

REQUEST FOR PROPOSALS

SPOKANE REGIONAL TRANSPORTATION COUNCIL REGIONAL SAFETY ACTION PLAN

ISSUE DATE: JULY 18, 2023

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INTRODUCTION

The Spokane Regional Transportation Council (SRTC) is requesting submittals from qualified firms with expertise in developing regional safety action plans. Qualifications based selection criteria will be used to score proposals from responding consultants. The most qualified consultant teams may be invited to interview virtually. Upon completion of technical ranking and interviews, SRTC will enter negotiations with the top ranked firm. SRTC reserves the right to reject any or all submittals. This project will be funded with a Safe Streets and Roads for All (SS4A) Action Plan Grant and has a not-to-exceed budget of \$435,000.

AGENCY OVERVIEW

The Spokane Regional Transportation Council serves as the Regional Transportation Planning Organization (RTPO) and Metropolitan Planning Organization (MPO) for the Spokane, WA region. The planning area boundary for both the RTPO and MPO is congruent with the boundary of Spokane County. The member municipalities that are subject to the RSAP include the City of Airway Heights, City of Cheney, City of Deer Park, City of Liberty Lake, City of Medical Lake, City of Millwood, City of Spokane, City of Spokane Valley, Spokane County, Town of Fairfield, Town of Latah, Town of Rockford, Town of Spangle, and Town of Waverly.

SRTC's planning area also includes partners that will be included in the planning process such as The Kalispell Tribe of Indians, The Spokane Tribe of Indians, Spokane Airports, The Spokane Transit Authority, the Washington State Department of Transportation, and The Washington State Transportation Commission.

As the designated MPO for the Spokane metropolitan area, SRTC is responsible under federal law for maintaining a continuous, comprehensive, and coordinated transportation planning process.

SRTC is responsible, in cooperation with the Washington Department of Transportation (WSDOT), the Spokane Transit Authority (STA), and local planning partners, for carrying out the metropolitan transportation planning process and other planning issues of a regional nature.

PROJECT DESCRIPTION

The RSAP will utilize innovative approaches to develop holistic, well-defined solutions to prevent roadway fatalities and serious injuries¹. Prevention will be possible by understanding historic data and trends, leveraging predictive passive data techniques, and identifying causal factors and behavioral interventions.

While the safety action plan is regional and will ultimately focus on SRTC's entire planning area, it will be structured to include individual elements (i.e. – chapters, sections, etc.) that are specific to each member municipality.

PROPOSED TASKS

SRTC is seeking a consultant that can not only provide the typical qualifications necessary in the development of the RSAP but also can provide proactiveness, vision, innovation, and collaboration in examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious crashes for all roadway users. The proposal should include those elements necessary to self-certify an action plan as identified by USDOT in the [self-certification eligibility worksheet](#).

This outline is not necessarily all-inclusive, and the consultant may include in the proposal any additional tasks that will integrate innovative approaches to successfully complete the RSAP. At a minimum, the consultant

¹ Any injury other than a fatal injury that prevents the injured person from walking, driving, or normally continuing the activities the person was capable of performing before the injury occurred. (Source: [WSDOT Target Zero Plan](#))

shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

TASK 1: PROJECT STRUCTURE AND WORK PLAN

Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and the achievable timeline for the RSAP anticipated to be completed by July 2024. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

The work plan will allow for a structure that includes individual elements (i.e. – chapters, sections, etc.) that are specific to each member municipality. Each individual element will execute Tasks 3-7 specific to each member municipality. It will also allow for those elements to be “rolled-up” into the main body of the plan that is regional in nature. The main body of the plan will include region-wide data analysis and project prioritization.

TASK 2: PROJECT MANAGEMENT AND COORDINATION

The consultant shall be required to manage the study and coordination with any subconsultants. The consultant will identify a project lead from their team to act as the direct point of contact for SRTC’s project manager. This task will also include regular progress meetings with SRTC, the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submission of invoices. When submitting progress reports, the consultant will be required to outline the following:

- Performed work;
- Upcoming tasks or milestones;
- Status of scope and schedule; and
- Any issues to be aware of.

Development of the RSAP will be guided by a Plan Development Project Team (PDPT), which will provide oversight and input into study assessments, analyses, policies, and recommendations. The consultant should expect up to five meetings with the PDPT. The consultant shall be responsible for the preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the PDPT. SRTC shall be responsible for coordinating and scheduling PDPT meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with SRTC on the coordination and distribution of materials to the PDPT as applicable to consultant work tasks, as well as be responsible for the recording of meeting minutes.

The PDPT is planned to include representatives from each of SRTC’s primary jurisdictions as well as stakeholders that have an interest in reducing serious and fatal injury crashes.

