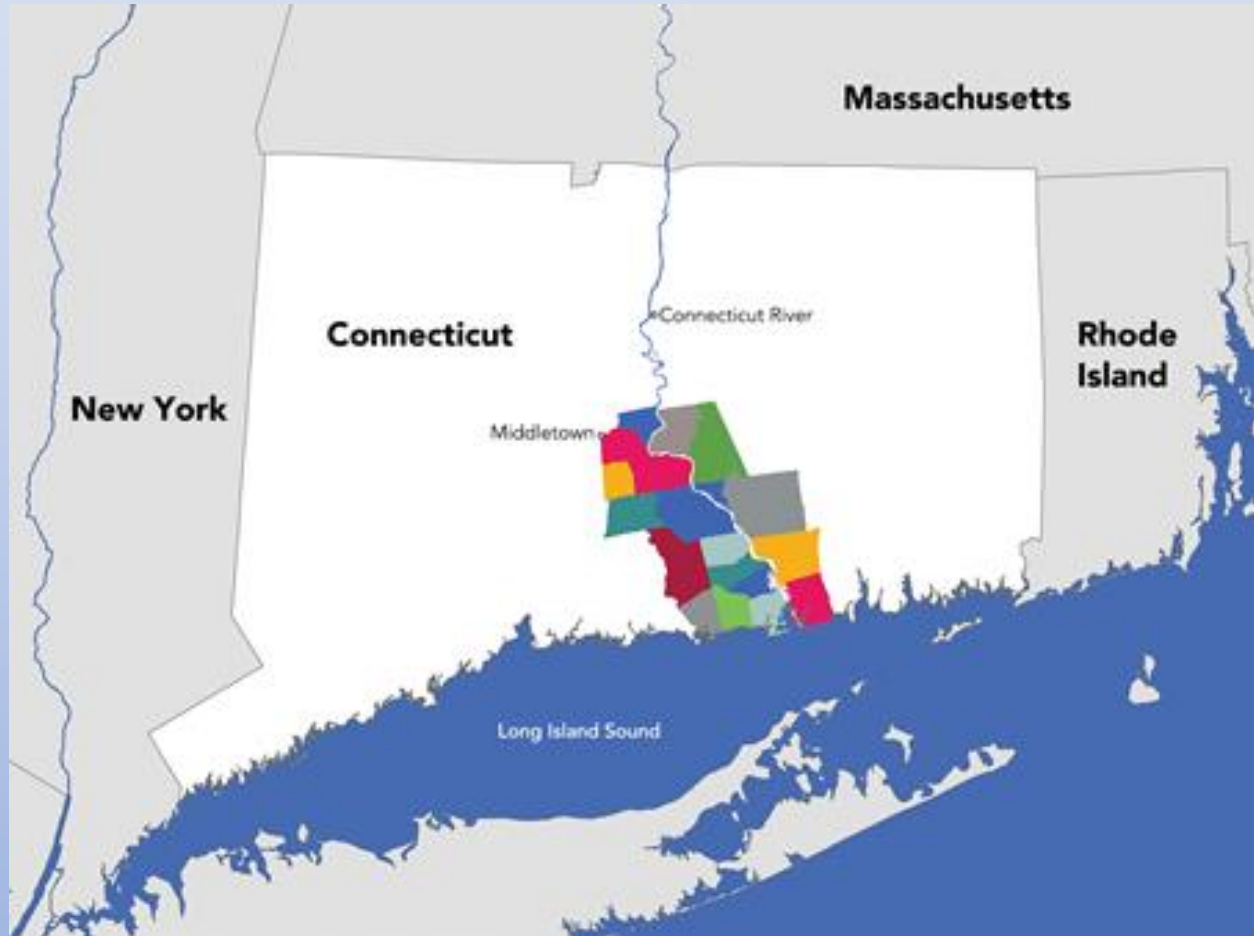


Request For Proposals
Safe Streets and Roads For All (SS4)
Comprehensive Safety Action Plan



October 2023



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | +1 860 581 8554 | www.rivercog.org

Metropolitan Planning Organization



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Request for Proposals SS4A Comprehensive Safety Action Plan

Schedule

RFQ released:	November 1, 2023
Questions due:	November 13, 2023
Answers to questions posted:	November 15, 2023
Proposals due:	November 30, 2023
Anticipated contact:	December 2023

Questions

All questions regarding this Request For Proposals should be directed to:

Name: Eliza LoPresti, Regional Communications Liaison

Email: elopresti@rivercog.org

Submission

Responses will be received electronically only until November 30, 2023 at 5:00 p.m.

