

Request for Qualifications for Reidland Active Transportation Plan

Paducah-McCracken Metropolitan Planning Organization
5501 Kentucky Dam Road
Paducah, Kentucky 42003

Procurement # 2026-01
Issued Date: Saturday, August 15, 2026
Question Deadline: Wednesday, August 26, 2026, at 3:30 p.m. CST
Response Deadline: Monday, August 31, 2026, at 3:30 p.m. CST

Notice to Consulting Firms Reidland Active Transportation Plan

The Paducah-McCracken Metropolitan Planning Organization (PMcMPO) is a regional planning agency serving the 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 McCracken County, Kentucky with the development of an Active Transportation Plan for the Census Designated Place of Reidland. PMcMPO 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.

Statements of Qualifications are due to the PMcMPO office located at 5501 Kentucky Dam Road, Paducah, Kentucky 42003, no later than 3:30 p.m (Central) on Monday, August 31, 2026. Submissions received after that date and time will not be considered. Submissions should be no more than 20 pages in length and include **three (3) hard copies** and **one digital copy**. All RFQs should be sealed and identified on the outside as *Reidland Active Transportation Plan*.

1.0 Project Background

PMcMPO is the Metropolitan Planning Organization (MPO) for McCracken County, City of Paducah, Livingston County and the City of Brookport urbanized area. As the MPO, PMcMPO conducts the continuing, cooperative, and comprehensive (3-C) transportation planning process required by law. PMcMPO carries out this process by preparing regional plans and programs with the assistance of an MPO Technical Committee and governance by the MPO Executive Board.

The MPO receives federal funding from the Federal Highway Administration (FHWA), the Federal Transit Administration, the Illinois Department of Transportation (IDOT), the Kentucky Transportation Cabinet, (KYTC) and the local governments represented by the MPO. A portion of the Fiscal Year (FY) 2027 allocation has been set aside for this project. The total estimated engineering fee for this project is \$86,557, including all service fees and expenses, with \$69,246 from FHWA, \$13,401 from IDOT, \$1,955 from KYTC, and \$1,955 in local funds. **All work related to the project must be completed and invoiced by October 31, 2027.**

2.0 Project Description

PMcMPO (referred to in this document as “MPO”) is requesting assistance with the development of the Reidland Active Transportation Plan (ATP). The routes to be considered in this plan include all state routes within a 4,000 ft radius of Reidland Elementary School. Through this plan, the MPO intends to promote and improve human-powered transportation like walking, biking, and other forms of non-vehicular movement in anticipation of a growing demand for alternative transportation options. The purpose of this ATP is to modernize transportation in the Reidland area of McCracken County by identifying gaps in service, analyzing the efficiency of current and proposed pathways, and assessing the effectiveness of prospective infrastructure improvements.

The MPO anticipates that improving physical activity levels will provide public health benefits through increased physical activity, reduced air pollution and improved mental health; economic benefits by attracting businesses, boosting tourism, and reducing healthcare costs; and community benefits by connecting neighborhoods, improving safety of non-motorized users, and enhancing the quality of life.

This plan increases the competitiveness of McCracken County and/or the MPO when applying for state and federal grant funding for future active transportation-oriented infrastructure improvements. As with all grant opportunities, it is vital that applicants thoroughly detail the challenge that the infrastructure investment aims to address, the benefits of the project, and how the proposed enhancement will contribute to achieving said goal. Further, an ATP will aid McCracken County and/or the MPO in carefully considering the potential impacts that the investment will have on the local transportation system and more broadly – the region.

The Reidland ATP, with public involvement and input, will document the vision, project recommendations, programs, policies and strategies to create a safer, more comfortable, more connected environment for active transportation. Furthermore, the ATP will identify steps for creating a safe, well-connected environment for those of all ages, abilities, and socioeconomic backgrounds to commute, exercise, and recreate using active transportation alternatives.

PMcMPO proposes the planning process to include the following:

- **Project Management**

This task includes day-to-day management associated with successful development of the ATP. The Consultant will be the primary party responsible for leading the development of this plan and will provide all necessary coordination and technical analysis to successfully fulfill this role. This includes coordinating all aspects of plan development with a core project team, made up of key stakeholders.

- **Document & Data Assets Review**

The Consultant will assemble and review any existing plans, documents, GIS information, and other datasets which may impact data collection needs and inform plan development. This will include, but not limited to, the Kentucky Transportation Cabinet Active Transportation Plan, other area transportation improvement plans, School District plans, regional transportation plans and McCracken County land use and zoning codes.

- **Data Collection & Preparation**

This task will involve the collection, consolidation, and organization of the datasets and resources necessary to perform the analyses required for ATP development and populate the existing conditions section, implementation action plan, and priority projects listing. At a minimum, these datasets will include available bike and pedestrian crash data, bike and pedestrian asset inventory, transit infrastructure inventory, roadway inventory, bike and pedestrian activity metrics, motorized volume data, local land use data, and points of interest.