TASK 3: STAKEHOLDER AND PUBLIC ENGAGEMENT PROGRAM

In compliance with SRTC’s adopted Public Participation Plan (PPP), the consultant will develop and implement a detailed stakeholder and public engagement program that seeks to gain authentic and meaningful public input from community members across the planning area. A strong emphasis shall be placed on equity and outreach to communities that have been historically marginalized, those that are economically disadvantaged, or are disproportionately hurt or killed in crashes on the transportation network in the region. At minimum, the stakeholder and public engagement program should address the following:

- Identification of, and engagement activities for, key communities that may be disproportionately impacted by traffic risks and traditionally underserved by safety efforts;
- Specific activities for reaching identified stakeholder groups and engagement strategies that inform, involve, and empower stakeholders and the public;
- Examination of safety culture and concerns in the planning area
- Timeline for stakeholder and public engagement activities;
- Communication methods for sharing information with residents and community members; and
- Strategy for effective and consistent messaging.

The consultant is encouraged to utilize accessible and creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved. The consultant is also encouraged to review [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#) for additional insights.

TASK 4: DATA COLLECTION AND REVIEW

SRTC recently partnered with WSDOT Eastern Region on a pilot project to develop a collaborative framework for coordinating safety investment priorities that reflect regional and state transportation policy goals. That effort resulted in a considerable amount of safety data collection, processing, and analyzing. To the extent practicable, that existing effort should be leveraged and not duplicated.

SRTC will provide WSDOT crash data (2018-2022) at the point level with the attributes including but not limited to those shown in Exhibit A. In addition, crash data that has been aligned to the road network with existing volume data will be provided. SRTC will provide equity data at the tract level with attributes including but not limited to those shown in Exhibit B.

The consultant will assess the quality and completeness of existing data to determine if any additional data should be incorporated into Task 5 or 6.

The consultant should also review strategies that other cities, counties, and MPOs are using to address safety, identify programs that have evidence of measurable success, and provide an assessment of the most effective and efficient methods used to achieve outcomes.

As part of this task, the consultant should at minimum:

- Review existing local, regional, state, and federal plans, studies, design standards, and initiatives related to roadway safety improvements to identify opportunities to improve processes for prioritizing transportation safety and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation (including design) for jurisdictions in SRTC's planning area;
- Conduct a peer review and comparison of the crash analyses of similar (i.e. – size, climate, topology, etc.) MPOs and/or MSAs. This review should include, but is not limited to, a comparison based on crashes per VMT and crashes per capita, crashes impacting vulnerable road users, and causal factors; and
- Develop recommendations based on literature, policy, and data review on best analysis strategies and data requirements. These recommendations should consider the feasibility of developing predictive passive-data solutions that use near-miss analytics to identify safety issues that may not have yet led to a fatal or serious injury crash.

TASK 5: SAFETY DATA ANALYSIS

The consultant will conduct an analysis of existing safety conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across jurisdictions in the SRTC metropolitan area. This safety analysis shall include an examination 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, bicyclists, pedestrians, freight, etc.). Once the high-injury network has been identified, an analysis of systemic and specific safety needs should also be performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all public roadways within the SRTC planning area, without regard for ownership.

TASK 6: TRANSPORTATION EQUITY ANALYSIS

The consultant will perform a transportation equity review to better understand how current transportation systems, services, and decision-making processes impact the lives of all users, including underserved and underrepresented communities in the SRTC planning area. The analysis should employ the dataset that is recognized by USDOT as acceptable for future Implementation grant opportunities.

This should include an analysis of systems, services, and processes that support safe and easy-to-use multimodal options, amenities that are accessible to all populations for reaching destinations independently, and strategies to reduce socioeconomic disparities experienced by underserved and underrepresented communities. As part of this task, the consultant should develop an assessment tool that measures conditions that are specific to vulnerable road users.

TASK 7: IMPLEMENTATION MATRIX

The consultant will develop an implementation matrix that identifies potential projects, strategies, and recommendations for future grant opportunities. This task should include anything necessary to satisfy the grant requirements of other known funding programs (i.e. – HSIP, SS4A Implementation, etc.).

The implementation matrix will recognize the needs of all users of the regional transportation system, potential projects that are feasible and applicable for grant funding, conceptual infrastructure improvements with estimated costs, and schedule for implementation. Strategies and recommendations shall consider and outline fiscal and staff time resources necessary for a continued, sustained, and successful effort to achieve traffic safety goals and meet SS4A objectives after plan adoption. A project readiness timeline for each strategy and project should be included for short-term (0-5 years), mid-term (5-10 years), and long-term (10+ years).

The matrix will implement a method of prioritization at the regional level that is agreed upon by the SRTC Policy Board.

