

Request for Qualifications (RFQ)

Making All Communities Safe in the Triangle: Safe Streets and Roads for All (SS4A) Safety Action Plans

Issued September 10, 2024

Purpose

Central Pines Regional Council invites qualified consulting firms or persons to submit Statements of Qualifications, Interest, and Experience for expertise in Transportation Safety Planning. The purpose of the Consultant is to work with a project stakeholder group composed of representatives from the Town of Morrisville, Town of Broadway, City of Sanford, Lee County, and Central Pines Regional Council (CPRC), as well as other jurisdictions and agencies engaged in safety planning in the above mentioned communities, to develop Safety Action Plans. These Action Plans will identify actionable strategies to both improve roadway safety as well as eliminate, or significantly reduce, roadway fatalities and injuries in these jurisdictions. The development of these Action Plans is to be informed by a robust community engagement of relevant public and private stakeholders, as well as available safety data that identifies geographical locations with a high safety risk.

Two Safety Action Plans will be prepared, one for the Town of Morrisville, and another for Broadway, Sanford, and Lee County combined. It is our intention that these plans would then serve as templates for other communities in the region who wish to develop similar plans in the future, with the Morrisville Safety Action Plan serving as a template for other urban/suburban communities and the Sanford/Broadway/Lee County Safety Action Plan serving as a template for other rural communities in the Central Pines region.

In addition to the work outlined in this RFQ for a consultant to perform, CPRC will separately be performing work in-house to develop a safety data dashboard for the region, and a template/guide for other communities in the region that may wish to develop Safety Action Plans. The consultant will incorporate insights derived from the CPRC-developed dashboard into the Safety Action Plans as appropriate.

RFQ Schedule

Release RFQ	September 10, 2024
RFQ Question Submittal Deadline	September 18, 2024 at 5 PM
CPRC RFQ Question Responses Posted	September 20, 2024
Statement of Qualifications Submittal Deadline	September 27, 2024 at 5 PM
Tentative Candidate Selection	October 4, 2024
Contract Negotiations Complete	October 11, 2024
Anticipated Notice to Proceed	October 15, 2024

Anticipated Scope of Services

The chief role of the selected consultant will be the preparation of the two Safety Action Plans for the communities of Morrisville and Sanford/Broadway/Lee County, with a focus on the technical aspects of the work. CPRC staff will separately have responsibility for creating and maintaining a safety data dashboard for the region and arranging/leading the public engagement efforts related to the Safety Action Plans (with support from the consultant as appropriate).

The Safety Action Plan document will include assembling and analyzing data regarding existing conditions within the established planning area and utilizing that data to develop recommended policies, actions, and an implementation plan to guide future development and decision making. Per guidance from USDOT for the SS4A program, Safety Action Plans must include the following components:

- **Leadership Commitment and Goal Setting**
 - Include an official public commitment (e.g. resolution, policy, ordinance) by a high ranking official and/or governing body (e.g. Mayor, City Council, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one or both of the following:
 - The target date for achieving zero roadway fatalities and serious injuries, OR;
 - An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.
- **Planning Structure**
 - Describe and report on the past and planned activities of the committee, task force, or similar body that is tasked with overseeing Action Plan development, implementation and monitoring.

- **Safety Analysis**
 - Research existing conditions and historical trends and provide a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, tribe, or region.
 - Conduct an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, pedestrians, bicyclists, transit users, etc.).
 - Conduct an analysis of systemic and specific safety needs (e.g. high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographics, and structural issues).
 - Develop and map a High-Injury Network (or equivalent) based on the analysis of higher-risk locations.
 - To the extent practicable, include all roadways within the jurisdiction, without regard for ownership.
- **Engagement and Collaboration**
 - Ensure representation from stakeholders, community groups, and the public and coordinate with other governmental planning processes.
 - Integrate into the Action Plan the information received through engagements and collaboration.
 - Seek inter- and intra-governmental collaboration as appropriate.
- **Equity Considerations**
 - Develop the Action Plan using inclusive and representative processes.
 - Collaborate with appropriate partners for the analysis of underserved communities.
 - Consider the impact of proposed projects and strategies.
 - Include population characteristics and equity impact assessments.
- **Policy and Process Changes**
 - Analyze existing policies, standards, manuals, plans and guidelines.
 - Identify opportunities for improvements to prioritize transportation safety.
 - Incorporate the implementation of revised or new policies into the Action Plan.
- **Strategy and Project Selections**
 - Address safety problems identified using proven countermeasures focused on a Safe System Approach.
 - Prioritize deployment of mitigation strategies and countermeasures.
 - List specific projects or strategies with timeframes.
 - Explain criteria used for prioritization.

- Projects and strategies should focus on infrastructure, behavioral and/or operational safety and be shaped by data, the best available evidence and noteworthy practices, and stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- **Progress and Transparency**
 - Identify the method to measure progress over time after an Action Plan is developed or updated, including outcome data.
 - Establish a means to ensure ongoing transparency with residents and other relevant stakeholders.
 - Include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.

