

REQUEST FOR QUALIFICATIONS

KIPDA SAFE STREETS AND ROADS FOR ALL (SS4A)

May 24, 2023



K I P D A
Kentuckiana Regional Planning
& Development Agency

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Section 1: Background

The Kentuckiana Regional Planning and Development Agency (KIPDA), on behalf of 16 jurisdictions within the KIPDA MPO and ADD regions, was recently awarded a USDOT Safe Streets and Roads for All (SS4A) grant to complete an action plan intended to advance a comprehensive Vision Zero approach aimed at reducing fatalities and serious injuries from roadway crashes.

KIPDA is seeking consultant services to lead efforts on the SS4A action plan process. The successful applicant will direct and implement efforts, in coordination with staff at KIPDA and participating jurisdictions and agencies, to create a region-wide safety action plan for a roadway network ranging from urban, suburban, and rural, and 16 smaller local safety action plans that identify location-specific safety challenges and appropriate treatments and fulfill USDOT requirements for eligibility for implementation funding from the SS4A program in future years.

Total funding available: \$750,000

Deadline date for questions: Friday June 9, 2023

(Answers to be provided on KIPDA website by June 16, 2023)

Deadline date for submissions: Wednesday June 28, 2023 by Noon EDT

Section 2: Overview of Participants

Project to be led by KIPDA: KIPDA serves as the Metropolitan Planning Organization (MPO) for the Louisville/Jefferson County KY-IN Urbanized Area. KIPDA is also responsible for rural transportation planning activities in conjunction with KYTC and the Regional Transportation Council (RTC). The KIPDA MPO consists of Jefferson, Bullitt, and Oldham counties in Kentucky and Clark and Floyd Counties in Indiana. The KIPDA Regional Transportation Council consists of Shelby, Spencer, Henry, and Trimble counties in Kentucky.

Listing of participating jurisdictions:

Jurisdiction	2020 Census Population
Clark County, IN	121,093
Floyd County, IN	80,484
Bullitt County, KY	82,217
Oldham, County KY	67,607
Spencer County, KY	19,490
Shelby County, KY	48,605
Henry County, KY	15,678
Trimble County, KY	8,473
Jefferson County, KY	782,969
St. Matthews, KY	17,534
Jeffersontown, KY	28,474
Shepherdsville, KY	14,201
Mt. Washington, KY	18,090
Jeffersonville, IN	49,447
Charlestown, IN	7,775
Clarksville, IN	22,333

Section 3: Goals of Project

The overall goal for the project is to create a region-wide safety action plan and 16 smaller local safety action plans that comprehensively identify location-specific safety challenges and fully develop appropriate treatments and projects for a subsegment of the identified locations. Those plans must:

- (a) Fulfill USDOT requirements for eligibility for implementation funding from the SS4A program in future years; and
- (b) Provide guidance for the region and participating jurisdictions on how to proceed with safety improvement priorities independently of the SS4A program over the next decade.

Specifically, the project must, at a minimum:

1. Produce a complete and comprehensive regional safety action plan that:
 - a. Identifies roadway safety challenges in a wide range of different locations, roadway and intersection types, and modal perspectives, from both a historic/reactive approach and through development of a systemic model to highlight particular factors;
 - b. Categorizes, ranks, and catalogs these safety challenges;
 - c. Evaluates a range of different treatments based on USDOT Proven Safety Countermeasures;
 - d. Utilizing a combination of factors that may include public and stakeholder priorities, equity considerations, cost/benefit analysis, and others, determines a system of prioritization for which identified issues are most important to address and, further, which subsegment of identified issues to create a detailed implementation plan for;
 - e. Creates an implementation plan for the subsegment of identified issues that includes, at a minimum, project description, project location limits, typical sections (existing and proposed), itemized cost estimates, total budget, and benefit cost analysis;
 - f. Includes all additional USDOT required components for eligibility for SS4A Implementation Grant funding; and
 - g. Can be used to guide and prioritize regional roadway safety improvement projects for the next 10 years.

2. Produce 16 local safety action plans for the 16 participating jurisdictions. Each local safety action plan:
 - a. Drawing from the region wide data collection in the first goal, identify a subsegment of the greatest roadway safety challenges facing the jurisdiction from both a historic/reactive and systemic/proactive approach;
 - b. Evaluate a range of different treatments based on USDOT Proven Safety Countermeasures;
 - c. Utilizing a combination of factors that may include public and stakeholder priorities, equity considerations, cost/benefit analysis, and others, prioritize at least one set of specific safety challenges in the jurisdiction to address with an implementation plan;
 - d. Creates an implementation plan for the subsegment of identified issues that includes, at a minimum, project description, project location limits, typical sections (existing and proposed), itemized cost estimates, total budget, and benefit cost analysis; and
 - e. Identify any remaining tasks that may have to be completed for the jurisdiction to be eligible to independently apply for SS4A Implementation Grant funding.