TASK 8: INITIAL DRAFT AND SRTC BOARD OF DIRECTORS DRAFT

The consultant will prepare an initial draft of the RSAP for review and comment by the PDPT. This draft is to be provided as an electronic PDF to PDPT members. Upon final review and consent by the PDPT, the consultant will develop a final Board of Directors Draft report that is visually appealing, easy for policymakers and stakeholders to understand, and communicates action plan strategies and recommendations.

Specifically, the consultant should develop a final report that:

- Incorporates the outputs from Tasks 1-7;
- Qualifies member jurisdictions for 2024 SS4A Implementation Grants;
- Is organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand; and
- Explains key implications as they relate to policies, programs, practices, strategies, infrastructure projects, funding, and other recommendations.

The consultant will provide SRTC with appropriate presentation materials for final review and approval of the RSAP by SRTC Committees, Board of Directors, and other jurisdictions as appropriate. SRTC shall be responsible for presenting and achieving final recommendations and approval of the study.

Comments received from the PTDP will be incorporated into the SRTC Board of Directors draft which will be the version that will be distributed to SRTC's Committees and the Board of Directors for their review and comment. Comments received from those bodies will be incorporated into the final plan. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats.

TASK 9: EXECUTIVE SUMMARY/FACT SHEET

Upon completion of the RSAP, the consultant shall develop an executive summary or fact sheet in PDF format which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphical, highlighting major assumptions, strategies, and recommendations.

TASK 10: DELIVERABLES

Upon final project completion, the consultant will be responsible for providing a high-resolution document in PDF format as well as all graphics in a high resolution file format. The consultant is also expected to provide SRTC with all data and study products. All meeting summaries and technical analyses should be included as an appendix of the study.

SCHEDULE

CONSULTANT SELECTION

Advertise for Consultant Proposals	July 18, 2023
Deadline for RFP Questions	July 31, 2023
Due Date for Proposal Submittals	August 11, 2023
Review Proposals	August 16, 2023
Interview Finalists (tentative)	(week of) August 21, 2023
Consultant Notice/Contract Negotiations	(week of) September 4, 2023
SRTC Board Approval/Signed Contract	(week of) September, 14 2023
Notice to Proceed	(week of) September, 14 2023

PROJECT DEVELOPMENT

Project Kick-Off	September 21, 2023
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Draft Action Plan Completed	April 30, 2024
Final Action Plan Completed	May 22, 2024
Action Plan Adoption	July 11, 2024
Final Invoices Received	September 1, 2024

EVALUATION AND SELECTION PROCESS

SRTC has established a selection committee to select a consultant. The consultant selection process will be administered using the following criteria:

- 20% The consultant’s related experience with similar projects, including the consultant’s ability, familiarity, and involvement in handling similar types of activities
- 20% Specific qualifications of the consultant’s project manager and key staff’s experience related to the development of similar studies
- 20% The consultant’s understanding of the project scope and knowledge of local/regional issues related to the study
- 20% The consultant’s project understanding, proposed project approach and methodology, project work plan, and project management techniques
- 20% The consultant’s current workload, availability of key personnel, and record of past performance

The selection committee may entertain oral presentations via Teams, Zoom or some similar platform for the top candidates to provide additional input into the evaluation process. Oral presentations may be followed by a question-and-answer period during which the selection committee may question the prospective consultants about their proposed approaches.

A consultant will be selected on September 4, 2023 based on an evaluation of the proposals submitted, the recommendation of the selection committee, and approval by SRTC’s Board of Directors. SRTC 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. SRTC reserves the right to award a contract to the firm or individual that presents the proposal, which, in the sole judgement of SRTC, best accomplishes the desired results.

The RFP does not commit SRTC to award a contract, to pay any costs incurred in the preparation of the contract in response to this request, or to procure or contract for services. SRTC reserves the right to withdraw this RFP at any time without prior notice. All proposals, whether selected or rejected, shall become the property of SRTC.

INSTRUCTIONS TO PROPOSERS

CONFIDENTIAL MATERIALS

All material submitted in response to this solicitation becomes the property of SRTC and will not be returned. The submittals shall be deemed public records as defined in Ch. 42.56 RCW “Public Records Act”. Any information in the submittal that the Proposer desires to claim as proprietary and exempt from disclosure under

the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it.

SRTC will review any portions of the submittal that the Proposer considers to be confidential and will then make a determination on what should be released. SRTC will notify the Proposer in writing of the determination and provide the Proposer an opportunity to respond to the decision prior to releasing the submittal (see RCW 42.56.540).

SUBMITTALS OPENING

Submittals will be opened publicly and the name of each entity submitting will be read at 4:30 p.m. PDT on August 11, 2023 at the SRTC Offices, Riverside Conference Room, 421 W. Riverside Avenue, Suite 504, Spokane, WA 99201.