- **Existing Conditions**

The Consultant will conduct qualitative and quantitative analysis of existing conditions related to walking, biking, and transit use within the study limits. This work will describe how the current transportation system performs related to goals, such as safety, connectivity, equity, network utilization, livability, and preservation. Work will result in a State of Walking, Biking, and Transit technical

memo providing content and insight into final plan development. Content and findings from this section will also be incorporated into stakeholder/public workshops as defined in Stakeholder Engagement & Outreach task.

- Stakeholder Engagement and Outreach

This task involves the preparation and facilitation of stakeholder engagement and public outreach opportunities necessary to inform and develop the ATP and ensure public buy-in. With the assistance of PMcMPO, the consultant will organize, lead, and facilitate the identification and invitation of stakeholders to the Steering Committee and Steering Committee meetings. The consultant will provide technical handouts and displays and prepare summaries/minutes of these meetings. With the assistance of PMcMPO, the consultant will organize and moderate two public workshops/open house engagement opportunities.

- Project List & Action Plan

The Consultant will utilize the stakeholder engagement and public outreach input to develop recommendations for improvements to the active transportation network. This task will include recommended design elements and a recommended and prioritized project list.

- Plan Development

This task will deliver a draft and final document for review and adoption by McCracken County and/or the MPO.

The proposed deliverables for this plan are as follows:

- Monthly invoices and progress reports
- Public outreach and meeting summaries
- Identification/Documentation of any environmental issues
- Active Transportation Plan Recommended design elements
- Active Transportation Plan Recommended Project List
 - Detailed Cost Estimate for each project
 - Phase I Engineering
 - Phase 2 Engineering
 - Construction Engineering
 - Right-of-Way Acquisition
 - Utility Relocation
 - Detailed Planning Estimate of Construction Cost
 - Active Transportation Plan (draft and final)
 - Five (5) hard copies and one electronic copy of the final plan

3.0 Submittal Procedure

All submittals shall be sealed and identified as *Reidland Active Transportation Plan* and submitted to:

Jim LeFevre, MPO Coordinator
5501 Kentucky Dam Road
Paducah, Kentucky 42003

Statements of Qualifications are due no later than 3:30 p.m. Central on Monday, August 31, 2026.

No submissions received after that date and time are eligible for consideration by PMcMPO. Please include three (3) hard copies and one digital copy.

4.0 Submittal Format

The submittal should be as concise as possible, and when printed, shall be limited to a maximum of 20 pages. The **only** documentation that is **not** included in the page count is the following:

- Cover page, provided no substantive content is incorporated;
- Table of Contents, provided no substantive content is incorporated;
- Divider/Section Headers, provided no substantive content is incorporated;
- Resumes of Key Team Members.

To ensure all submittals are formatted similarly, submittals shall use standard 8.5 by 11-inch page size and font no smaller than 10-point, unless otherwise specified. The format of the electronic copy shall be searchable PDF and preferably include a searchable bookmark for each subsection of the submittal. The submittal shall be organized in accordance with Section 5.0 Submittal Contents.

PMcMPO reserves the right to reject submittals that exceed the page limit or to remove pages from the sections of any non-conforming submittal to bring it within the required page count. A “page” is defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics.

5.0 Submittal Contents

PMcMPO requests that interested respondents submit Statements of Qualifications discussing the scope of services as described in Section 2.0 Project Description. PMcMPO reserves the right to reject any or all submissions or portions of submissions, if it is deemed to be in the best interest of PMcMPO.

The submittal should include the following content:

5.1 Transmittal Letter

The transmittal letter should be placed on the firm's letterhead and signed by a signatory that is authorized to contractually obligate the respondent. The letter shall describe the submission's contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location, telephone number, email address, and website of the respondent's office(s) providing professional services and their federal tax identification number.

5.2 Project Work Program (Approach)

This section should be devoted to discussing the respondent's project understanding of the *Reidland Active Transportation Plan*. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the proposed Scope of Services. The respondent should provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they and, if applicable, their subconsultant are licensed to practice in Kentucky.

5.3 Project Capacity and Schedule

The submission should provide evidence that the recommended team is committed to and has the capacity to complete the *Reidland Active Transportation Plan*. Please 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 October 31, 2027. Therefore, the consultant must submit the final draft no later than September 30, 2027, to ensure sufficient time for review and approval.

5.4 Proposed Fee

The initial proposed fee for this project is \$86,557, including all service fees and expenses. Respondents should provide confirmation that, if awarded, they are completely responsible for the entire contract, including payment of all charges resulting from the contract.

5.5 Background and Prior Experience

This section should describe the respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, any business current ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications, such as Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), etc., with the certifying grantor information.

Additionally, this section should describe a **minimum of three work experiences** that are similar to Section 2.0 Project Description. Respondents should provide the names and roles of the individuals who worked on each identified project and distinguish those individuals who would also be assigned to work on this proposed project.

