



REQUEST FOR QUALIFICATIONS
City of Valley Falls, Kansas
Safe Streets for All (SS4A) Action Plan

DUE DATE: September 15, 2023 4:00 PM

Introduction:

The City of Valley Falls, Kansas, requests qualifications statements (RFQ) from Firms to assist the City as described in the SS4A scope of work.

The consultant must have an excellent working knowledge of the SS4A program and State, and Federal Grant Programs.

Schedule:

The estimated project start date is estimated to be in the fall 2023.

Project Deliverables:

The selected consultant will deliver the reports/plans to the City of Valley Falls in conjunction with the application and agreement.

Firm Selection:

The City will select a consultant based on Firm capabilities, past project experience, key staff assigned to the project, knowledge, and history of working in the community, including coordinating with the partner entities and agencies, understanding of the objectives and goals. Qualifying Firms must demonstrate experience managing federal grant projects related to the SS4A programs.

Responses to this Request for Qualifications (RFQ) shall include the following sections (in order of importance):

1. Consultant's Qualifications and Capabilities: Describe the qualifications and capabilities of the consultant as they relate to managing and complying with Federal contracts. Response to this section shall not exceed two {2} pages.
2. Past Project Experience: Include project summaries of relevant projects completed in Kansas or surrounding states. Summarize the scope of work and provide client contact information. Response to this section shall not exceed three (3) pages.
3. Key Staff Assigned to the Project: Identify specific personnel assigned as the Project Manager and the Lead Technical staff for the project. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed three {3} pages in length.

To perform the work, project staff must meet all local, state, and federal requirements. Certified or licensed professionals must be used to perform the work as required. Response to this section shall not exceed three (3) pages.

4. Technical Approach: Describe the technical approach that will be used to complete the tasks described in this RFQ. Response to this section shall not exceed five (5) pages.

Required Acknowledgements and Certifications: In addition to the above evaluation factors, responses to the RFQ shall also include statements or acknowledgments regarding; Debarment or Suspension, Disadvantaged Business Enterprise (DBE) requirements, and Anti-Lobbying Act Certification. There are YES or NO acknowledgments of these factors in the scoring sheet.

Proposal Information:

The City is not obligated to enter into any contract based on any submittal in response to the RFQ. The City reserves the right to request additional information from any consultant submitting under this RFQ if the City deems such information necessary to evaluate the consultant's qualifications fully. The City reserves the right to waive informalities and minor irregularities in submittals and determine what constitutes informalities and minor irregularities. Consultants shall be responsible for all costs associated with their submittal.

Any questions concerning this RFQ, requests for additional information, or any other questions shall be directed to:

Audree Guzman, City Administrator
City of Valley Falls, Kansas
417 Broadway St, Valley Falls, KS 66088
cityadmin@valleyfalls.org
(785) 945-6612 Opt 2

by 4:00 p.m. Sept 15, 2023. Responses, if any, shall be in writing.

Questions or requests for additional information shall be conveyed in writing. Responses to any questions will be provided to all people who have been provided the RFQ.

In its sole discretion, the City reserves the right to reject all submissions, reissue a subsequent RFQ or RFP, terminate, restructure, or amend this procurement process at any time. This RFQ is not a bid. Evaluation of respondent qualifications will use the evaluation criteria contained herein. The City may contact any consultant after receiving its submittal to seek clarification of any portion thereof. The City reserves the right to request additional information from any consultant if the City deems such information necessary to evaluate the consultant's qualifications.

In the event the City elects to negotiate a contract with a selected consultant, the City reserves the right to negotiate such terms and conditions of the Agreement, including, but not limited to; scope, role, price, and staffing, which may be in the best interest of the City. If the City receives a subsequent grant in the future. The City reserves the right to continue with the current consultant.

Safe Streets for All Program Action Plan Scope

Task 1. Project Coordination & Management Plan

The Consultant will maintain consistent communication with CLIENT. The Consultant will develop a clear and concise Project Management Plan (PMP). The PMP will include an overall schedule of task deliverables and team/check-in meetings, coordination and communication procedures, responsibilities, and other important operational information pertaining to the Consultant project coordination.

