



Regional Planning Commission

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Request for Proposals

The Miami Valley Towards Zero Action Plan:
A Safe Streets for All (SS4A) Safety Action Plan

MIAMI VALLEY REGIONAL PLANNING COMMISSION
August 26, 2024

Key Dates

Request for Proposals Issued by MVRPC:	August 26, 2024
Respondent Questions Due:	September 6, 2024
All Questions Answered and Posted:	September 13, 2024
Proposals Due (4:00 p.m. EDT):	September 27, 2024
Consultant Interviews (estimated)	October 21 – 25, 2024

The Miami Valley Regional Planning Commission (MVRPC) issues this Request for Proposals in order to select the most qualified consultant to conduct a Safe Routes for All (SS4A) compliant Safety Action Plan for the MVRPC metropolitan planning area. This plan will provide a framework to reduce fatalities and serious injuries within the region’s transportation system. Additionally, this plan is a necessary first step to allow local jurisdictions to apply for federal implementation grants related to the SS4A program.

MVRPC will conduct a final scope of services meeting with the selected consultant prior to entering into an agreement for the provision of services.

Five (5) copies of the printed proposal and relevant supporting materials and one (1) copy on a USB drive must be received by the Miami Valley Regional Planning Commission, 10 N. Ludlow Street, Suite 700, Dayton, OH 45402, by 4:00 p.m. EDT on September 27, 2024. Facsimile or email submissions in response to the SS4A Safety Action Plan Request for Proposals will NOT be accepted. More information can be found on the MVRPC web site at the following address: <https://www.mvrpc.org/about/contract-solicitation>.

Please send questions via email to ewhitaker@mvrpc.org no later than 4:00 p.m. EDT September 6, 2024. All questions and answers will be posted online at <https://www.mvrpc.org/about/contract-solicitation> no later than the close of business on September 13, 2024.

08-26-24 Posting Date
Miami Valley Regional Planning Commission MPO Planning Area
PID No. 121318
Miami Valley Regional Planning Commission
Response Due Date: 09-27-24

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Miami Valley Regional Planning Commission during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or procurement requirements. Please send questions to Elizabeth Whitaker, AICP via email to ewhitaker@mvrpc.org no later than 4:00 pm September 6, 2024. All questions and answers will be posted online at <https://www.mvrpc.org/about/contract-solicitation> no later than the close of business on September 13, 2024.

Project Description

MVRPC acknowledges its duty to prevent fatal and serious crashes for all individuals using roadways, whether they are pedestrians, cyclists, drivers, or passengers within our community. MVRPC is dedicated to developing a comprehensive strategy when considering transportation safety and making investment decisions throughout the entire transportation network, with the aim to create a secure and improved system for all users, regardless of their chosen mode of travel.

The objective of this project is to develop a SS4A compliant safety action plan that will establish a framework for improving roadway safety by significantly reducing or eliminating the number of roadway fatalities and serious injuries within the MVRPC MPO boundary. This project should address safety for all users including those driving, walking, or biking. Through collaboration with local stakeholders and community members, as well as guidance from FHWA's Safe System Approach and SS4A's Action Plan Components, this project will develop a comprehensive safety action plan. Additionally, this project will need to take into consideration SS4A Safety Action Plans and projects that are being developed independently by local communities within the planning area.

As an agency, our goal is not only to develop a comprehensive and effective SS4A Safety Action Plan but also to position our member jurisdictions as highly competitive candidates for implementation grant funds once the plan is adopted. We recognize that securing grant funding is essential for the successful execution of the safety action plan.

Prequalification Requirements

Prequalification requirements for this agreement are listed below. For all prequalification categories other than FINANCIAL MANAGEMENT SYSTEM EVALUATION the requirement may be met by the prime consultant or a subconsultant.

DESIGN SERVICES:

Non-Complex Roadway Design;
Safety Study

This project has Safe Streets for All (SS4A) funding and must follow 2 CFR Part 200. In accordance with 2 CFR 200.319(e), firms are permitted to become prequalified during the solicitation period. Firms do not have to be prequalified at the time of this posting to submit a proposal, but they must be prequalified by the end of the solicitation period.

Selection Subfactors

Selection subfactors include experience in developing roadway safety action plans for Metropolitan Planning Organizations (MPOs), counties, local jurisdictions, and other public agencies. Qualified firms should demonstrate an understanding of and experience with transportation safety plan development; best practices in safe systems, context sensitive design, and multimodal streets planning; federal and State of Ohio transportation planning, funding, and project development regulations; report writing and graphic design for public facing media; and inclusive and effective public outreach methods.

Contract Type and Payment Method

Refer to the ODOT's Manual for Administration of Contracts for Professional Services, Volume 1: Consultant Contract Administration, Sections 4.3.A and 4.3.B for guidance concerning the appropriate contract type and payment method. Based on this guidance, contract type and payment method will be determined during the scope of services and negotiation process.

