

Request for Proposal Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

Black Hawk County
Metropolitan Planning Organization (MPO)
Black Hawk County, Iowa

Issued on September 1, 2023

Proposals due by 11:00 AM CST on Friday, September 29, 2023

PDF or delivered by USB to the contact below:

Aldina Dautović, Transportation Planner
Iowa Northland Regional Council of Governments
229 E Park Ave
Waterloo, IA 50703
adautovic@inrcog.org

Request for Proposals
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REQUEST FOR PROPOSALS

The Iowa Northland Regional Council of Governments (INRCOG) has been designated by the State of Iowa as the Metropolitan Planning Organization (MPO) for the Black Hawk County Metropolitan Area, Iowa. The Black Hawk County Metropolitan Planning Organization (hereinafter referred to as the MPO) is seeking requests for proposals from qualified consultants for a **Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan (CSAP)**.

Consultants may ask for clarifications of the RFP by submitting written questions to adautovic@inrcog.org. Questions regarding this RFP must be submitted no later than 11:00 AM CST on September 28, 2023. INRCOG reserves the right to decline a response to any question if, in INRCOG's assessment, the information cannot be obtained and shared with all potential firms in a timely manner. All questions and responses will be posted on the MPO website at <https://bhcmpo.org/ss4a/> by 4:00 PM CST on September 28, 2023.

The most qualified consultant teams may be invited to interview in-person, virtually, or in a hybrid format. After evaluation of all submitted proposals, consultant interviews, and selection of a firm, INRCOG shall enter negotiations with the top ranked firm. Costs shall be submitted with the proposal. INRCOG reserves the right to reject any or all submittals. This project is funded, in part, with a Safe Streets and Roads for All (SS4A) Action Plan Grant and has a not-to-exceed budget of **\$60,000**. The local match is being provided by the Iowa DOT Traffic and Safety Bureau.

All proposals received by **11:00 AM CST on Friday, September 29, 2023** at INRCOG's office will be given equal consideration. No disadvantaged business enterprise (DBE) goal is set but DBE participation is highly recommended. Minority, women-owned, and disadvantaged business enterprises are encouraged to apply. The full length of the proposal should not exceed 30 pages, including any supporting material, charts, or tables. **Please limit the proposal without supporting material to five (5) pages.**

A PDF of the proposal must be **emailed** or **delivered by USB** to the contact below:

Aldina Dautović, Transportation Planner
Iowa Northland Regional Council of Governments
229 E Park Ave
Waterloo, IA 50703
adautovic@inrcog.org

Once submitted, the proposals will become the property of INRCOG.

Firms submitting proposals must be an Equal Opportunity Employer, as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number 34.

I. About Us

As the designated MPO for the Black Hawk County metropolitan area, INRCOG is responsible under federal law for maintaining a continuous, cooperative, and comprehensive transportation planning process. More information about the MPO can be found at <https://bhcmpo.org/members/>.

II. Purpose of Request

The Black Hawk County MPO seeks to address an increasingly alarming yet preventable public health crisis: death on our roads. Using national and state crash data tools to examine the MPO urbanized area depicts the same problem in the region and highlights the need for a comprehensive analysis of our community's high crash and fatality/serious injury corridors.

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A disproportionate percentage of fatal and serious injury crashes are occurring in Waterloo, Iowa's downtown area, where historically underserved and vulnerable populations reside (see Exhibit A – Project Study Area). We need an action plan that will help make Waterloo's downtown area safer for all modes of transportation. A consultant will develop a document identifying the steps (actions) needed to achieve our goal of improving roadway safety for all. To reach our goal we need defined objectives. Objectives will have measurable and tangible outcomes and will be achievable through actionable steps. This action plan must be devised to ensure an increased chance of a successful follow-up SS4A Implementation Grant application.