Email an electronic file to: elopresti@rivercog.org

RFP advertised at: <https://www.rivercog.org/publicnotices/>

Introduction

The Lower Connecticut River Valley Council of Governments (RiverCOG) MPO invites qualified consulting firms to submit written proposals to create a regional Comprehensive Safety Action Plan for the Lower Connecticut River Valley Region. This planning effort is the result of the USDOT Safe Streets and Roads for All (SS4A) discretionary grant program which awarded funds to RiverCOG. The program was developed with funds appropriated under the Bipartisan Infrastructure Law (BIL). The purpose of the grant is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in the region. Once complete the plan will allow RiverCOG and its member municipalities to apply for implementation grant funding through the SS4A initiative.

Regional Overview

The region consists of the municipalities of Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland, and Westbrook. These seventeen municipalities collectively occupy an area of approximately 443 square miles with a population of 174,225 according to the 2020 U.S. Census. Much of the land area is rural, with Middletown, Cromwell, and Portland comprising the region's urban core.

RiverCOG is one of nine regional planning organizations in Connecticut. The chief elected officials (CEOs) of the region's seventeen municipalities sit on the LCRVCOG board. The LCRVCOG board also serves as the region's Metropolitan Planning Organization (MPO) policy board along with the two regional transit districts, chamber of commerce and CTDOT.

Project Description/Preliminary Scope

Safe Streets And Roads For All (SS4A) Action Plan DRAFT – October 2023 – SCOPE OF WORK

Background

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators.

RiverCOG will create a committee to oversee the development, implementation and monitoring of the Action Plan. The MPO Board will endorse the Action Plan and commitment including a goal and timeline for eliminating roadway fatalities and serious injuries.

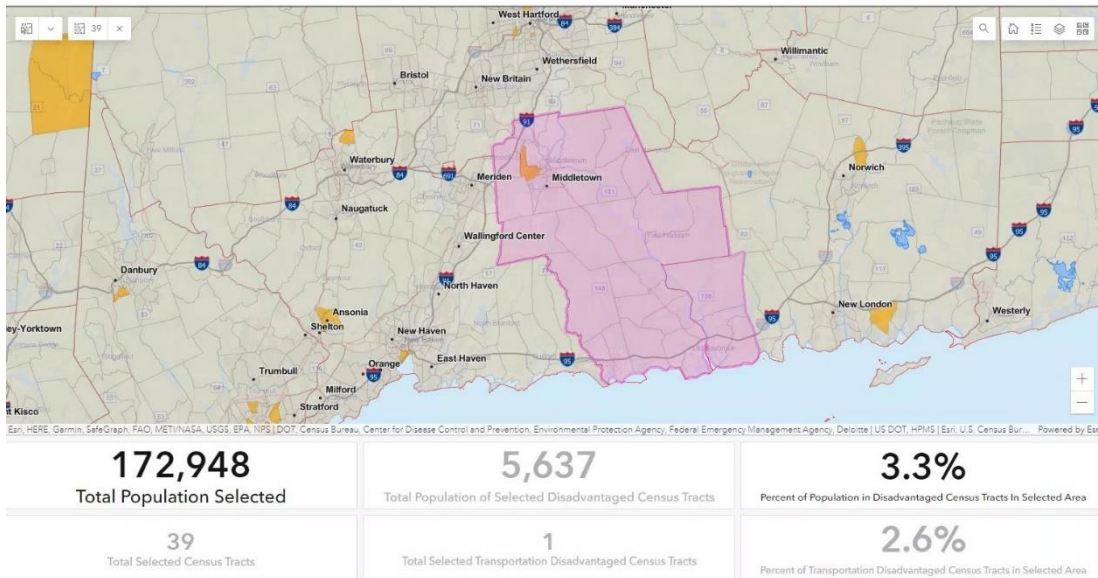
Approach

The consultant team will work closely with RiverCOG staff and stakeholders to develop a publicly available Action Plan for the Lower Connecticut Valley Region. The approach will include goal setting, safety analysis, engagement and collaboration, equity considerations, policy/process changes, strategy/project selection and progress/transparency. The plan should be developed based on the analysis safety data and through robust public engagement with the public and stakeholders and contain

a prioritized listing of projects and strategies to address identified issues. The prioritized projects will be presented to create a program of projects and strategies for future Implementation grants or other possible funding methods.

Project Work Plan

The consultant team will partner with RiverCOG to perform the following tasks to deliver an Action Plan for the study area shown below.



Task 1 – Project Management

1.1: On-Going Project Management & Reporting

The consultant will participate in regular biweekly project coordination conference calls held throughout the project duration to discuss project progress, ongoing tasks, and opportunities and tasks that need discussing.

As part of our invoicing, the consultant will provide progress reports documenting the previous four weeks' work efforts.

