

REQUEST FOR PROPOSALS TO DEVELOP BACKGROUND MATERIALS ON TOLLS FOR KDOT AND KTA

Background/Objectives

In recent years, a key challenge facing both the federal and state governments has been how to bridge the gap between growing transportation needs and constrained funding sources. In 2009, both SAFETEA-LU and the Kansas Comprehensive Transportation Program (CTP) will expire. Due to the uncertainty of future transportation funding at both the federal and state levels and due to the number of identified transportation needs across Kansas, there is an increased sense of urgency in considering the financing options available for transportation projects in Kansas.

As in many other states, the expanded use of toll financing may emerge in Kansas as one set of potential tools to help meet both current and emerging transportation needs. In this context, the Kansas Department of Transportation (KDOT) and Kansas Turnpike Authority (KTA) are jointly sponsoring the development of background materials on tolls.

KTA is the lead partner with respect to contracting with the consultant for this effort; however, KDOT and KTA will jointly manage the work of the consultant.

Scope of Requested Materials

This project should be based on readily available data. The consultant is expected to research, compile, and synthesize available policy-oriented information on tolling and the toll industry from public sources to develop:

- A description of what other states and countries are doing with respect to the use of toll financing.
- A framework that identifies the conditions under which policy makers could consider toll financing. The framework will include criteria to screen potential corridors for which toll financing might be viable.

Specific topics to be covered include:

- Brief historical perspective on tolling in the U.S and the toll industry in general
- Basic toll concepts
- Brief overview of other methods of transportation funding
- New toll applications (e.g., HOT lanes, variable/congestion pricing)
- Technology considerations (e.g., growth of electronic toll collection, advent of open road tolling, potential for cashless tolls)
- Institutional aspects (e.g., public-private ventures, privatization, etc.)

It shall be the vendor's responsibility to monitor this website on a regular basis for any changes/addenda.

The materials are intended to help KTA and KDOT conduct a dialogue about toll financing options with the Kansas Legislature, city and county governments and the general public. Therefore, public involvement will be limited during this effort. It is not the intent or desire of KDOT or KTA for the materials to identify any specific tolling projects in the state of Kansas; only to provide a resource for state policymakers to use in their consideration of possible tolling applications.

Format of Requested Materials

KDOT and KTA have no pre-determined format requirements for the requested materials except that they be in a user-friendly style and format. Specifically, the materials should meet the following criteria:

- Be clearly written and easy to understand by people who are not transportation professionals
- Be easy and inexpensive to reproduce for distribution
- Be flexible and adaptable for different audiences
- NOT be voluminous in size
- NOT be overly complex
- All materials should be provided electronically in addition to two (2) printed copies for KDOT and KTA review

Project Schedule/Milestones

The final deliverable must be complete and approved by both KDOT and KTA no later than October 31, 2008. As part of their proposal submissions, proposers shall provide a schedule of key milestones for completion of the requested materials. The schedule shall include interim deliverables (e.g. outline, prototype format, etc.) and timeframes for review and revisions. The schedule shall realistically support the October 31st completion date, based on the assumed contract award date shown below in “Key Dates for Proposers.”

Proposer Responses to RFP

Proposals shall be no more than 10 pages in length (single-sided using 12 point or greater font size), not counting resumes of proposed personnel and samples of comparable projects. Proposals shall be concise and address the following:

- Experience/qualifications of firm and key personnel directly relevant to this particular RFP
- Availability of key personnel (in terms of percent of time available and other projects to which they are currently assigned)
- Proposed information-gathering approach
- Additional suggested topics to be covered, other than those listed above in “Scope of Requested Materials”
- Preliminary suggestions or concepts for format of materials

- Proposed schedule/milestones (see “Project Schedule/Milestones” above)
- The name and contact information for the person to whom any matters regarding this RFP should be directed

Resumes of proposed personnel shall be no more than two pages in length. Examples of comparable products may be included as part of the proposal submission, but will not be returned to the proposer. Writing samples must be provided for any proposed personnel who will be used in developing the materials.

Proposers shall submit a cost proposal in a separately addressed envelope. The cost proposal shall include the hourly rates (inclusive of administrative, overhead, and any applicable multipliers) for all proposed personnel and a budget estimate of the level of effort projected in number of total hours (by type of personnel, as applicable). Other expenses shall also be indicated in the cost proposal submission. For purposes of the cost proposal, proposers shall assume two (2) in-person meetings in Topeka or Wichita over the course of the contract.

Key Dates for Proposers

Proposers shall direct any requests for information or clarification via email to Ms. Lisa Callahan, KTA Director of Public Relations at lcallahan@ksturnpike.com no later than 3 PM (CDT) on Monday, May 12, 2008. Ms. Callahan is the only person authorized to receive and respond to questions from any prospective proposer concerning this RFP. Responses to such requests will be posted on KTA’s website by Monday, May 19, 2008 for the benefit of all prospective proposers. The proposal deadline is Monday, June 2, 2008. For purposes of proposal submission, the assumed contract award date is June 16, 2008.

Proposal Submission Instructions

Proposers shall submit six hard copies of their proposals, with the same number of cost proposals in one separate sealed envelope. Accompanying information such as resumes, sample materials, etc. shall be included with the non-cost submission. Proposers shall also submit one copy of their non-cost proposal submission on CD-ROM. Proposals may be mailed or delivered to KTA offices at 9401 East Kellogg, Wichita, KS 67207, ATTN: Ms. Lisa Callahan. All proposal submissions must be received by 3 PM (CDT) on the proposal deadline included above in “Key Dates for Proposers.”

Respondents to this RFP are advised to NOT submit any proprietary or confidential information with their proposals.

Selection Process and Terms and Conditions

KDOT and KTA anticipate making a selection on the merits of written proposal submissions and cost proposals. Should KDOT and KTA determine that oral

presentations are required, proposers will be given at least one week's notice in advance of the presentation date. All proposers will be notified of the final selection.

Proposers are advised that the selected consultant will be asked to enter into an agreement with KTA and that all deliverables under the contract will become the property of KTA and KDOT to use as they see fit.

KANSAS TURNPIKE AUTHORITY RIGHTS RESERVED

KANSAS TURNPIKE AUTHORITY RESERVES THE RIGHTS AVAILABLE TO IT BY FEDERAL AND STATE LAW. RESPONDENTS ARE HEREBY NOTIFIED THAT ALL INFORMATION, DOCUMENTATION, AND ANY SPECIFIC CONTENT INCLUDED IN THE RFP MAY BE USED BY BOTH KTA AND KDOT. **THEREFORE, DO NOT SUBMIT ANY COPYRIGHTED, PROPRIETARY, OR CONFIDENTIAL INFORMATION.**