USDOT Action Plan Components

Complementary to the goals described above, the USDOT requires that an SS4A Action Plan include at least four of six following components. It is desirable that the KIPDA Action Plan include all of the following:

- High ranking official/governing body commits to Vision Zero;
- Representative committee oversees action plan development;
- Meaningful public engagement and stakeholder outreach;
- Equity analysis (defined as USDOT disadvantaged communities);
- Assessment of current safety policies and recommendations for future; and/or
- Identification of baselines and goals to evaluate progress moving forward.

Section 4: Anticipated Tasks

Task 1: Organization, guidance, and tracking of planning process

- Working with client, develop an overall project strategy and work plan, including goals, scope of work, timeline/schedule of tasks and milestones;
- Working with client, regularly track progress, including monthly check-in meetings with client's main points of contact;
- Prepare presentations for client Steering Committee to explain and frame key decisions to be made. These meetings are anticipated to happen: 1) at the beginning of the planning process to guide outreach and data gathering priorities, 2) after comprehensive data has been gathered to guide prioritization priorities, and 3) before a final report has been completed to guide focal points for SS4A Implementation Grant application; and
- **Deliverables:**
 - Project scope of work/work plan; and
 - Three presentations.

Task 2: Data Collection and Analysis

- Collect relevant crash data from both states;
- Itemize and prioritize crash data into multiple region-wide categories of different types of roadway safety challenge locations;
- Develop systemic analysis model to further identify and categorize different types of roadway safety challenges; and
- Develop system to normalize data between Indiana and Kentucky despite differences in reporting techniques; and
- **Deliverables:**
 - Comprehensive categorization and listing of a wide variety of roadway safety challenge locations from both a reactive and systemic perspective.

Task 3: Public outreach

- Determine appropriate level and detail and SMART goals of public outreach, weighing important factors like stakeholder rankings, equity considerations, balance of regional vs. local focus, and specific strategies and tactics;

- Draft and implement public outreach process that will secure USDOT approval and provide valuable feedback to help with prioritization of roadway safety challenge locations; and
- **Deliverables:**
 - Outreach plan for client approval; and
 - Detailed summary of results of outreach for both internal and external audiences.

Task 4: Determination of priority focus areas

- Utilizing the data collected and analysis from Task 2, priorities identified through Task 3 and additional stakeholder conversations, identify a smaller group of priority crash location sites and specific locations for a more detailed analysis; and
- **Deliverables:**
 - List of priority road segment/intersection types and locations; and
 - Clearly written justification and methodology for location identification.

Task 5: Development of specific treatments for priority focus areas

- Create an implementation plan for improvements derived from the USDOT Proven Safety Countermeasures for all prioritized locations or a subsegment of those locations that includes, at a minimum, project description, project location limits, typical sections (existing and proposed), itemized cost estimates, total budget, and benefit cost analysis; and
- **Deliverables:**
 - Implementation plan for specific roadway safety challenge locations.

Task 6: Completion of SS4A-approved action plan for region and participating jurisdictions

- Ensure that all USDOT-required components for safety action plans eligible for SS4A implementation funding are present; and
- **Deliverables:**
 - Final summary report that includes data, analysis, process summary, and summary of how the completed plan meets USDOT SS4A requirements.

Section 5: Scoring and Submission Guidelines

Submissions should include the following items and should be organized in the order listed below. They can also include a cover page or table of contents, but no other attached information will be considered. Links are permitted if deemed necessary though the Selection Committee does not guarantee a review of any linked documents.

A. Description of overall project approach: 45 points (out of a possible 100 points)

There are a number of different approaches that could be taken to create a strong and detailed regional plan and 16 local plans that position the region to secure future SS4A funding and guide local roadway safety improvements for the coming decade. The most important factor in determining the right consulting fit will be how well the Selection Committee believes that the consultant understands the challenges facing a multijurisdictional, bi-state collaborative with a range of local priorities and built environments and will be able to successfully navigate those challenges.

Applicants should include no more than four (4) pages detailing their intended approach to the project. Areas to consider include, but are not limited to:

1. The relative percentage of time, cost, and level of importance allotted to the different tasks in the previous sections;
2. Recommended activities, timelines, and time allotted for those activities within each task;
3. Methods of framing different potential options at key decision points for different stakeholders;
4. Framing and description of different categorizations of areas of roadway safety concern; and
5. Vision of how to produce detailed local safety action plans for participating jurisdictions in a cost-effective manner that does not detract from the larger, region-wide safety action plan.