Estimated Date of Authorization

It is anticipated that the selected Consultant will be authorized to proceed by December 2024.

Completion Schedule

The following dates are key milestones for the SS4A Safety Action Plan. Milestones may be met on or before the dates listed.

- Draft Plan Completion: 3/31/2025
- Final Plan Completion: 10/23/2025
- Final Plan Adoption: 11/6/2025
- SS4A Final Report Due: 12/31/2025

Suspended or Debarred Firms

Firms included on the current Federal of State of Ohio list of firms suspended or debarred are not eligible for selection.

Terms and Conditions

The Ohio Department of Transportation's *Specifications for Consulting Services 2016 Edition* will be included in all agreements selected under this request for proposals.

Compliance with Title VI of the Civil Rights Act of 1964

The Miami Valley Regional Planning Commission, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Selection Procedures

The Miami Valley Regional Planning Commission will select a consultant based upon the proposal submitted. Each proposal received shall be evaluated, scored, and ranked according to the criteria described the Programmatic Consultant Selection Rating Form by a Consultant Selection Committee. The Consultant Selection Committee will make a recommendation for final determination. Consultants may be interviewed as a part of the process.

Firms interested in being considered for selection should respond by submitting five (5) copies of the proposal to the following address **by 4:00 PM on the response due date** listed above. To facilitate reviews and distribution to the selection committee members, an electronic file should also be submitted with the hard copies. Facsimile or email submissions will not be accepted.

Miami Valley Regional Planning Commission
C/O Elizabeth Whitaker
10 North Ludlow Street, Suite 700
Dayton, OH 45402

Responses received after 4:00 PM on the response due date will not be considered.

Scope of Services

The Scope of Services document is included below.

Requirements for Proposals, Programmatic Selection Process

- A. Instructions for Preparing and Submitting a Proposal
 1. Provide the information requested in the Proposal Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Proposals shall be limited to twenty (20) 8½" x 11" single sided pages plus four (4) pages for the Project Approach (Item B.5 below).

3. Please adhere to the following requirements in preparing and binding proposals:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind proposals by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Proposal Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories, and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
5. Provide a description of your Project Approach, not to exceed four pages. Confirm that the firm has visited the site and address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 20-page body of the proposal. Remaining space within the twenty (20) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form
for
Programmatic Selections

Project: MVRPC SS4A Plan
PID: 121318
Project Type: Safety Study
District: 7/8
Selection Committee Members:
Ana Ramirez (MVRPC)
Aaron Lee (MVRPC)
Elizabeth Whitaker (MVRPC)
Stephanie Goff (Greene County Engineer)
Andrew Rodney (City of Miamisburg)

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 3, Exhibit 1	
Project Approach	30		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available, and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the proposal.

Project Background

MVRPC was awarded an FY2023 SS4A planning grant to develop a roadway safety action plan for the agency's three plus county MPO planning area. This area is comprised of Greene, Miami, and Montgomery Counties, and a portion of northern Warren County including the cities of Carlisle, Franklin, and Springboro, and Franklin Township. According to the 2020 Census, the population for this area was approximately 861,000.

The planning area includes a range of development patterns from urban to rural which creates a spectrum of safety issues for the Region's transportation system. The SFY 2021 Regional Roadway Safety Update revealed that 61,572 crashes were reported in the Miami Valley from 2017 to 2019. Of these, 14,431 were injury causing crashes and 224 were fatal crashes. Our annual crashes have increased from 16,700 in 2013 to 20,721 in 2019. While bike or pedestrian crashes made up a small portion (1.5%) of the total crashes, most were severe in nature, 18% of fatal crashes involved a bicycle or pedestrian. The Region's total crash rate of 2.4 was above the National average of 2.1, but lower than the State's average of 2.6. Safety continues to be a major concern across the Region's transportation network. To learn more about MVRPC's safety planning efforts, visit: <https://www.mvrpc.org/transportation/long-range-planning-lrtp/transportation-safety>.

Scope of Services

The detailed scope of work below describes the tasks that the selected firm(s), (collectively referred to as the Consultant) will need to complete for this safety action plan. Since this is a collaborative planning process involving many agencies and stakeholders, tasks may change as the needs of the planning process progress, and the Consultant will need to be flexible in their approach and management of all work activities.

It is not the intent of MVRPC to identify the overall scope of services necessary to best accomplish this project. There are, however, important tasks that should be addressed in the proposal and they are identified in this section. Consider these tasks when defining the best methods to complete this project.

Task 1: Project Administration and Management

This element includes project administration and coordination to include, but are not limited to preparation of a project schedule with key deliverables; preparation of monthly invoices and progress reports; meetings and coordination activities; provision of meeting materials including agendas, sign-in sheets, and minutes; quality assurance/quality control (QA/QC); action item tracking; and other project management activities specified by MVRPC.