Expectations of Consultant Firm(s):

The consultant will be expected to conduct the following tasks. Consultants are encouraged to expand upon these tasks, emphasize tasks, and/or suggest additional tasks not specified in this RFQ that may be necessary or beneficial. The use of subconsultants is permitted, and should be noted in the submitted materials.

1. Project Management

- Project management will include work necessary for communication and completion of the project tasks on time and within budget. The consultant's Project Manager or their primary duties will not be reassigned during the project without the written consent of CPRC. The consultant's staff will have the training and expertise necessary for the work tasks to which they are assigned.
- The consultant will provide invoices in a standard format agreed to by CPRC. Invoices will be accompanied by a cover letter explaining the general status of the project, including at minimum: the work completed to date, the anticipated remaining efforts and required schedule changes, supporting documentation for direct expenses, and an updated project status report and project schedule reflecting activities during the invoice period. We anticipate monthly invoicing, but are also willing to consider quarterly invoicing if that is mutually beneficial.
- On a bi-weekly basis, or a timeframe approved on the project schedule, the consultant's Project Manager will update CPRC with regard to the status of the project schedule, budget, and general status/progress. This task is in addition to Project Meetings (see below) and may be performed by electronic communication (phone, email, or virtual meeting).

2. Kickoff Meeting and Progress Meetings

- The consultant will work with CPRC's Project Manager to prepare an agenda and will attend a kickoff meeting with the project stakeholder group composed of representatives from the Town of Morrisville, Town of Broadway, City of Sanford, Lee County, and Central Pines Regional Council (CPRC) within ten (10) calendar days after the issuance of the Notice to Proceed. This meeting will be held to review the scope of work, review the project schedule, introduce key personnel, establish lines of communication, and identify any missing data and information necessary to proceed with the project. CPRC staff will be responsible for arranging the meeting time/location and taking minutes.
- The consultant will attend/lead monthly progress/coordination meetings (including the kickoff meeting) to be held with the project stakeholder group to discuss status of the Safety Action Plans and coordinate on tasks. These meetings should be conducted virtually through Microsoft Teams, and should be attended by the consultant's Project Manager, Project Engineer/Planner, and other key personnel as determined to be necessary. If needed/appropriate, these monthly meetings may also be divided into two separate meetings with one focused on the Morrisville Action Plan and the other focused on the Sanford/Broadway/Lee County Action Plan.

3. Public Information and Outreach

- Public input is key to the entire Safety Action Plan process. In addition to focused input obtained from the local agency stakeholders, public meetings are critical to ensure public input and understanding. **CPRC staff will take primary responsibility for arranging and facilitating public meetings and other outreach efforts as part of this process.** However, the consultant will be expected to provide handouts, slideshows, reports and other materials that may be needed in order to share technical study information with the public.
- CPRC anticipates scheduling at least two public meetings will be held within each of the two study areas (4 meetings total), with one set of meetings early in the process to gather initial information about community needs and goals, and one set later in the process to present draft recommendations and gather feedback. There may be additional targeted outreach efforts conducted by CPRC staff. CPRC will also develop online public surveys as part of the process, timed to line up with the above-mentioned public meetings.
- The consultant may propose to take a greater role in the public engagement process if mutually agreed, but at minimum the consultant will support

CPRC's public engagement work by developing materials to be used to explain the technical aspects of the project and the technical recommendations being made.

4. Safety Action Plan Development

- The consultant will serve as the primary drafter of the two (2) Safety Action Plans and shall perform research and develop materials for the Plans, including but not limited to:
 - Review all existing plans, maps, documents, data, and other materials relevant to the project. CPRC and the local agency partners will provide all available existing documentation to the consultant. The consultant will study and consolidate applicable materials into the Safety Action Plans.
 - Review crash history to include locations and severity of incidents as part of an analysis of systemic and specific safety needs and development of a High Injury Network for each of the two study areas.
 - Develop Safety Action Plan vision, goals, and objectives for each study area.
 - Develop policies and projects for the implementation of recommended strategies based on technical data and public input.
 - Prepare draft documents and present to appropriate local boards within each of the two study areas.
 - Complete final drafts of the two plan documents and provide these to CPRC in order to proceed with the adoption process.
 - Provide digital, editable, working and printable copies of all final documents including reports, maps, and final plans.

Deliverables

Maps and associated digital data and shapefiles shall be in ArcGIS format and shall be provided to CPRC as work is being conducted. All such data, graphics, charts, images, etc. as contained in the final adopted versions of the Safety Action Plans shall also be furnished to CPRC upon project completion.

The consultant shall also provide all digital products in the following forms as appropriate:

- Text/Documents – Microsoft Word or Microsoft Publisher
- Spreadsheets – Microsoft Excel
- Mapping products and data – ArcGIS files and PDF or PNG of final maps
- Graphics/icons – PNG or JPEG

Statement of Qualifications, Interest & Experience

Statements of Qualifications of no more than fifteen (15) pages, plus a one-page cover letter, shall be submitted via **one (1) digital copy in PDF format** labeled “CPRC Safe Streets for All FY2025” emailed to Julio Rosado at jrosado@centralpinesnc.gov.

