

Paducah-McCracken

Metropolitan Planning Organization

Request for Qualifications Brookport Active Transportation Plan

Procurement # 2025-01

Issued Date: Friday, October 17, 2025

Question Deadline: Tuesday, November 4, 2025, at 3:30 p.m.

Response Deadline: Friday, November 7, 2025, at 3:30 p.m.

Notice of Nondiscrimination

PMcMPO and PADD shall not discriminate based on race, color, national origin, or sex in the award and performance of any contract or in the administration of its Title VI Program.

PMcMPO and PADD shall take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of contracts.

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Paducah-McCracken Metropolitan Planning Organization (PMcMPO)
Notice to Consulting Firms
Brookport Active Transportation Plan

The PMcMPO is a regional planning agency serving McCracken County, Kentucky, including the City of Paducah, the City of Brookport, Illinois, and a small portion of Livingston County, Kentucky. PMcMPO seeks to collaborate with a qualified firm to provide professional services to assist the City of Brookport, Illinois with the development of an Active Transportation Plan. As PMcMPO's fiscal and administrative agent, the Purchase Area Development District (PADD) seeks a Statement of Qualifications from interested and qualified firms to provide these services. To submit questions related to this RFQ, contact PMcMPO staff in writing at jim.lefevre@purchaseadd.org or 5501 Kentucky Dam Road, Paducah, Kentucky 42003.

For more information, visit PADD's website: <https://www.purchaseadd.org/about-us/rfqs-and-rfps/>. To submit questions related to the RFQ, contact PMcMPO/PADD staff at jim.lefevre@purchaseadd.org; 5501 Kentucky Dam Road, Paducah, KY 42003; (270) 251-6156. Proposals are due by 3:30 pm CST on Friday, November 7, 2025. Proposals received after that date and time will not be eligible for consideration. PMcMPO/PADD staff will review all proposals and award a contract to one firm. **Please provide seven (7) physical copies and one (1) digital copy (in PDF format) of the proposal.**

Procedures & General Requirements

Notice of Nondiscrimination

PMcMPO and PADD shall not discriminate based on race, color, national origin, or sex in the award and performance of any contract or in the administration of its Title VI Program. PMcMPO and PADD shall take all necessary and reasonable steps to ensure nondiscrimination in the award and administration of contracts. **This project requires 23% DBE participation, or if the contract goal is not met, documented evidence of good faith efforts.**

Submittal Procedure:

All proposals shall be sealed and identified as **BROOKPORT ACTIVE TRANSPORTATION PLAN PROPOSAL** and submitted to:

Jim LeFevre, MPO Coordinator
Paducah-McCracken MPO
5501 Kentucky Dam Road
Paducah, KY 42003

Proposals are due by 3:30 pm CST, Friday, November 7, 2025. No proposals received after that date and time are eligible for consideration by PMcMPO. Please supply seven (7) physical copies and one (1) digital copy (in PDF format) of the proposal.

Proposal Contents

PMcMPO will only consider submissions limited to twenty (20) pages, not including resumes, and containing the following:

- Name of Respondent
- Respondent address
- Respondent telephone number
- Respondent federal tax identification number
- Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the Respondent.

Respondents should letter and number responses exactly as the questions are presented herein. Interested respondents are invited to submit proposals that contain the following information:

1. Introduction (transmittal letter)

By signing the letter and/or offer, the Respondent certifies that the signatory is authorized to bind the Respondent. The proposal should include:

- a. A brief statement of the Respondent's understanding of the proposed project.
- b. A confirmation that the Respondent meets the appropriate state licensing

requirements to practice in the State of Illinois, if applicable.

- c. A confirmation that the Respondent and assigned staff to the project team have not had a record of substandard work within the last five years.
- d. A confirmation that the Respondent and assigned staff to the project team have not engaged in any unethical practices within the last five years.
- e. A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including payment of all charges resulting from the contract.
- f. Any other information that the Respondent feels appropriate.
- g. The signature of an individual who is authorized to make offers of this nature in the name of the proper submitting the proposal.