Deliverables

Materials to be produced include, but are not limited to:

- A project management plan with QA/QC protocol
- Project schedule
- Monthly invoices
- Monthly progress reports
- Meeting agendas, sign-in sheets, materials, and minutes
- Action tracking log
- Project files

Task 2: Planning Structure

The Consultant will work with MVRPC staff to develop a committee, task force, implementation group, or similar body charged with oversight of the safety action plan's development and monitoring. This planning structure will need to include representatives from various parts of the planning area and include members from different disciplines with diverse perspectives.

The Consultant will brief this group at key milestones in the development of the safety action plan. This group will serve as a decision-making body to review and confirm planning scope and approach, provide feedback, offer guidance on project prioritization, assist with public engagement efforts, etc.

Deliverables

Materials to be produced include, but are not limited to:

- Committee roster
- Committee meeting schedule
- Committee guidelines

Task 3: Leadership Commitment and Goal Setting

This task will involve working with the MVRPC Board of Directors to make an official public commitment in the form of a resolution or policy to establish 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:

- 1) The target date for achieving zero roadway fatalities and serious injuries, or
- 2) An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway and serious injuries.

Due to the nature of the MPO planning area, the Consultant will lead an effort to collect all existing safety goals in adopted planning documents, summarizing them, and providing an analysis of common elements to guide the development of a regional goal. This review should include municipalities, counties, and other entities within the Region with connections to roadway safety.

Deliverables

Materials to be produced include, but are not limited to:

- Review of existing safety goals memo
- Draft resolution and/or policy with a regional safety goal to eliminate or significantly reduce roadway fatalities and serious injuries

Task 4: Engagement and Collaboration

The Consultant will develop and execute a comprehensive and inclusive public involvement strategy that will lead to thorough and meaningful participation of various stakeholders in the development of the safety action plan. The Consultant will incorporate information received from engagement and collaboration into the planning process and the safety action plan.

The Consultant will develop a stakeholder outreach database that includes all relevant information such as a list of participants, contact information, method of engagement, etc.

The Consultant, with guidance from MVRPC, will be responsible for researching, identifying, and conducting outreach to all stakeholders. The Consultant will engage and solicit feedback from stakeholders throughout the process and throughout the planning area.

The Consultant will hold public meetings/open houses both online and in-person at project milestone points to gain the perspectives of a range of stakeholders including but not limited to residents, advocacy groups, business and community leaders, school districts, and other interested parties. Additional engagement efforts in the form of focus groups, surveys, etc. may be used.

Throughout the study, the Consultant will develop online engagement tools, including but not limited to a project webpage, social media content, surveys, etc. to be deployed at key points during the planning process.

The Consultant will produce a public involvement summary to document all outreach activities and public input and involvement throughout the planning process. The summary will include documentation of all public events, committee meetings, presentations, as well as written comments and summaries of any surveys or other input collected. The document will be part of the safety action plan report.

Deliverables

Materials to be produced include, but are not limited to:

- A public engagement plan
- Outreach stakeholder database
- Public meeting/open house materials
- Online engagement media (web page content, social media materials, surveys, etc.)
- Public input and involvement summary report

Task 5: Safety Analysis and Issue Identification

The Consultant will build on current MVRPC roadway safety planning efforts and perform a safety analysis that includes the following elements: existing conditions and historical trends to set a baseline level for crashes involving fatalities and serious injuries across the region; identification of significant historical crash locations by total, severity, contributing factors, and other characteristics; identification of systemic and specific safety needs; and geospatial identification of higher risk locations based on historical, predictive, and systemic safety analysis methods.

The Consultant will collect all necessary data to evaluate the safety of the Region's transportation facilities. This planning effort will rely on both traditional crash data sets and innovative and/or emerging data sources, which can help to fill in knowledge gaps related to the causes of crashes, near-misses, or issues of equity.

The analysis will focus on the federal aid system. The analysis will include:

- **Historical Crash Analysis:** Historical crash trends and characteristics will examine the location and severity of crashes, contributing factors, crash types, and other characteristics.
- **Systemic Safety Analysis:** This task will focus on the use of data to predict locations that are more susceptible to fatal and serious injuries using factors such as roadway design, operational characteristics, and known conflicts. Following a Safe Systems Approach, the analysis will be used to help identify locations that would both reactively and proactively help prevent future serious crashes, if improved. The Consultant should consider the Proven Safety Countermeasures developed by FHWA. This analysis will help the safety action plan proactively identify and address risks associated with the existing transportation system.

- **Hotspot and High-Injury Network Development:** This includes the geospatial identification of safety issues, including but not limited to high risk of fatal and serious injuries, traffic stress for active transportation, excessive speeding, and safe transit access.