A **minimum of three references** from projects outlined above are required. Respondent should provide contact information, including names, phone numbers, and emails of all references. The respondent is responsible for ensuring that contact information for all references is current and correct. The inability to contact a reference and receive feedback may have a detrimental impact on evaluating background and prior experience. The work experience and references should be listed in the same order, or references should be included on their associated project page. Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondent's firm to oversee the proposed project. Lastly, identify any proposed subconsultant, provide their firm's information (i.e., full legal name, date of establishment, type of entity, brief history, business certification with grantor information, and ownership structure), and outline their background, experiences, proposed project role(s), and their percentage of the total grant award.

5.6 Additional Strategies (Optional)

Additional services, ideas, innovation, or products, such as graphic design, cost-saving measures, safety measures, outreach methods, accessibility, DBE/WBE/MBE usage, etc. will be considered in the evaluation process. Up to five extra points are available to respondents that deploy strategies that exceed the established requirements detailed in this procurement opportunity that positively benefit PMcMPO. This section is not required for successful completion of this procurement opportunity.

6.0 Selection Criteria

PMcMPO and/or PADD reserve(s) the right to accept or reject any or all submissions. All submittals become the property of PMcMPO upon receipt. A Project Review Subcommittee comprised of representatives from PMcMPO and/or PADD will evaluate each submittal according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	20%	20
Project Management and Team	25%	25
Past Performance	10%	10
Additional Strategies (Optional)	0%	5
Total	100%	100*

*Please note that 100 points is the maximum allowable.

7.0 Selection Process

PMcMPO and/or PADD will form a Project Review Subcommittee with a minimum of three members to review, score, and rank all submissions received by the deadline. Before holding the Selection Committee meeting, each member will provide their scores for each submittal using the above criteria. The subcommittee will then average their scores and rank the submissions. If necessary, the top two or three scoring respondents will be placed on a shortlist and invited to participate in an interview. Based on the interviews, the committee will adjust the average score to reflect the group's consensus and information gained from the presentations.

PMcMPO and/or PADD retain(s) the right to select from the consultants responding to this procurement opportunity. Any or all submittals may be rejected if they do not meet the Project Review Subcommittee's criteria or fail to comply with procurement specifications. PMcMPO and/or PADD IS (ARE) NOT BOUND to select the highest-scoring submittal. PMcMPO and/or PADD reserve(s) the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit. PMcMPO and/or PADD also retain(s) the right to withdraw this procurement opportunity at any time.

Contract negotiations will follow with the selected respondent to establish a detailed scope of services, budget, and schedule. If a mutually agreeable contract is not reached, PMcMPO and/or PADD will terminate negotiations with that respondent and open negotiations with the second-choice firm. This process will continue until a firm that meets the basic qualifications has entered into an acceptable contract with PADD.

8.0 Contract Negotiations

Contract negotiations will follow award selection. As part of the selection process, PMcMPO will invite the selected respondent to submit a written Scope of Work with a fee proposal and, if accepted, ask them to enter into contract negotiations. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this RFQ or developed subsequently during the selection process. PMcMPO expects to use a fixed-price

contract with negotiated payment terms. This contract expense has been approved by the PMcMPO Executive Board and will be executed with the Purchase Area Development District (PADD), who serves as the PMcMPO fiscal and administrative agent. The contract shall not be considered executed unless signed by the Executive Director of the PADD.

9.0 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.

PMcMPO and PADD, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. No otherwise qualified handicapped individual, by reason of their handicap, will be excluded from participation, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Persons with disabilities may request this information be prepared and supplied in alternate forms by contacting Jim LeFevre at (270) 251-6156.

10.0 Schedule

RFQ Issued:	Saturday, August 15, 2026
Question Deadline for RFQ:	Wednesday, August 26, 2026 at 3:30 p.m. Central
Response Deadline for RFQ:	Monday, August 31, 2026 at 3:30 p.m. Central
Subcommittee reviews submissions:	September 7-11, 2026
Contract Negotiations:	September 14-18, 2026

11.0 Posting

This procurement opportunity is advertised in the local newspaper: the Paducah Sun. The procurement packet, along with any questions received regarding this procurement opportunity, is available on the PMcMPO website: <https://www.purchaseadd.org/local-government/paducah-mccracken-mpo/>.

12.0 Communication

To ensure the integrity of the procurement process and prevent undue influence prior to contract award, all communication and questions should be addressed in writing to PMcMPO by email, mail, or in-person to the individual identified in Section 3.0 Submittal Procedure or through the method identified in Section 13.0 Questions.

No other PMcMPO officials, personnel, consultants, or Selection Committee members should be engaged regarding this procurement process. Violations of this will result in the disqualification and/or rejection of the submission.

13.0 Questions

Inquiries may be submitted via email to jim.lefevre@purchaseadd.org no later than 3:30 p.m. Central on Wednesday, August 26, 2026. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly at <https://www.purchaseadd.org/local-government/paducah-mccracken-mpo/>.