The study area is defined as Bowling Green and Warren County, Kentucky. The plan will be developed in accordance with 49 USC 5303(i), to accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area's transportation network. The MTP is required to have a 20+ year planning horizon, be a fiscally constrained document, and be consistent with the MPO's Transportation Improvement Program (TIP).

The 2050 MTP must be completed no later than August 1, 2025 to fulfill metropolitan planning requirements.

*Project Identification:* 2050 Metropolitan Transportation Plan for Bowling Green-Warren County MPO

*Deadline for Proposals:* Friday, May 3, 2024 (refer to the Schedule listed below)

*Deadline for Questions:* Monday, April 15, 2024

## PROJECT INFORMATION

### Background

Warren County is one of the fastest growing areas in the state of Kentucky and as such, the MPO is seeking to work with elected officials, community leaders, and the public to solicit input on the needs of our transportation system for today and into the future. As we respond to rapid and continuous growth, the need for infrastructure improvements is crucial. The MPO desires a qualified consultant to create a new transportation plan with necessary traffic analyses, which will evaluate existing conditions and identify mid- and long-term transportation improvements. The identified projects will be vetted through a prioritization process and the consultant will provide a consolidated plan for the future. These identified improvement projects should reflect the ever-changing transportation trends, include innovative solutions and technologies, and consider all modes of travel, including freight, vehicular, bicycle, pedestrian, and transit. By exploring improvement projects for all modes, the MPO hopes to identify transportation projects that move Bowling Green and Warren County forward into a multi-modal, interconnected transportation system.

### Understanding

The Bowling Green-Warren County MPO's Policy Committee approved the 2045 MTP in September 2020. The Scope of Work listed below should provide the framework for the development of the Bowling Green-Warren County 2050 Metropolitan Transportation Plan (MTP). The 2050 MTP will serve as the update to the currently adopted 2045 MTP for the Bowling Green-Warren County MPO. This updated Plan will also serve as the guiding document for future infrastructure improvements across Bowling Green and Warren County, and as such, should be a coordinated effort amongst the City of Bowling, Warren County, and the Kentucky Transportation Cabinet (KYTC), among others. As part of this Plan development, the consultant

should consider performance measure targets and assist the MPO in acquiring necessary county-level metrics and accountability for target setting/monitoring. Additionally, the 2050 MTP will become a part of the City-County Planning Commission transportation element of the Long-Range Comprehensive Plan.

The BG-WC MPO's Travel Demand Model is maintained by the KYTC and will be updated to the 2050 horizon year by KYTC. Minor model modifications to support the development of this Plan may be necessary.

## Support

The project will be conducted under the guidance and supervision of the MPO staff and a steering committee assembled by the MPO.

## SCOPE OF SERVICES

A general scope of services for the project follows. Additional tasks and work elements may be added or deleted during contract negotiations. Upon conclusion of the negotiation process and before proceeding with work, the selected consultant team will be required to prepare a final work plan for inclusion into a contract agreement. Consultants are invited to propose modifications to these tasks and to exercise creativity in responding to the project needs. Modifications to tasks and task sequencing, which may improve the effectiveness of the study effort while containing costs, are encouraged.

### Task 1 – Project Administration

The Consultant will develop a Project Work Plan detailing project milestones, proposed schedule, and communication protocols. The Consultant will communicate with MPO staff regularly throughout the development of the MTP on upcoming milestones, data needs, questions, and other outstanding issues. The MPO will assist with establishing a Stakeholders group to serve an advisory role to the 2050 MTP update process. The Consultant will provide periodic updates to the MPO committees on the progress of the 2050 MTP.

### Task 2 – Goals and Objectives

The Consultant will review the 2045 MTP goals and objectives, federal and state planning goals, and consider the local goals for growth for the 2050 MTP. Based on the review and input from the MPO and its stakeholders, a series of goals and objectives will be prepared to guide the development of the 2050 MTP.

### Task 3 – Public Engagement

The Consultant will prepare a public and stakeholders outreach plan detailing engagement milestones and approaches at the outset of the MTP development. Outreach for the MTP is desired to consist of a mix of surveys, online content, large group meetings, and focus groups, and may blend virtual and in-person activities. The Consultant will document advertisement, content, and feedback from each outreach activity, including details on demographic breakdowns of participants where available.

