REQUEST FOR QUALIFICATIONS

Notice is hereby given that consulting services will be utilized for the Kanawha-Putnam Metropolitan Transportation Plan Update. These activities will be performed for the B-C-K-P Regional Intergovernmental Council (RIC), which is the Metropolitan Planning Organization for Kanawha and Putnam counties. The work will include but may not be limited to:

1. Assist with preparation of a detailed Scope of Work for study.
2. Follow RIC's public involvement process.
3. Inventory and analyze existing facilities.
4. Prepare any mapping or analysis in electronic form for use in ESRI ArcMap.
5. Perform updates to existing travel demand model in TransCAD and perform validation and calibration of travel demand model.
6. Work with the Regional Intergovernmental Council (RIC), the WV Department of Transportation (WVDOT), transit agencies, Kanawha and Putnam counties, and citizens to develop financially feasible improvements, including costs and priorities.
7. Prepare draft, final and executive summary study reports in paper and electronic format.

Firms interested in being considered for this project must submit 4 hard copies and one digital copy of:

1. A letter of interest.
2. A statement of the firm’s qualifications, experience, and overall capabilities to handle the work, including staff to be assigned to the project and availability.
3. A statement regarding the firm’s past performance in timely completion of projects, compliance with scope of work, and adherence to budgets.
4. Location of the office in which the work will be performed.
5. Amount and type of the proposed work to be subcontracted, if any.
6. Names, addresses and phone numbers of references for the firm’s most recent comparable projects.
7. A description of similar recently completed projects.
8. Any brochures or additional information that have a direct relationship to the subject project.

Consultant responses shall be submitted to Kara Greathouse, Planning Director, Regional Intergovernmental Council, 315 D Street, South Charleston, WV, 25303, by mail or in person by 4:00 p.m. March 20, 2020. Submittals shall be clearly marked on the outside cover or envelope: “Response to Request for Qualifications, Metropolitan Transportation Plan Update”.

Interested firms with questions may contact Kara Greathouse at the RIC office, (304) 744-4258 or kgreathouse@wvregion3.org.

It is the policy of the Regional Intergovernmental Council that Disadvantaged Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed in whole or part with federal-aid funds.