1.2 Deliverables:

- bi-weekly coordination meetings
- monthly progress reports, as part of the invoicing process

Task 1 Meetings:

- Bi-weekly coordination meetings

Task 2 – Engagement, Collaboration and Equity Considerations

2.1: Engagement and Collaboration

Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practicable.

The consultant will develop an engagement and collaboration outline detailing activities needed for an inclusive outreach process. The Outline will identify and provide detail on the mechanisms to employ during the 18-month planning process, including but not limited to:

- Public meetings and workshops (virtual and in-person)
- Pop-up events and face-to-face community outreach
- Promotional materials
- Social media strategy
- Project Web page (to be part of RiverCOG's web site)
- Database to track comments from the various activities

2.1.1: Study Advisory Committee/Technical Committee

At important junctures in the study the consultant will report findings and solicit input on items such as the vision and goals/objectives from the project's Study Advisory Committee (SAC). With scheduling assistance from RiverCOG, the consultant will facilitate SAC meetings and provide agendas, presentation materials, draft memoranda and other preliminary deliverables, and summary meeting notes. The consultant will work closely with RiverCOG to select SAC members.

2.1.2: Equity Considerations

Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies

The consultant will initiate the project with background research, recognizing key stakeholders, to help facilitate meetings, share information, and collaborate with stakeholders. The consultant will host public events (charrette, workshop, informational meeting, etc.) to elicit comments, ideas, and reactions from community members. Materials from the events will be posted to the project web page for review by those not able to make the in-person meetings.

2.1.3: Additional Outreach

The consultant will supplement the public events with additional outreach tasks designed to help the team further understand the various opportunities and challenges. The additional tasks include stakeholder meetings, the project website, and presentations to the RiverCOG Board.

2.1.3a: Stakeholder Meetings

To hear from a wider range of the public, the consultant will hold stakeholder meetings working with RiverCOG staff to identify key stakeholders. This may include representatives from CTDOT, municipal planners, public works and law enforcement staff, and other municipal representatives and/or advocates who are not able to provide direct input through the SAC.

2.1.3b: Website Content

The consultant will create content for the project web page linked to RiverCOG's website including a project vision, general information, news, and invitations to upcoming public outreach activities.

2.1.3c: RiverCOG Board Presentations

At key junctions in the project timeline, the consultant will meet with either the RiverCOG/MPO Board to provide an update on the status of the project, findings, public engagement and an overview of the preliminary and final recommendations.

2.2: Visioning, Goals and Objectives

The goal of the SS4A Action Plan is an official public commitment (resolution) by the MPO Board 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: (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 fatalities and serious injuries

Starting with this goal the consultant will perform a safety analysis, policy changes and project selections to achieve the goal.

2.3: Deliverables

- Agendas, handouts, presentation materials, and written summaries related to the SAC meetings, Stakeholder meetings, public and other meetings

Task 2 Meetings:

- Meetings with Study Advisory Committee
- Meetings with key stakeholders
- Meetings with the MPO Board
- Additional meetings
- Public events

Task 3 – Safety Analysis

3.1: Data Collection and Base Mapping

Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a region. This includes 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, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (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). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

3.1.1: Base Maps

The consultant will utilize GIS data for the Lower Connecticut Valley Region. It will include will include roadway, crash, demographic and other data.

3.2: Safety Analysis

The consultant will summarize and analyze the data collected in Task 3.1. to perform a safety analysis of the region including a crash analysis focused on locations and types of crashes

3.3: Deliverables

The consultant will develop Technical Memorandum that documents the safety analysis and summarizes the findings. The Tech Memo will include a summary of the safety analysis with narrative, data tables, and maps

- The consultant will submit draft Tech Memo for RiverCOG/SAC review .
- The consultant will incorporate comments into a final Tech Memo

Task 3 Meetings:

- None expected beyond what is articulated in Tasks 1 and 2

Task 4 – Policy/Process Changes and Strategy/Project Selection

4.1: Policy Changes

Assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.

4.2: Project Selection

Identification of a comprehensive set of projects and strategies—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. These strategies and countermeasures focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations are identified and mitigated.

Once identified, the projects and strategies are prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.

4.3 Progress and Transparency

Develop a method to measure progress over time after an Action Plan is developed or updated, including outcome data and a means to ensure ongoing transparency is established with residents and other relevant stakeholders. The approach must 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.

4.3 Action Plan

The consultant will develop the draft Action Plan based on the tech memo and Policy/Process Changes and Strategy/Project Selection

4.4 End of Period Performance Report

Performance Measures

- Equity - Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT
- Cost - Project Costs: Quantification of the cost of each eligible project carried out using the grant
- Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.

4.5: Deliverables

The consultant will develop a draft Action Plan includes a narrative description, associated graphics, and planning-level cost estimates to with the goal of eliminating roadway fatalities and serious injuries in the Lower Connecticut Valley Region.