Deliverables

Materials to be produced include, but are not limited to:

- Safety analysis and issue identification summary
- Static and web maps showing results from the Task 5 analyses
- Tabular and GIS databases and any relevant calculations

Task 6: Equity Considerations

The Consultant will lead an effort to ensure that the planning process is inclusive and representative of the diverse demographics of the MVRPC region.

The Consultant will expand MVRPC's efforts to identify underserved communities and vulnerable populations in the MPO planning area using tools provided by the U.S. DOT and supplemented with GIS-based analyses to identify disadvantaged communities. The results of this effort will be used to inform targeted engagement and will be a key part of the overall engagement and collaboration strategy identified in Task 4. This will need to include a robust and coordinated effort to engage individuals and populations that are traditionally underserved and under-represented in the planning process.

The Consultant will coordinate and execute any additional outreach and engagement with underserved communities and/or vulnerable populations deemed necessary by the study process.

The Consultant will perform a baseline equity assessment to determine if there are disproportionate safety issues across the Region's transportation system. Additionally, an equity analysis will be performed to assess the initial equity impact of proposed projects and strategies identified in Task 8.

Deliverables

Materials to be produced include, but are not limited to:

- Underserved communities and vulnerable populations assessment
- Existing conditions equity assessment
- Equity impact assessment

Task 7: Policies and Process Assessment

This element will include a thorough review of the existing state of policies related to transportation safety in the MVRPC MPO planning area. The Consultant will assess current policies, plans, guidelines, and/or standards to identify opportunities to improve how local and regional processes prioritize safety. Additionally, the Consultant will develop recommendations to revise existing and/or develop new policies and processes, as appropriate.

Deliverables

Materials to be produced include, but are not limited to:

- Existing policies, guidelines and standards assessment summary
- Safety policies, guidelines, and standards recommendations

Task 8: Projects and Strategies Selection

The Consultant will lead the development of a comprehensive set of projects and strategies that will address the safety issues identified through the planning process. The projects and strategies must be shaped by data, best practices, stakeholder input, and equity considerations. The strategies and projects should focus on a Safe System Approach, effective interventions, and consideration for multidisciplinary activities. The identified projects and strategies should include interventions focused on infrastructure, behavioral, and/or operational safety. To the extent possible, projects and strategies will include timeframes for when they can be deployed, sponsor(s), relevant next steps, etc.

Once identified, the projects and strategies will be prioritized based on a methodology developed by the Consultant in conjunction with MVRPC and the project steering committee. The methodology should mirror goals and objectives set in the planning process and should be easily understood and communicated to policymakers and the general public.

Deliverables

Materials to be produced include, but are not limited to:

- Safety improvement projects and strategies list and maps
- Project prioritization and rankings methodology
- Project prioritization rankings and maps
- Tabular and GIS databases

Task 9: Safety Action Plan Report

The culmination of this project will be the development of a safety action plan report. This plan will serve as a synthesis of the safety action planning process. The plan must be easy to read, visually appealing, and provide quick takeaways for elected officials, policymakers, technical staff, and the general public. The report should include visualizations to illustrate proven safety countermeasures, context-sensitive solutions, or other sample strategies identified through the planning process.

The Consultant will prepare a draft report for review by MVRPC staff and steering committee members. The Consultant will incorporate comments into a final version for review and adoption by the MVRPC Technical Advisory Committee (TAC) and the MVRPC Board of Directors. It is assumed that the report will primarily be viewed digitally (PDF format), but the document should be formatted for easy and legible printing.

Deliverables

Materials to be produced include, but are not limited to:

- A draft safety action plan report including an executive summary and full appendix in electronic format.
- A final safety action plan report including an executive summary and appendix in electronic and print format. 10 copies printed in color and bound will be provided.
- All GIS, Photoshop, InDesign, Illustrator, MS Word, MS Excel, MS Powerpoint, photos, graphics, and other associated project files.

Task 10: Action Plan Progress Tracking

The life of the safety action plan will go on past the plan's adoption and result in continued work, including the tracking of progress toward the plan's goals, objectives, performance targets, and recommendations. In consultation with MVRPC, the Consultant will develop a method to measure progress over time after the safety action plan is developed, including outcome data.

The approach must include, at a minimum, annual public and accessible reporting on progress towards reducing roadway fatalities and serious injuries, and public posting of the safety action plan online to ensure ongoing transparency is established with residents and other relevant stakeholders. The progress tracking approach should link to MVRPC's Annual Performance Management Safety Targets.

Deliverables

Materials to be produced include, but are not limited to:

- Progress tracking methodology
- Recommendations for a public facing progress tracking interface template
- Relevant progress tracking data and calculations

The elements listed above are not exhaustive, and MVRPC remains open to the expertise of relevant firms to make recommendations.