

Attachment A
Scope of Services
Safe Streets and Roads For All (SS4A)
Quad Cities, Kewanee and Muscatine Traffic Safety Action Plan
August 22, 2023

PROJECT DESCRIPTION

Bi-State Regional Commission was awarded with Safe Streets and Roads for All (SS4A) Grant from the US Department of Transportation to complete a traffic safety action plan for Quad Cities-Iowa/Illinois, Muscatine, Iowa and Kewanee, Illinois. The goal is to develop a comprehensive traffic safety action plan to reduce roadway fatalities and serious injuries, and to identify the beneficial projects or solutions toward safer streets in Quad Cities, Kewanee, and Muscatine. Proposals are sought from qualified professional transportation planning and engineering firms, or teams, to develop the safety action plan for the three geographies noted. This process will also include collaborating with Quad Cities MPO staff and Transportation Technical Committee and with city staff from Muscatine, and Kewanee. Public involvement will also be expected as part of the plan development process.

PURPOSE

This scope of services is prepared to provide a framework of innovative strategies and implementation actions intended to reduce transportation related fatalities and serious injuries and also support Federal safety initiatives. The traffic safety action plan should identify safety issues and specific actions that can be implemented to improve safety for the people travelling in any mode of transportation throughout the region. The plan should address Federal and State regulations including but not limited to design guidance, performance management goals, measures, and targets. This project will be coordinated with and under the direction of the Study Partners noted and administered by Bi-State Regional Commission, the Metropolitan Planning Organization (MPO).

A comprehensive traffic safety action plan is an important way to prioritize safety improvements and justify funding decisions within the MPA and the two cities. Further the plan or plans can serve as the basic building blocks to improve roadway safety by reducing or eliminating fatal and serious injury crashes. Communicating and collaborating with stakeholders and community members, and providing information on funding, the Traffic Safety Action Plan will provide a foundation to improve safety culture, increase collaboration across safety stakeholders, and focus on transportation system design and operation by anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.

Plan development and implementation will need to focus on all users including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro mobility users, and commercial vehicle operators. It should also have an equity element to address areas that would better serve the area's more disadvantaged populations. The plan approach is envisioned to be a systematic and effective long-term guide for achieving Vision Zero.

The traffic safety plan will undertake a comprehensive safety investigation on the jurisdictional roadways in Quad Cities, Kewanee, and Muscatine. This will be done through a more in-depth

look at location-based crash data, causal factors, and Complete Streets principles to identify broad engineering, education, and enforcement strategies that consider local context. Plan results and recommendations should guide and outline future implementation projects eligible for SS4A implementation grants, or other applicable federal or state transportation related funding programs that can contribute to meeting respective state performance measures.

The Traffic Safety Action Plan will consider other factors in addition to safety, including equitable investment in the safety needs of underserved communities. As part of this effort, a public involvement process that focuses on reaching underserved, underrepresented, and vulnerable populations will be undertaken to ensure inclusion and equity for all persons within the planning area. Within the planned output are progress and transparency methods that measure progress over time after the traffic safety action plan is completed.

The process will begin with engaging local agencies, community leaders, and other stakeholders to provide the Study Partners with a comprehensive understanding of the groundwork that needs to be laid in determining the needs of current and future users, and establishing a long-term plan that supports strides toward Vision Zero. The collaboration between the Study Partners and key stakeholders will include a Study Steering Committee comprised of staff from the Study Partners, and others as determined by the group. The consultant will engage the Committee throughout the evaluation to seek input into the planning process and to promote a heightened awareness of context-sensitive design issues as part of the concept development process.