Through developing a Comprehensive Safety Action Plan (CSAP) for the Downtown Waterloo area, where a disproportionate percentage of fatal and serious injury crashes are occurring, the MPO is committed to providing a framework of innovative strategies and implementation actions that will ensure crash reductions and support federal safety initiatives.

As a recent recipient of a FY 2022 SS4A Action Plan Grant, this plan will outline new and creative ways to make transportation safer. The goal is to decrease the number of deaths and serious injuries that happen during travel, while also supporting national safety efforts. CSAP will recommend steps to pinpoint safety problems and further steps to suggest specific actions to make Downtown Waterloo safer for all road users. It will suggest actions to cover various aspects like road layouts, land use, public transportation, and community factors to create a complete plan. The plan will address federal and state regulations, including design guidance as well as performance management goals, measures, and targets, and actions to promote equitable outcomes.

Once complete, the CSAP should allow the City of Waterloo and the MPO to apply for implementation discretionary grant funds through the SS4A initiative, along with other federal, state, and local funding opportunities. The CSAP must be purposed towards increasing the success of securing SS4A Implementation Grant funding.

III. Project Narrative

The Black Hawk County MPO understands our shared responsibility in eliminating fatal and serious injury crashes for all roadway users. We are committed to a holistic approach in how we think about transportation safety and how we prioritize investments across the entire transportation system so that we can build a safer and better system for all users and all modes of transportation.

Through expanded collaboration with regional stakeholders and community members, as well as guidance from FHWA's Safe System approach and SS4A's Action Plan Components, the MPO and the City of Waterloo will develop a Comprehensive Safety Action Plan that is founded upon the following:

- Stakeholder and public engagement plan, with a strong emphasis on equity and outreach to historically underserved and vulnerable populations.
- Data collection and review, including a summary of existing programs, policies, and studies.
- Identification, evaluation, and prioritization of high-risk corridors and locations, along with potential programs and physical safety countermeasures, guided by the Safe Systems Approach, to improve safety within those identified areas.

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- Project concept reports including conceptual design and cost estimates that prepare the City of Waterloo and the MPO for future SS4A Implementation Grant funding opportunities and/or other implementation resources.
- Recommended improvements to existing MPO and City of Waterloo local policies and practices related to roadway safety with a strong focus on the Safe Systems Approach.
- Transportation equity review, including an assessment of equity indicators related to accessibility, connectivity, environment, health, engagement, and effectiveness, and how transportation systems affect and/or influence safe and equitable outcomes.

IV. Scope of Work and Performance Tasks

The Black Hawk County MPO is seeking a consultant that can develop a visionary, innovative, and collaborative Comprehensive Safety Action Plan that examines and proposes strategies and recommendations that will ensure a reduction of fatal and serious crashes for all road users. **The final CSAP must be able to meet the requirements identified in the [U.S. DOT's SS4A Self-Certification Eligibility Worksheet](#) (reference Exhibit D).**

Outlined below is a scope of work that will guide the development of the Comprehensive Safety Action Plan. The MPO has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development.

This outline is not necessarily all-inclusive, and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the CSAP. At a minimum, the consultant shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

- Project Structure and Work Plan
- Project Management and Coordination
- Stakeholder and Public Engagement Program
- Data Collection and Review
- Safety Analysis
- Transportation Equity Review
- Implementation Matrix
- Draft and Final Plan
- Executive Summary/Fact Sheet
- Deliverables

Within the tasks outlined above, the consultant should answer the following questions:

- How do you plan to approach this work?
- What tasks do you suggest performing?
- What is your firm's relevant experience?
- Who are the people who will conduct this work? What is their experience and expertise?
- What is your proposed time schedule?