### Task 4 – Existing Conditions

The Consultant is responsible for collecting and compiling data and analysis efforts for the 2050 MTP. Data and analysis may include, but is not limited to, traffic and transportation data, land use data, socioeconomic data, growth patterns, and environmental data. Past transportation studies and plans

should be considered as well. MPO staff will assist with providing local-level data as well as data from past studies and plans, as needed.

### Task 5 – Multimodal Recommendations

The Consultant will prepare a needs assessment exercise for the multimodal transportation system across Bowling Green and Warren County. This should identify both the existing and future needs for all travel modes on local and state roads. The Consultant should prepare a non-motorized latent demand model to assist in evaluating project priorities and recommendations for bicycling and walking. This exercise will be used for the Consultant to prepare transportation recommendations, which will be evaluated by the MPO. Both the motorized and non-motorized transportation recommendations will be documented in narrative/tabular format and in map form, where practicable.

### Task 6 – Financial Plan

The financial plan task will consist of three main elements – project prioritization, identification of revenues, and development of a financially constrained plan. In accordance with federal guidance, all revenue and cost information will be prepared in year of expenditure dollars.

The Consultant will identify estimated revenues using information provided by the MPO, member jurisdictions, transit providers, and KYTC. Estimated revenues may be developed using historic revenues or projected trends. The Consultant will develop cost estimates for recommended projects, if recent cost estimates do not already exist.

### Task 7 – Performance Measurement

The Consultant will develop a System Performance Report to be included either as a chapter or as an appendix to the MTP. At a minimum, the System Performance Report will document the currently adopted performance measures and discuss how the MTP addresses the performance measures.

### Task 8 – Air Quality Conformity

The MPO is currently in attainment, but the Consultant will document the MPO area's current conformity status and most recent conformity findings.

### Task 9 – Documentation

The Consultant will assemble the content and findings from the tasks in this scope into the project documentation for the BG-WC MPO 2050 MTP. Project documentation should be developed for digital format and ease of viewing, but also have the ability to produce digital PDF versions. The documentation is anticipated to include the following elements:

- Executive Summary – A brief summary of the *BG-WC MPO 2050 MTP* document
- MTP Document – The Metropolitan Transportation Plan document
- Technical Appendix – A series of appendices providing additional detail on subjects introduced in the MTP

The Consultant will prepare a Rough Draft, Revised Draft, and Final version of each document. The BG-WC MPO will distribute the Rough Draft and Revised Draft documents as needed and gather comments for submittal back to the Consultant.

## DELIVERABLES

The Consultant will submit a digital plan with interactive content that can also be produced in PDF of the Final version of each document to the BG-WC MPO. The Consultant will submit all GIS files and supporting files generated during the preparation of the MTP to the BG-WC MPO along with the Final version of the document.

## TOTAL ESTIMATED FEE

The project shall not exceed \$250,000.

## PROPOSAL INFORMATION

### Content

The proposal should provide sufficient detail to enable the Selection Committee to thoroughly evaluate and compare it with other proposals. Proposals shall, at a minimum, contain the following information:

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. A percentage of AI-generated content should be provided, in addition to a breakdown of fees, specifically for any traffic modeling tasks and the development of the non-motorized latent demand model.
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.

### Special Instructions

The Proposer should be prequalified by KYTC in Transportation Planning or have the ability to sub-contract with a firm who is prequalified in the listed categories:

The Proposer must have the capability to work with KYTC's travel demand model software or a similar software to produce traffic modeling results.

### Proposal Format

No specific format is required. However, proposals should provide a straightforward, concise delineation of the consultant team's capabilities to satisfy the requirements of this RFP. The elements addressed in the Project Scope should be emphasized. Proposals are limited to 15 pages, not including resumes and

## Proposal Submission

Submit one (1) electronic media copy in PDF format of the proposal. Mail or email to the contact listed below. Emails should not exceed a size of 10 MB.