Deliverables:

- *Project Management Plan*

Task 2. Community Engagement

Safety Action Plan will be developed in close partnership with stakeholders and grounded in authentic public input. The Consultant will develop a clear and detailed Stakeholder & Public Engagement Plan (SPEP) for authentic and meaningful input and identify engagement activities that inform, involve, and empower stakeholders and the public. The SPEP will include a schedule, list and description for all engagement activities. Through implementation of the SPEP the Consultant will:

- 1) Identify communities, and engagement activities for, disproportionately impacted by traffic risks and traditionally underserved by safety efforts
 - a. The Consultant will utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved.
- 2) Identify the perceived safety culture and concern in the area of study thru meaningful public and stakeholder engagement.
- 3) Prepare a memo outlining a comprehensive understanding of all stakeholder and public input. The summary memo shall at least include the activity, the feedback received, and participants engaged.
- 4) Partner with the CLIENT to staff and provide materials to support the Plan Steering Committee.

Deliverables:

- *Stakeholder & Public Engagement Plan (draft and final)*
- *Summary memo outlining a comprehensive understanding of all stakeholder and public input (final)*

Task 3. State of Practice

The Consultant will collect and review existing, programs, policies, and activities, and provide a summary of current efforts to address transportation safety – including strategies local governments and regions are using to address safety, identifying programs that have evidence of measurable success, and assessments of the most effective and efficient methods used to achieve outcomes.

The Consultant will:

- 1) Review existing local, regional, and state plans, studies, and initiatives related to land use and roadway safety improvements to identify opportunities to improve processes for prioritizing transportation safety and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation. Consultant will pay particular attention to the Kansas Department of Transportation (KDOT) State Highway Safety Plan (SHSP).
- 2) Conduct a peer review and comparison of the crash analyses of similar-sized communities/regions. This review will include, but is not limited to, a comparison based on crashes per VMT and crashes per capita, and exposure to risk/crash risk.
- 3) Assess the quality and completeness of existing available data – including crash, transportation, land use, and demographic data. If analysis methods require more information the Consultant may recommend additional data collection.
- 4) Make recommendations, based on the literature, policy, and data review on best analysis strategies and data requirements. The activities and outputs of Task 3 should be organized around the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education.

Deliverables:

- *Technical Memo on Literature and Policy Review (draft and final)*
- *Technical Memo on Data Assessment (draft and final)*

Task 4. Crash Data Analysis

The Consultant will collect and review crash, traffic, and roadway data for the most recent 5-year period to understand critical safety issues and provide insight into trends, causes, and patterns of transportation safety throughout the region. The data analysis and final recommendations will prioritize the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education. The Consultant will:

- 1) Analyze existing conditions and historical trends that provides a baseline level of crashes. Includes an analysis of locations where there are crashes and the severity of crashes, as well as contributing factors and crash types by relevant road users (vehicle, motorcycle, pedestrian, bicycle rider).
- 2) Summarize crash characteristics and determine the most likely contributing factors, matching crash activity with roadway characteristics such as speed limits, intersection controls, streetlights, pedestrian crossings, railroad crossings, etc. for each road user (vehicles, motorcycles, bicycle riders, and pedestrians).
- 3) Use best practices, methods, and datasets identified in Task 3 to inform the Plan including:
 - a. Regional trends over time
 - b. The prevalence of crash types, especially those resulting in fatalities and serious injuries
 - c. The regional distribution of crashes, including geographic locations of crashes as well as road typologies or system characteristics

- d. Data that connects prevalent risk and crash characteristics to agency policy and processes, including implementing proven safety countermeasures, identifying projects or locations for priority funding, and supporting local project development.
- 4) Compare crash data and high-risk intersections to Environmental Justice areas (EJAs) and incorporated them into the summarization. Supplemental data to the EJAs should also be considered and included where appropriate.