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V. Implementation Schedule

a. Consultant Selection

Advertise for Request for Proposals	9/1/2023
Deadline for RFP Clarifications/Questions	9/28/2023
Due Date for Proposal Submittals (by 11:00 AM CST)	9/29/2023
Review Proposals/Identify Finalists	Week of 10/2/2023
Interview Finalists	Week of 10/16/2023
Black Hawk County MPO Policy Board Approval/Consultant Notice	11/9/2023
Contract Negotiations/Signed Contract	Week of 11/13/2023
Notice to Proceed*	Week of 12/4/2023

*Notice to Proceed shall not be issued until an SS4A Action Plan Grant Agreement has been executed by the FHWA Office of Acquisition and Grants Management.

b. Project Development (Major Milestones)

Project Start-Up	Week of 12/4/2023
Planned Draft Action Plan Completion	March 2024
Final Action Plan Completion	April 2024
Planning Action Plan Adoption (MPO and City of Waterloo)	May 2024
Final Invoices Received	June 2024

VI. Evaluation and Selection Process

The MPO will establish a selection committee to select a consultant. The selection committee will include representatives from the MPO/INRCOG and the City of Waterloo.

The consultant selection process will be administered under the following criteria:

- 10% The consultant’s related experience with similar projects, including the consultant’s ability, familiarity, and involvement in handling similar types of activities
- 35% Specific qualifications of the consultant’s project manager and key staff’s experience related to the development of similar studies
- 30% The consultant’s understanding of the project scope and knowledge of local/regional issues related to the study
- 10% The consultant’s project understanding, proposed project approach and methodology, project work plan, project management techniques, and budget
- 15% The consultant’s proposed approach and methodology for stakeholder and public engagement

The selection committee may elect to ask for more information from the top candidates and may conduct interviews.

We anticipate selecting a consultant at the beginning of November. The selected consultant must receive approval by the Black Hawk County MPO Policy Board before a contract can be executed. The MPO reserves the right to reject any or all proposals or to waive minor irregularities in said proposal and reserves the right to negotiate minor deviations to the proposal with the successful consultant. The MPO reserves the right to award a contract to the

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firm that presents the proposal which, in the sole judgment of the MPO, best accomplishes the desired results.

The RFP does not commit the MPO to award a contract, pay any costs incurred in the preparation of the contract in response to this request, or procure or contract for services or supplies.

All proposals received shall be considered public record, under Iowa Code Chapter 22, unless instructed otherwise by the submitting firm, in concurrence with legal advice provided by the INRCOG attorney.

VII. Proposal Content and Format

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for the Black Hawk County MPO, in conformity with the requirements of the RFP.

The proposal should demonstrate the qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

- a. Contact Information. Name, phone number, email address, mailing address, and other contact information for the consultant's project manager.
- b. Introduction and Executive Summary. This section shall document the firm name, project manager's name and qualifications, and any major features that may differentiate this proposal from others, if any.
- c. Work Plan and Project Approach Methodology. Proposals shall include the following, at minimum:
 - i. Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP
 - ii. Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks
 - iii. List of projects with similar scope, size, type, and complexity that the proposed project team has successfully completed
 - iv. List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members (with resumes)
 - v. Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task
 - vi. List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned
 - vii. List of client references for similar projects described within the RFP
 - viii. Required Disadvantaged Business Enterprise (DBE) participation documentation, if applicable
 - ix. Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project

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- d. Attachments. Review, complete, and submit the completed versions of the following RFP Attachments with the proposal:
 - i. Exhibit B – Cost Proposal Form (complete and submit)
 - ii. Exhibit C – Federal Clauses (review only)
 - iii. Exhibit D – SS4A Self Certification (review only)