Karissa Lemon  
Bowling Green-Warren County MPO  
922 State Street, Suite 200  
Bowling Green, KY 42101  
[Karissa.lemon@bgky.org](mailto:Karissa.lemon@bgky.org)

## Proposal Questions

Submit questions in writing (no phone calls) no later than **12:00 p.m. (CST)** on **Monday, April 15, 2024** to [karissa.lemon@bgky.org](mailto:karissa.lemon@bgky.org) or mailed to the MPO office at the address listed above. Answers and/or clarifications to questions submitted by the abovementioned deadline will be posted on the MPO website (<https://www.warrenpc.org/mpo/>) by **4:30 p.m. (CST)** on **Wednesday, April 17, 2024**.

## SELECTION PROCESS & SCHEDULE

### Proposal Review

The MPO will convene a Consultant Selection Committee to evaluate and rank proposals. The Selection Committee will consist of representatives from the MPO, 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 based on qualifications of the written proposals.

### Review Criteria

The Selection Committee will evaluate responses to this RFP according to the following criteria:

- Professional expertise with similar projects (15 points);
- Project approach, methodology, creativity (20 points);
- Ease of use and navigability of final product (20 points);
- Emphasis on creativity in technology in final product (20 points);
- Ability to meet required timeline (10 points); and
- References and relevant qualifications (15 points)

**Total possible points: 100 points**

All candidates will be notified once the final candidate has been approved. The MPO may negotiate to refine the scope of services and reach agreement on details as to terms and fees for professional services. The MPO reserves the right to terminate negotiations at any time and commence negotiations with the next most qualified firm, if a satisfactory agreement cannot be reached.

## Schedule

The following schedule is anticipated for the selection process:

RFP issue date	April 1, 2024
RFP questions due	April 15, 2024 (Noon CST)
Proposals due	May 3, 2024 (by 4:30 p.m. CST)
Consultant selection	Week of May 13, 2024
Top Consultants Presentations	Week of May 13, 2024
Approval & Contract Negotiation	Week of May 27, 2024
MPO Policy Committee Approval	June 25, 2024
Anticipated Notice to Proceed	July 1, 2024
<b>Draft Project Delivered</b>	<b>June 1, 2025</b>
<b>Final Project Delivered</b>	<b>August 1, 2025</b>

In order to meet federal and state requirements for the update of the MTP, the Proposer must adhere to the draft and final project delivery dates.

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.

## TERMS AND CONDITIONS

Within the Agreement for Services between MPO and the successful Consultant, the Consultant will be required to agree to all of the following terms and conditions. Each respondent should include a statement in their proposal indicating their firm's willingness to abide by the City of Bowling Green, Warren County, Commonwealth of Kentucky, and Federal standard terms and conditions.

### 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.

### Statement of Noncommitment

Issuance of this RFP does not commit the MPO to pay any costs incurred in preparation of proposals responding to this RFP. The MPO reserves the right to reject any or all proposals and to re-advertise. All proposals will become property of the MPO.

### Title VI and Equal Opportunity

The Bowling Green-Warren County Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d, et seq., and Title 49, Code of Federal Regulations hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford disadvantaged and minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex or national origin in consideration for an award. The Civil Rights Restoration Act of 1987 further clarified the intent of Title VI to include all programs and activities of Federal aid recipients and contractors whether those programs

and activities are federally funded or not. The Bowling Green-Warren County MPO assures a collaborative effort will be implemented to avert the occurrence of discrimination in all of its programs and activities.

Subsequent federal acts that extend nondiscrimination requirements include gender (Federal Aid Highway Act 1973); disability (Rehabilitation Act of 1973 & Americans with Disabilities Act of 1990); and age (Age Discrimination Act of 1975).

## Nondiscrimination

During the performance of a contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") must agree to the following clauses:

- 1) **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- 2) **Nondiscrimination:** The Contractor, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, including Procurements of Materials and Equipment:** In all solicitations made by the Contractor, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials or leases of equipment; each potential subcontractor or supplier shall be notified by the Contractor of the subcontractor's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- 4) **Information and Reports:** The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Kentucky Transportation Cabinet, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information the Contractor shall so certify to the Kentucky Transportation Cabinet, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, CCPC and the Bowling Green-Warren County MPO shall impose contract sanctions as appropriate, including, but not limited to: withholding of payments to the Contractor under the contract until the Contractor complies, and/or cancellation, termination or suspension of the contract, in whole or in part.
- 6) **Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as CCPC and the Bowling Green-Warren County MPO,



Kentucky Transportation Cabinet, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions including sanctions for noncompliance.