2. Background and Experience

Respondents should:

- a. Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, current ownership structure and any recent or materially significant proposed change in ownership.
- b. Describe any prior engagements in which the Respondent and assigned staff to the project team assisted a governmental entity with any other projects relating to the proposed scope of work. Respondent should include three examples of work on similar projects as described in the Scope of Services. Respondent should provide contact information, including names, phone numbers, and emails, for previous projects referenced in this section. Respondent should include written references (letters or forms are acceptable) from previous clients attesting to the quality of work respondent cites in this section.
- c. Describe any issue the characteristics of which would be uniquely relevant in evaluating the experience of Respondent's firm to oversee the proposed project.
- d. Describe any relevant specialized knowledge in the proposed scope of work.

3. Personnel/Professional Qualifications

Respondents should:

- a. Identify staff members assigned to act for Respondent's firm in key management and field positions providing the services described in Scope of Services. List project roles and functions for each assigned staff member.
- b. Include resumes or curriculum vitae of each such member of the likely project team identified above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have

worked. If using a sub-consultant, include this information for each sub-consultant.

4. Approach

Respondents should:

- a. Clearly describe the unique approach, methodologies, knowledge, and capability to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the Scope of Work for consideration.
- c. Submit a proposal that addresses as many of the tasks listed in Scope of Services below as deemed feasible by the Respondent within the proposed timeframe and budget.

5. Project Schedule

The proposal should include a general project schedule and estimated completion date with the understanding that the clients are interested in moving forward as quickly as possible with the plan.

This is a time-specific project, and if the selected firm cannot meet set timeframes for the project, then PMcMPO has the right to negotiate with a subsequent firm. The selected consultant must complete all project work and invoicing no later than November 30, 2026.

6. Proposed Compensation

Consultant compensation is based on a unit price for each task listed under the above Scope of Services, and on an hourly fee basis for additional services rendered. The total estimated engineering fee for this project is \$107,373, including all service fees and expenses, with \$85,698 from FHWA, \$13,389 from IDOT, \$4,143 from KYTC, and \$4,143 in local funds. Respondents should:

- a. Provide the consultant's general fee structure for providing identified services. Where applicable, provide unit prices for deliverable items described in the Scope of Services. Any closing price per task will be subject to a cost reasonableness determination and final negotiation.
- b. For tasks that lack a definable work product, provide fully loaded hourly rates for responsible personnel. The estimate of costs and person hours per work item must be an exhibit in the consultant proposal and represented as a "cost not to exceed."
- c. Provide other pricing information if applicable.

Selection Procedure:

PMcMPO and/or PADD reserve the right to accept or reject any or all Proposals. All submittals become the property of PMcMPO upon receipt. A Project Review Subcommittee made up of representatives from PMcMPO and/or its partners will evaluate each proposal according to the following factors on a 100-point scale:

1. **Qualification and Experience:** The Proposal should reflect the respondent's qualifications and experience necessary to successfully meet the needs of PMcMPO and its partners. Reviewers will also assess the applicability and relevance of the respondent's qualifications and experience on previous projects.
2. **Record of Success:** The Proposal should demonstrate the respondent's level of familiarity with and success on similar projects and provide examples.
3. **Key Personnel:** The Proposal must demonstrate the respondent's key personnel level of familiarity and experience with similar projects, and their qualifications.
4. **Approach:** The Proposal should thoroughly address the requirements and demonstrate the respondent's technical expertise, innovative approach, and methodologies to the work to the scope of work outlined in this Request for Qualifications.
5. **References:** The Proposal should include at least three (3) references, with contact information.

The Project Review Team will evaluate all proposals according to the below Scoring Rubric with a total maximum point of one hundred (100). Respondents must score a minimum of seventy (70) points to be eligible for consultant selection; however, PMcMPO **IS NOT** bound to select the highest-scoring submittal. PMcMPO reserves the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

Points	Quality of Response	Description	Strengths	Weaknesses	Confidence
20	Excellent	The proposal addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation, or other factors to justify this rating.	Meets requirements - numerous strengths in key areas.	None	Very High
15	Good	The proposal addresses the requirements completely and addresses some elements of the requirements in an outstanding manner.	Meets requirements - some strengths in key areas.	Minor – not in key areas	High
10	Moderate	The proposal addresses most elements of the requirements.	Meets most requirements - minimal strengths provided in their response.	Moderate – does not outweigh strengths	Moderate
5	Marginal	The proposal meets some of the RFQ requirements.	Meets some of the requirements with some clear strengths.	Exist in key areas – outweighs strengths	Low
0	Unacceptable	The proposal meets a few to none of the RFQ requirements.	Meets a few to none of the requirements with few or no clear strengths.	Significant and numerous	None