VIII. General RFP Requirements

- a. **Proposals.** All proposals must be clearly identified and marked with the appropriate project name, inclusive of a cost proposal form per the requirements of this RFP. Cost proposals shall be based on an hourly “not to exceed” amount and shall follow the general format provided within Exhibit B of this RFP. INRCOG will negotiate a contract for the project after the selection committee completes its final ranking. Negotiation will begin with the most qualified consultant. If INRCOG is unable to negotiate a contract for services, negotiations will be terminated and negotiations will begin with the next most qualified Consultant. This process will continue until a satisfactory contract has been negotiated.
- b. **Debarment of Suspension Certification and Certification of Restriction on Lobbying.** See Exhibit C – Federal Clauses regarding Debarment of Suspension and Restriction on Lobbying.
- c. **Respondent Qualifications.** Respondents must submit evidence that they have relevant experience and have previously delivered services similar to the requested services within this RFP.
- d. **Disadvantaged Business Enterprise.** Pursuant to the US DOT policy and 49 CFR Part 23, INRCOG supports the participation of DBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall make an effort to involve DBE businesses in this project. If the Consultant is a DBE, a statement that the business is certified DBE in Iowa shall be included within the proposal. If the Consultant intends to utilize a DBE to complete a portion of this work, a statement of the Subconsultant’s certification shall be included. The percentage of the total proposed cost to be completed by the DBE shall be shown within the proposal.
- e. **US DOT Policy Statement on Bicycle and Pedestrian Accommodations.** Consultants are advised to review and consider the *US DOT Policy Statement on Bicycle and Pedestrian Accommodation* issued in March of 2010 when developing written proposals.

IX. Additional Resources

Respondents are encouraged to review project planning resources on the SS4A website at <https://www.transportation.gov/grants/SS4A/resources>.

Crash data can be accessed using the Iowa DOT Crash Analysis Tool at <https://icat.iowadot.gov/>.

X. Contractual Information

- a. INRCOG reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within forty-five (45) days after the award of the proposal. INRCOG shall not pay for any information contained in proposals obtained from participating firms.

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- b.** INRCOG reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.

XI. Federal and State Funds

The services requested within this RFP will be partially funded with funds from the Federal Highway Administration (FHWA). As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

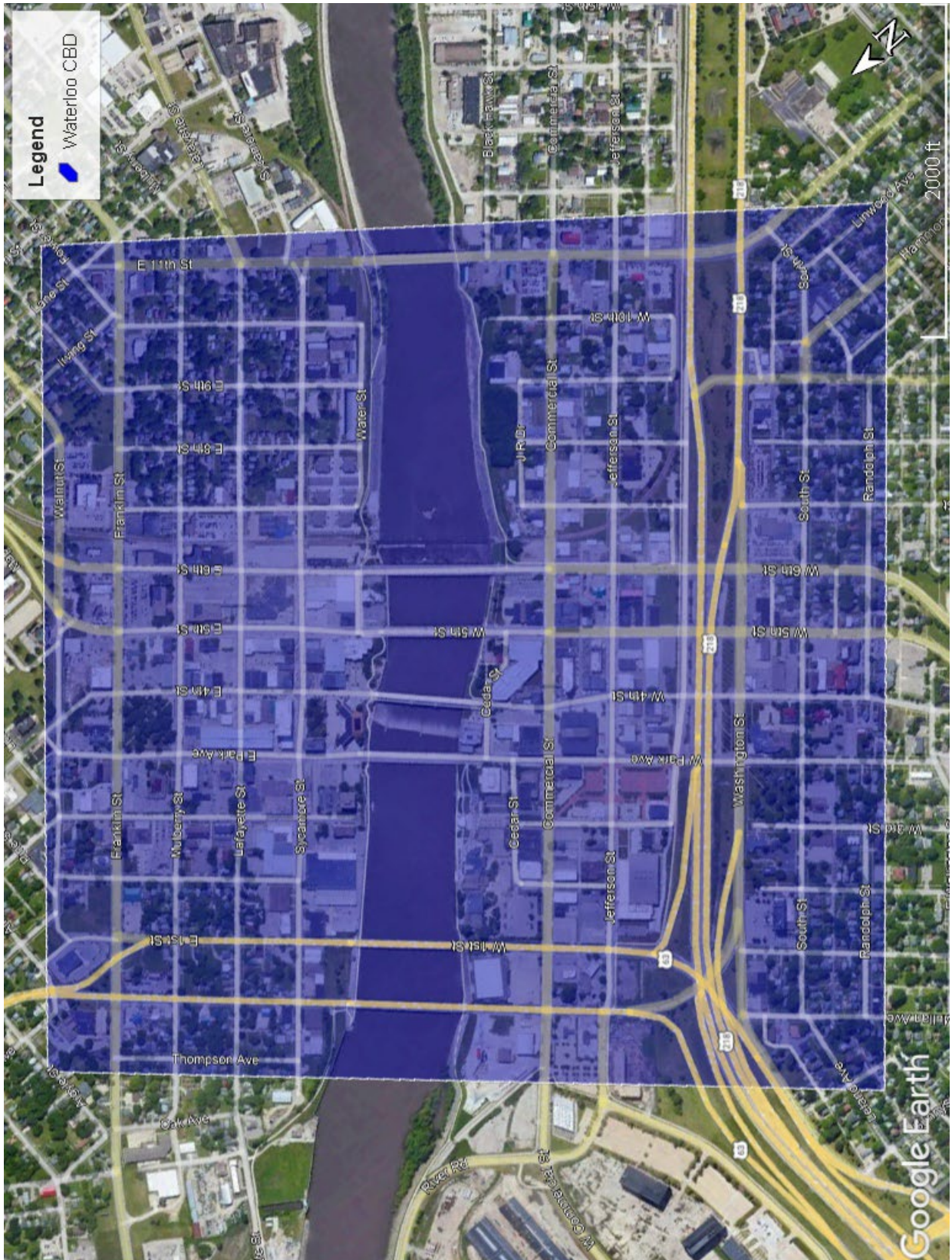
The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, a contract will be subject to the relevant requirements of 2 CFR 200.