- Draft Action Plan
- Final Action Plan
- Performance Report

Task 4 Meetings:

- Presentation to MPO Board

Addendum

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program, with \$5 billion in appropriated funds over 5 years, 2022-2026. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway deaths and serious injuries. It supports US DOTs National Roadway Safety Strategy goal of zero roadway deaths.

The comprehensive safety action plan that a Safe Streets and Roads for All grant funds includes the following key components:

- Leadership commitment and goal setting that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- Planning structure through a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- Engagement and collaboration with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- Equity considerations developed through a plan using inclusive and representative processes.
- Policy and process changes that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- Strategy and project selections that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- Progress and transparency methods that measure progress over time after an Action Plan is developed or updated, including outcome data.

A detailed description of these components listed in the NOFO can be viewed at:

https://www.transportation.gov/sites/dot.gov/files/2022-06/SS4A_Action_Plan_Components.pdf

RiverCOG envisions using this grant to update of its Regional Transportation Safety Plan to create a program of projects and strategies for future Implementation grants or other possible funding methods which can be viewed at https://www.rivercog.org/wp-content/uploads/2022/08/Lower-CT-River-Valley-RTSP_final_rev_Web.pdf

Based on discussions with FHWA, RiverCOG has been awarded an Action Plan grant to be used to develop a publicly accessible Safety Action Plan for the entire road network within their jurisdiction. This grant is not eligible for detailed design development of the various strategies/projects identified.

The Action Plan should be developed based on analysis of safety data and through robust engagement and collaboration with the public and relevant stakeholders. The Action Plan should contain a prioritized listing of projects and strategies to address the identified safety problems.

Schedule

RFQ released:	November 1, 2023
Questions due:	November 13, 2023
Answers to questions posted:	November 15, 2023
Proposals due:	November 30, 2023
Anticipated contact:	December 2023
Interviews:	December 2023
Contract negotiations:	January 2024
Project Kick off:	February 2024

Draft Action Plan:	August 2025
Final Action Plan:	October 2025
MPO Action Plan Adoption:	November 2025
Final Report:	March 2026

Response Requirements

The following information must be submitted with the proposal. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm or individual proposing to conduct the study. Name, team size, and team organizational structure under which the firm(s) and personnel will conduct the study must be included. Relevant experience in economic development planning and public engagement should be presented. Any proposed sub-consultants must be clearly identified, along with their roles in the project and relevant experience. The location of the primary office to be used in the project should be included.
2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included.
3. Description of other similar or related experiences completed within the last few years with reference and contact information for each.
4. A draft Scope of Work for the project, including a description of the project approach and detailed work-plan set out by task.
5. A timeline detailing the order and duration of listed tasks and the project as a whole, as well as which tasks will be completed by the lead, subcontractors (if any), RiverCOG, and municipalities.
6. A detailed budget set out by task.
7. A list of current projects/contractual commitments with end dates for each.
8. Proof of appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage) for the firm and its subcontractors.
9. Statement of compliance with all federal and state laws and local ordinances.
10. Submittals: An electronic submittal is required and must be received by 5 p.m. on Thursday November 30, 2023. Digital storage media may be mailed to RiverCOG, 145 Dennison Rd., Essex, CT, 06426, or emailed to Eliza LoPresti at elopresti@rivercog.org.

After the submittal period has closed, RiverCOG will conduct interviews of select firms, based on a review of proposals, prior to making a final decision.

Federal and State Funds

The services requested in the is RFP will be partially funded with funds from the Federal Highway Administration. As such, the services requested will be subject to federal and state requirements and regulations. The services performed under any resulting agreement shall comply with all applicable federal applicable laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this project, and state, and local laws and regulations. In addition, a contract will be subject to the relevant requirements of 2 CFR 200.

Title VI Assurances

“RiverCOG, in accordance with the provisions of 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 for any contract entered into pursuant to this advertisement, 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, or national origin in consideration for an award.”

Additional information

Addenda - In the event that it becomes necessary to revise any part of these instructions, a supplement will be posted to <http://www.rivercog.org/publicnotices>. Respondents are free to amend or replace an already-submitted proposal up until the RFP submission deadline.

Rejection rights - RiverCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interest to do so.

Cost of proposal preparation - No reimbursement will be made for any costs incurred for the preparation of a proposal or during the selection process.

Proposal to be in effect - Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt. Selection is also dependent upon the negotiation of a mutually-acceptable contract with the chosen firm.

Late responses - RFP responses arriving late or not meeting these minimum requirements may be disqualified.

Inquiries - Questions may only be submitted in writing and sent to Eliza LoPresti, at elopresti@rivercog.org. All questions submitted and responses will be made publicly available at <http://rivercog.org/publicnotices>. The identity of persons submitting questions will not be posted.