B. Description of data analysis approach: 15 points

A core deliverable of this project will be a comprehensive listing of all locations with roadway safety challenges in the region, categorized by a variety of different road configurations and modal perspectives. The Selection Committee places importance on a comprehensive, clearly-defined, and workable approach to data collection and analysis. Note that the client will not reimburse consultants for any data purchased outside of any prearranged agreement.

Applicants should include no more than three (3) pages detailing their intended approach to the data analysis portion of the project, with links to examples of past work permitted.

Groupings of roadway segment/intersection types the consultant will consider:

1. Desirable level of analysis possible within each safety concern grouping at the regional and local level within the confines of available funding;
2. Strategies for addressing the challenge of normalizing data obtained from two different states;
3. Core components in the development of the systemic model to evaluate safety concerns and factors; and
4. Methods of presentation and summary of results.

C. Consulting team's past record of performance on projects of similar type and complexity: 25 points

The Selection Committee will evaluate the previous track record of the consulting team in managing projects of similar type and complexity.

Applicants should include no more than two (2) pages highlighting the most relevant projects the consulting team has worked on in the past. Areas to consider could include, but are not limited to:

1. Vision Zero or roadway safety action plans, especially those that encompassed more than one jurisdiction or involved an MPO; and
2. Multi-jurisdictional planning processes.

D. Relative experience of consultant personnel: 5 points

The relative experience of Consultant Personnel assigned to project team with comparable highway planning projects for federal, state, local, or other governmental agencies will be considered by the Selection Committee.

Applicants should include no more than one (1) page of detailed qualifications for each project team member, for a maximum of 5 sheets.

E. Location of consultants' local office: 5 points

Local connections and an understanding of the region are important for this project as successfully navigating differing local priorities will be a core ingredient of success. 5 points will

be awarded if the local office where the majority of the work is to be performed is within the KIPDA region, 2 points if the office is elsewhere in the state of Indiana or Kentucky.

Applicants should include no more than one (1) page that details the address and contact information for the local office and state how long that office has been operational.

F. DBE Participation: 5 points

Applicants can include one (1) page detailing any DBE Participation. The absence of this page will result in 0 points but will not eliminate consideration.

Section 6: Submittal Instructions

Consultant proposals are to be submitted electronically in Adobe Acrobat “.pdf” format to the following email address:

kipda.trans@kipda.org

An email response will be provided by KIPDA to the sender of each proposal that is submitted upon receipt of their proposal. Respondents are encouraged to limit the size of the pdf file, as much as is practical, to help to ensure that the file size does not exceed the limitations of the email system. A Read Receipt is suggested to ensure delivery.

The proposals shall be received at the above-listed e-mail address no later than 12:00 p.m. (Eastern Daylight Time), June 28, 2023.

Upon the completion of the review and evaluation of all consultant proposals submitted in response to this RFQ, all proposals shall become public documents of KIPDA and shall be available for review by the public.

Upon completion of the review and evaluation of all proposals by the Selection Committee the highest scoring firm will be selected. The highest scoring firm will be notified and will be invited to enter into contract negotiations with KIPDA.

The selected firm will be required to submit to KIPDA a statement showing probable cost for the tasks contained in this document. Direct and indirect costs should be shown, as well as the expected operating margin. The method of dividing the project into work units and the calculation of related time units shall be such that the estimate can be easily reviewed.

Should the selected firm and KIPDA be unable to negotiate a satisfactory cost arrangement, the second highest scoring firm will be invited to negotiate.

All communications in specific reference to this RFQ shall be sent by mail or may be submitted to kipda.trans@kipda.org and should reference “RFQ SS4A 2023”. KIPDA will not accept telephone calls for clarifications and shall only be bound by posted responses to written or e-mailed questions concerning this RFQ.

Any costs incurred during the response period by bidders will not be reimbursed by KIPDA. No costs can be incurred for this project until a contract between KIPDA and the selected firm has been signed by both parties. Any costs submitted for reimbursement that include costs incurred before that date will not be reimbursed.

Any responses that estimate costs greater than \$750,000 will not be considered.

No direct replies will be made. Questions received before June 9, 2023 will be answered via the KIPDA website. All responses will be posted at the same time on June 16, 2023. Questions received after June 9, 2023 will not be answered.

KIPDA reserves the right to accept or reject any or all submittals, or to seek clarification or additional information about the proposals submitted, where necessary.

KIPDA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 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 insure that in any contract entered into pursuant to this advertisement, minority business enterprises 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, or national origin in consideration for an award.