COMMUNICATION WITH SRTC

Communication regarding this RSAP shall be via email only and directed to Mike Ulrich. Do not communicate about this RSAP with any other SRTC employee or partner agencies listed in the RFP, except for a request for this material in an alternate format (see ADA section above). Communication with other employees regarding this study may cause the Proposer involved to be disqualified from submitting under this RFP.

PROTEST PROCEDURES

SRTC maintains a set of protest procedures. If any Proposer desires this information, it may be obtained by contacting Mike Ulrich at mulrich@srtc.org.

CONTENT

The submitted proposal shall be a maximum length of 20 pages including examples of previous work. This page limit does not include the cover letter and resumes. Printing on the front and back of a page will count as two pages. A tabloid (11" x 17") page may be used but will count as two pages toward the maximum page length.

The submittal shall include the following information:

1. A cover letter that has been signed by a party authorized to bind the entity submitting the qualifications.
2. A brief statement describing the Proposer's organization and outlining its approach to completing the work required by this solicitation. This statement shall illustrate the Proposer's overall understanding of the project.
3. A preliminary schedule for the project. The schedule shall indicate all work plan tasks and their durations. The schedule shall clearly identify project deliverable dates.
4. Résumés for key staff members assigned to the project, level of effort for this study and commitment to other work. Any staff substitutions must have the prior approval of the SRTC Project Manager.
5. A summary of the Proposer's recent experience (last five years) in performing work similar to that anticipated herein. This description shall include the following:
 - a. Date of project.
 - b. Name and address of client organization.
 - c. Names and telephone numbers of individuals in the client organization who was directly involved in the project.

- d. Short description of project.
 - e. Proposer team members involved and their roles.
6. Proposers are required to document any potential conflicts of interest in the submittal. A conflict of interest shall be cause for disqualifying a Proposer from consideration. A potential conflict of interest includes, but is not limited to:
- a. Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
 - b. Performing work for a client or having an interest which could conflict with this contract.
 - c. Employing personnel who worked for SRTC or one of its member agencies within the past year.

SRTC will be the final determining body as to whether a conflict of interest exists.

SUBMITTAL INSTRUCTIONS

Submittals should include the following information: firm name and contact information (mailing address, email, phone, fax); name of Principal-in-Charge and Project Manager; and number of employees in each firm proposed for the project. Please submit one (1) copy of your proposal to Spokane Regional Transportation Council, Mike Ulrich through regular mail at 421 W. Riverside Ave., Suite 500, Spokane, WA 99201, or by email at mulrich@src.org no later than 4:00 pm (Pacific Standard Time) on August 11, 2023. Submittals will not be accepted after that time and date. Any questions regarding this Request for Qualifications shall be submitted by email to mulrich@src.org by July 31, 2023. Responses to questions submitted will be posted on SRTC's website no later than August 4, 2023.

ADDITIONAL ADMINISTRATIVE REQUIREMENTS

1. **EEO:** SRTC is an Equal Employment Opportunity (EEO) organization, which does not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all EEO federal, state, and local laws and regulations.
2. **Anti-Lobbying:** SRTC complies with the provisions of Section 1352 of Title 31, U.S. Code (Public Law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11 and 23 CFR 630.112(c)(5). That legislation prohibits Federal funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments, or modification of any Federal contract, grant, loan or cooperative agreement.
3. **Federal Requirements:** This project will be funded through federal funds; therefore, the consultant will be required to comply with all applicable federal contracting rules and regulations.
4. **Insurance:** The firm selected will be required to demonstrate all necessary insurance coverages.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

SRTC in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Julie Meyers-Lehman at julieml@src.org or by calling (509) 343-6370.

TITLE VI STATEMENT

SRTC, 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 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 ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 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 or sex in consideration for an award.

EXHIBIT A

- Crash rate per million VMT
- Crash severity rate
- Total crashes (A23)
- Total serious injury crashes (A25)
- Total fatal crashes (A26)
- Total vulnerable road user (VRU) crashes²

² FHWA's VRU definition: A vulnerable road user is a non-motorist with a fatality analysis reporting system (FARS) person attribute code for pedestrian, bicyclist, other cyclist, and person on personal conveyance or an injured person that is, or is equivalent to, a pedestrian or pedal-cyclist as defined in the ANSI D16.1-2007. (See 23 U.S.C. 148(a)(15) and 23 CFR 490.205). A vulnerable road user may include people walking, biking, or rolling.

- Includes a highway worker on foot in a work zone, given they are considered a pedestrian.
- Does not include a motorcyclist.

EXHIBIT B

- Areas & Indicators of Potential Disadvantage (Horizon 2045)
 - Age dependency
 - Disability
 - Low-Income
 - Vehicle access
 - Limited English proficiency
 - Racial and ethnic minority
- Distance to transit
- Distance to school