Through the analysis the Consultant will identify:

- 1) Emphasis Areas (high-risk areas with the highest fatal and severe injuries crashes)
- 2) Prioritized high-risk corridors (with the highest fatal and severe injuries crashes)
- 3) Prioritized high-risk intersections (with the highest fatal and severe injuries crashes)

Deliverables:

- *Technical memo on data analysis and findings (including equity considerations) for Emphasis Areas and high-risk corridors and intersections (draft and final) »*
- *Tool or methodology to recreate regional crash distribution with available data on an annual basis (draft and final)*

Task 5. Countermeasure Toolboxes

The Consultant will identify countermeasures to address the Emphasis Areas and high-risk corridors and intersections. The countermeasures must at least include the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education. The Consultant will include strategies and performance measures to measure progress over time and be tracked at the local and regional levels. For each Emphasis Area identified in Task 4, the Consultant will develop a toolbox for proactively and systematically addressing safety for the emphasis areas. Elements of the Emphasis Area toolbox could include goals, evaluation metrics, lead agency, partners, cost estimates, etc.

Deliverables:

- *Systemic Countermeasure Toolbox (draft and final)*
- *Emphasis Areas Toolbox (draft and final)*

Task 6. Implementation Plan & Programs

The Consultant will develop a strategy for implementing safety measures included in Task 5 (Countermeasure Toolboxes) and a means to monitor safety outcomes to evaluate which measures are most effective. The Consultant will identify potential projects for future grant applications, measures that can be included in regular maintenance cycles, and potential updates to design standards to better align safety best practices. The Consultant will work with CLIENT to establish a process and create a publicly accessible tracking mechanism in the form of a document, dashboard, or any other appropriate form. The Consultant will identify potential projects based on the results of Task 4 and develop an Implementation Plan and recommendations for Education and Enforcement Programs. Strategies, potential projects, and programs will be focused around the 4-E's of traffic safety: Engineering, Equity, Enforcement, and Education. The Implementation Plan and Education and Enforcement Programs will:

- Recognize the needs of all users of the multimodal transportation system
- Include potential projects that are feasible and applicable for grant funding
- Include conceptual infrastructure improvements with quantifiable costs
- Include a schedule for implementation
- Propose a process for consideration into the CLIENT's Capital Improvement Plan

Task 7. Safe Streets Visualizations & Vision Zero Toolkit

The Consultant will develop graphic visualizations, including renderings and presentations, that communicate and illustrate proven safety countermeasures, context-sensitive design solutions, and multimodal roadway and community typologies. The Consultant will identify best practices for collecting and sharing graphics and data with key stakeholders and the public and could include story maps and routine public progress reports.

The Vision Zero Toolkit will be for ongoing use by the CLIENT. It includes sample outreach materials (infographics, fact sheets, presentation slides, talking points, and a glossary of key terms) and an outline for an ideal public education process including a timeline and remote/virtual engagement opportunities to inform the public about Vision Zero.

The Vision Zero Toolkit will assist the CLIENT with implementing Vision Zero. It will detail what Vision Zero means for the jurisdiction and identifies specific steps for implementation

Deliverables:

- *Safe Streets Visualization (draft and CSAP final)*
- *Vision Zero Toolkit (draft and CSAP final)*

Task 8. Comprehensive Safety Action Plan

The Consultant will develop a final CSAP (which includes all required components for the Safe Streets and Roads for All – SS4A – grant application) documenting the outcomes from stakeholder and public engagement and information and findings gathered in the previous tasks. The CSAP will guide CLIENT's partnering agencies' efforts for improving transportation safety and reducing roadway fatalities and severe injuries each year on the transportation system.

The CSAP will include strategies for implementation as well as the methodology to measure progress over and review and update the plan every five years (after Board approval). The CSAP will discuss implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.

The final deliverables for previous tasks will be incorporated as part of the final CSAP. The final plan shall be organized and constructed around the 4-Es of traffic safety: Engineering, Equity, Enforcement, and Education.

Deliverables:

- *Comprehensive Safety Action Plan (draft and final)*