Statements of Qualifications will need to include a comprehensive response describing the consultant’s knowledge and experience with the tasks described in the above scope of services. Statements of Qualifications will also need to include the following:

1. *General Experience Summary* – the summary will need to emphasize the consultant’s experience with both transportation safety planning and stakeholder engagement consistent with the details in the requested Scope of Services as presented above.
2. *Proposed Approach Summary* – the proposed approach should include a brief overview of how the consultant team will achieve the tasks and outcomes associated with the requested Scope of Services presented above, and a proposed timeline showing major tasks and meetings needed to achieve the desired Scope of Work no later than **June 30, 2025**. A schedule of key deliverables is provided below:
 - Completion of both draft Safety Action Plans by 2/28/2025
 - Completion of both final draft Safety Action Plans by 4/30/2025
 - Completion of plan adoption process by 6/30/2025
3. *Project References* – references will need to include a brief project description, contact name, address, telephone number, email address, and provide evidence of similar work completed within the last five (5) years.
4. *Project Team* – provide resumes for specific personnel that will be assigned to the project, including verification that they have experience with similar projects and will be available to complete the project within the allotted period.
5. *General Information* – a profile of the firm and current project description must be included in this section. This section can also be used to provide additional information the firm feels would be useful during the evaluation process.

Evaluation Process

Statements of Qualifications will be evaluated according to the consultant’s relevant knowledge and experience in the tasks described in the Scope of Services and thoroughness in addressing the Statements of Qualification requirements listed above. Evaluation criteria include, but are not limited to:

- Professional qualifications of the consultant, previous experience with similar projects, and technical competence of the consultant team;

- Understanding and approach toward scope of services;
- Demonstrated ability to successfully interact with clients and the public;
- Appropriateness of organization, key personnel, and their availability;
- Quality of references; and
- Ability to undertake the project in a timely manner and meet deadlines.

The selected consultant will be evaluated based on information submitted in response to the RFQ. The first task to be undertaken by the selected consultant will be to more specifically define work elements that are generally described in the Scope of Services, so that work will be authorized on a task assignment basis based on negotiated hours agreed to as necessary to complete the assigned task.

Central Pines Regional Council will select a consultant after analysis of all information provided in the qualification packages. CPRC reserves the right to select the most competitive proposal or to reject any and all proposals. During the selection process, CPRC will ensure that all answers or clarifications to questions posed by any respondent are provided through the project website by the response date shown in the schedule earlier in this document. CPRC reserves the right to negotiate a contract, including the final scope of work and contract price, with any respondent or other qualified party.

General Information

Central Pines Regional Council will not accept faxed information as a valid submission in response to the RFQ. The successful firm must enter into a contract with CPRC, which specifies requirements for indemnification, insurance, and other applicable policies.

CPRC reserves the right to suggest to any or all respondents to this request for qualifications that such respondents form into teams of consulting firms or organizations deemed to be advantageous to CPRC in performing the scope of work. CPRC will suggest the formation of such teams when such relationships appear to offer combinations of expertise or abilities not otherwise available. Respondents have the right to refuse to enter any suggested relationship.

CPRC may reject any or all the submissions as it deems in its best interests. CPRC reserves the right to waive any irregularities or technicalities when it deems the public interest will be served thereby.

This request for qualifications does not commit CPRC to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. CPRC reserves the right to accept or reject any or all responses received because of this request for qualifications, or to cancel this request in part or in its entirety if it is in the best interest of CPRC to do so.

The selected consultant or firm will contract with the Central Pines Regional Council and must agree to contract provisions, including applicable federal requirements.

Method of Compensation

Upon selection, CPRC will propose a contract to the selected consultant for review. The contract is for a cost-plus fixed fee with a contract maximum. Reimbursement will be made on a periodic schedule based on documentation of work tasks completed exclusive of travel, which will be reimbursed on a not to exceed basis for reasonable costs as identified in the contract. The Project Manager will review and, if appropriate, approve payment of all invoices submitted under the contract. CPRC has budgeted \$150,000 for this task in FY25. Proposals should consider this and should not include proposed work tasks which are anticipated to exceed the available budgeted amount.

Note: Due to the Mini-Brooks Act, no fee is to be submitted at this time. Final fee negotiations will commence with the firm(s) selected based on this qualifications-based selection process.

Contact Information

Questions regarding this RFQ must be received no later than 5 PM on September 18, 2024. All questions must be sent by email to Julio Rosado at jrosado@centralpinesnc.gov. No phone call questions are allowed. Based on questions received, the CPRC project manager will provide clarification or further information through the CPRC RFQ website at <https://www.centralpinesnc.gov/requests-proposalsqualifications>, if needed.

All Statements of Qualifications in response to this RFQ must be received no later than 5 PM on September 27, 2024. Please submit Statements of Qualifications as PDF attachments to an email, per instructions in this document, to jrosado@centralpinesnc.gov.