XII. Title VI Assurances

Prospective consultants should be aware of contractual requirements regarding compliance with Title VI should they be selected pursuant to this RFP.

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Exhibit A – Project Study Area



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Exhibit B – Cost Proposal Form

Include completed cost form (see below) as part of the RFP. The cost estimate should be based on a not to exceed basis and may be further negotiated by INRCOG upon identification of the most qualified contractor. Changes in the final contract amount and contract extensions are not anticipated.

REQUIRED BUDGET FORMAT
Summary of Estimated Project Cost

1.	Direct Labor	Hours	x	Rate	=	Project Cost	Total
	Name, Title, Function	0.00	x	0.00	=	0.00	0.00
			x		=	0.00	0.00
			x		=	0.00	0.00
				Subtotal	=	0.00	0.00
2.	Overhead/Indirect Cost (expressed as indirect rate x direct labor)					0.00	0.00
3.	Subcontractor Costs					0.00	0.00
4.	Materials and Supplies Costs					0.00	0.00
5.	Travel Costs					0.00	0.00
6.	Fixed Fee					0.00	0.00
7.	Miscellaneous Costs					0.00	0.00
Total Cost					=	0.00	0.00

		Task Hours							Task SUM \$
Staff Position:									X
Task #	Task Description								
Hourly Rate:									

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Exhibit C – Federal Clauses

Equal Employment Opportunity Clause – 41 CFR 60-1.4(a)

- a) *Government contracts.* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract):

During the performance of this contract, the contractor agrees as follows:

- 1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- 3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- 4) The contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 7) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 8) The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: *Provided*, however, that in the event the contractor becomes

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involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Equal Employment Opportunity Clause – 2 CFR Part 200 Appendix II (C)

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Sanctions and Penalties for Breach of Contract – 2 CFR Part 200 Appendix II (A)

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Termination for Cause and Convenience – 2 CFR Part 200 Appendix II (B)

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Rights to Inventions Made Under a Contract or Agreement – 2 CFR Part 200 Appendix II (F)

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Debarment and Suspension – 2 CFR Part 200 Appendix II (H)

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment – 2 CFR Part 200 Appendix II (I)

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.