Project Schedule:

October 17, 2025	Request for Qualifications
November 4, 2025	Deadline for RFQ Questions
November 7, 2025	Deadline for RFQ Submissions
Week of Nov 16, 2025	Proposals evaluated and selected
January 5, 2026	Work begins
October 14, 2026	Plan submitted for review
November 30, 2026	All project work is completed and invoiced

Contract Development:

Contract discussion will follow award selection. Once awarded, PADD, on behalf of PMcMPO, will execute a contract for professional consulting services. This will be based on a fixed price to the selected consultant for the Scope of Services listed in this RFQ, in the section titled "Abbreviated Scope of Services." Consultants receive incremental payments after the completion of major tasks with a "not to exceed" contract amount. Ten (10) percent of the contract price is held as final payment upon delivery of the final products. Contract negotiation will determine the exact payment schedule.

PMcMPO and/or PADD are not liable for any cost incurred by any respondents in responding to this Request for Qualifications or for any costs associated with discussions required for clarification of items related to this RFQ.

The contract shall not be considered executed unless signed by the authorizing representative of PADD. PMcMPO and/or PADD shall not be liable for any costs incurred by the selected consultant that are not specified in the contract.

Compliance with Laws:

The selected firm agrees to be bound by all applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the contract.

Questions:

PMcMPO/PADD staff will answer all questions related to this RFQ until 3:30 PM CST on Tuesday, November 4, 2025, after which time no additional questions will be answered. Questions should be addressed in writing to jim.lefevre@purchaseadd.org. All questions and answers will be posted publicly at <https://www.purchaseadd.org/about-us/rfqs-and-rfps/>.

Project Specifications

Abbreviated Scope of Services:

The City of Brookport, Illinois, aims to thoughtfully develop an active transportation plan for safe and efficient bicycle and pedestrian transportation throughout the city. The city has not adopted an active transportation vision or a cohesive approach to strategically improve bike/ped facilities. Potential considerations include but are not limited to, extending the George Rogers Clark Discovery Trail to the Ohio River Scenic Byway on the east side of town, evaluating the condition of and mapping existing and new proposed sidewalks, a map of proposed bike routes, and connecting pedestrian and bike access to key community locations including Brookport Elementary School.

Negotiation of the final scope of services will occur upon consultant selection, but the project should include the following elements.

1. Public Involvement

- a. Public Meetings – Host at least two open-house style meetings to collect public input and present goals, and feasible options/action items. Incorporate this feedback within the final mplan.
- b. Surveys (at meeting and online)/Interactive online map
- c. Stakeholder interviews

2. Existing Conditions

- a. Identify obstacles, gaps, barriers to bicycle and pedestrian transportation
- b. Review/evaluate/map existing facilities
- c. Examine existing heat maps travel data or traffic counts, and pedestrian and bicycle traffic accidents

3. Recommendations

- a. Analyze existing right-of-way corridors for current or future bicycle routes or multi-use paths and need infrastructure improvements
- b. Prioritize links to George Rogers Clark Discovery Trail and connections to important community destinations
- c. Identify Bike Routes, Wayfinding, Signage Locations, Bike Lanes, Future Route Expansions, Intersection/Midblock Crossing Improvements
- d. Consider Policy/Code or Construction Specifications modification for bike-friendliness

4. Implementation

- a. Provide sample signage for marked routes with placement locations
- b. Provide detailed estimate for Phase I and II engineering design required to implement plan
- c. Draft policies to be incorporated within code or revisions to existing code
- d. Identify potential funding sources and partnership opportunities

Deliverables:

This contract will result in the following deliverables:

- Public meeting and survey summaries
- Survey summaries
- GIS shapefiles and/or geodatabase of existing/future routes, signage, community hotspots
- Draft and final document