

REQUEST FOR QUALIFICATIONS
KYOVA Interstate Planning Commission
KYOVA Safety Action Plan
October 30, 2023

PROJECT OVERVIEW

The KYOVA Interstate Planning Commission is seeking a qualified consulting firm using one contract to develop a Safety Action Plan with funding received from the Safe Streets and Roads for All Grant. The Consultant is expected to select a team with the expertise and experience to successfully develop the plan which will be compliant with federal requirements for a Safety Action Plan. The Safety Action Plan will be developed for the Metropolitan Planning Area which includes Cabell and Wayne Counties, WV; Boyd and Greenup Counties, KY; and the urban area in Lawrence County, OH.

The Consultant will be required to conduct a study for the MPO area to evaluate safety for all road users and provide tools and implementation strategies that work towards identified goals. The Consultant will refine the scope of services and develop a project milestone schedule based on review and discussion with KYOVA Interstate Planning Commission. A Stakeholder Committee will be formed to include KYOVA staff and stakeholders identified from within the study area. The Consultant must be available to meet with the Stakeholder Committee periodically for updates and input. The Consultant will provide written and oral communications, as requested, to KYOVA, and the other stakeholders to communicate the findings of the plan.

KYOVA desires to accomplish the work activities mentioned above using a single contract with one (1) qualified consulting firm. Use of subcontractors and independent contractors is encouraged if the Consultant does not possess adequate expertise to complete one or more of these tasks. Procurement of said services shall be made in accordance with KYOVA's Procurement Process, Chapter 5G-1-3 of the West Virginia State Code, and 2 CFR Part 200. Contracts are to be awarded on a lump sum/fixed fee basis.

The following represents the scope of services but not limited to this for the Safety Action Plan that KYOVA Interstate Planning Commission will be undertaking during FY 2024 and FY 2025. The Consultant selected to complete the contract must assure KYOVA that the final scope of services meets all requirements for safety action plans as put forth by USDOT. Any areas that go beyond this outlined scope of services should be identified and brought to KYOVA's attention. An in-kind local match will be provided by a third party.

Please see Scope of Services below for more information on the project.

PROJECT MANAGEMENT AND ADMINISTRATION

The Consultant will develop a schedule of activities that includes the team members, milestones, and deliverables. The Consultant will also prepare a regular progress report describing project efforts, current issues, milestone and activities. Virtual conference calls will be required on a regular basis to provide KYOVA staff with status updates of the project. Other

avenues of communication from the Consultant may include: email, telephone calls, and face-to-face meetings with KYOVA staff, and others involved in the project.

PROJECT SCHEDULE:

The activities shall be completed on or before May 31, 2025.

KYOVA Safety Action Plan Activities and Procurement Schedule	Due Date
Advertisement for Consultant Services	October 30, 2023
*1 Pre-Scope Meeting with Potential Consultants to Discuss Scope of Work	November 2, 2023
Submission Deadline by Consultants	November 17, 2023
Complete Review Period of Qualifications	December 1, 2023
Short Listing of Selected Firms	December 4, 2023
Interview and Evaluation of Consultant	December 14, 2023
Award Contract	December 15, 2023
Project Complete	May 31, 2025

*1 PLEASE NOTE: The optional Conference Call with Consultants to discuss the Scope of Work is at 10:00 A.M. on Thursday, November 2, 2023. The Zoom link is posted on KYOVA's website under the Public Involvement > Public Comment & Announcements tab.

PLEASE NOTE: This schedule is not to be considered a legal contract and may change at KYOVA's discretion.

CONSULTANT QUALIFICATIONS:

The Consultant must possess the following but not be limited to experience with planning studies addressing safety, mobility, connectivity, and traffic analysis.

Disadvantaged Business Enterprise (DBE) Goal

DBE not required.

Suspended or Debarred Firms

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

Selection Procedures

The requirements for the submission that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting an electronic copy of your proposal to ssalameh@kyovaiipc.org by close of business on Friday, November 17, 2023. The subject line should read – KYOVA Safety Action Plan – (Name of Firm Applying).

You may choose to mail an electronic copy on a USB drive instead, but it must be received by close of business on Friday, November 17, 2023 to the address below:

**KYOVA Interstate Planning Commission
ATTN: Saleem Salameh
400 Third Avenue
Huntington, WV 25701**

Responses not received by close of business on the response due date will not be considered.

Requirements for Submission

Provide the information requested in the Proposal Content as shown below, in the same order listed along with a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material. **It must be made clear who the primary point of contact is for your submission, and contact information including phone number, email address, and mailing address for that person must be listed. Failure to include this information will result in your firm not being considered for the project.**

Proposal Content

1. A list of key staff members, including the Project Manager. Include a breakout of project engineers, technicians, and other staff members responsible for the project. Also, indicate the number of each personnel available for assignment to this project.
2. A representative listing of projects similar to the proposed project performed by the firm.
3. A brief proposed project approach that demonstrates your firm's:
 - Understanding of the project Scope of Services and components needed for the Safety Action Plan,
 - Ability to manage timelines and deliverables,
 - Experience with relevant safety data sources,
 - Innovative ideas,
 - Knowledge and experience concerning state (WVDOT, KYTC, and ODOT) and local standards, procedures, and guidance documents.
4. A list of the firm's present workload relative to capacity and availability to provide the requested services.
5. A list of significant subconsultants, their current prequalification categories and the percentage of work to be performed by each. Also, include the key subconsultant staff members to be assigned to the project.
6. The location of the primary office where most of the work will be performed.

All submissions will be evaluated and ranked by a selection committee and short-listed for a formal interview and evaluation. The project information can be viewed on the KYOVA website and an advertisement can be found in the local newspaper – the Herald-Dispatch.

Questions regarding this request should be directed to Chris Chiles, Executive Director or Saleem A. Salameh P.E., Deputy Executive Director/Technical Study Director at 304.523.7434. E-mail requests may be sent to ssalameh@kyovaipc.org

SCOPE OF SERVICES

This project Scope of Services must at a minimum address the tasks and deliverables that were considered as part of the Safe Streets and Roads for All grant application. The consultant will assist KYOVA in identifying additional tasks and components needed for a compliant Action Plan.

Action Plan Components:

- **Leadership Commitment and Goal Setting**
 - Assist in securing official public commitment by the Policy Board to an eventual goal of zero roadway fatalities and serious injuries
 - Goal and timeline for eliminating roadway fatalities and serious injuries
- **Stakeholder Committee**
 - Establish and coordinate a stakeholder committee to oversee Action Plan development, implementation, and monitoring
- **Safety Analysis**
 - Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the region
 - 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, people walking, 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, demographic, and structural issues, etc.)
 - To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership
 - Based on the analysis performed, develop a geospatial identification of higher-risk locations (a High-Injury Network or equivalent)
- **Public Engagement and Collaboration**
 - Develop and implement a plan for robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback

- Analyze and incorporate information received from engagement and collaboration into the Action Plan
- Coordinate and align all plans and processes with other governmental plans and planning processes to the extent practical
- **Equity Considerations**
 - Develop the Safety Action Plan using inclusive representative processes
 - Identify underserved communities through data and other analyses in collaboration with appropriate partners
 - Develop an analysis that includes both population characteristics and initial equity impact assessments of the proposed projects and strategies
- **Policy and Process Changes**
 - Develop an assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety
 - Discuss implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate
- **Strategy and Project Selections**
 - Identify a comprehensive set of policies 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 Safety Action Plan
 - Strategies and countermeasures should focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities
 - Identify and mitigate, to the extent practical, data limitations
 - Prioritize the list of projects and strategies and provide 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 explain prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety
- **Progress Updates**
 - Establish method to measure progress over time after the Safety Action Plan is developed, including outcome data
 - Establish means to ensure ongoing transparency with residents and other relevant stakeholders
 - Develop a plan for annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries

Tasks from the KYOVA SS4A Grant Application include but are not limited to:

- Incorporating predictive analytics to shift planning from reacting to fatalities in the past to forecasting risks and preventing deaths in the future.
- Identifying non-traditional technologies to address vulnerable road user (VRU) safety risk in innovative, affordable and scalable ways such as data aggregation and analysis, real-time VRU safety advisories, and AI-based human behavior modeling
- Engaging community leaders to co-create solutions and consider pedestrian, bicycle, transit, micromobility, passenger and commercial vehicle operators
- Forecasting demographic changes, technology and mobility trends to predict regional transportation infrastructure needs, and enable future technical innovations to enhance safety for all communities
- Quantifying the benefits of safety investments on regional job creation, the environment, and underserved populations.

Final deliverables will include a comprehensive Safety Action Plan with the above-mentioned components, Executive Summary, and other items discussed and included in the contract.