STUDY AREA

Figure 1 – Study Area for the Quad Cities, Iowa/Illinois MPA

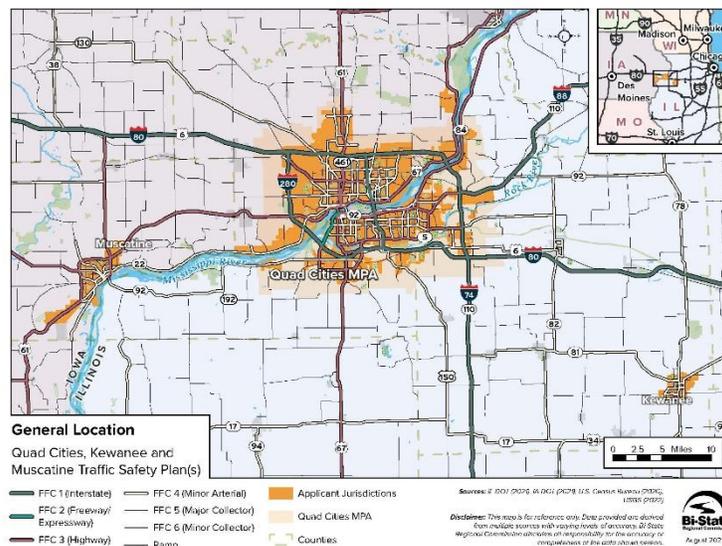


Figure 2 – Study Area for the City of Kewanee, Illinois

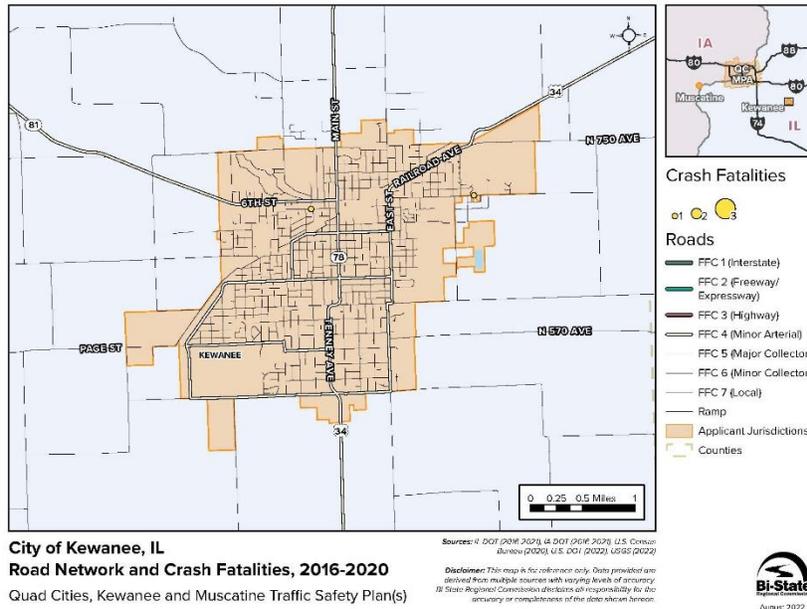
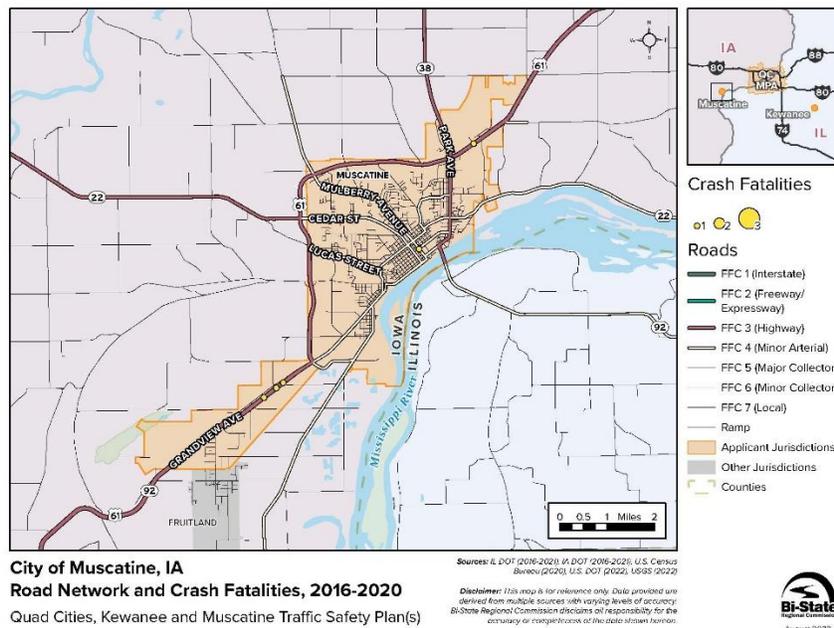


Figure 3 – Study Area for the City of Muscatine, Iowa



PROJECT OBJECTIVES

The Traffic Safety Action Plan for Quad Cities, Kewanee and Muscatine Traffic Safety Action Plan will identify a comprehensive set of projects and strategies, that are data-driven, and incorporate best practices, stakeholder input, equity, and environmental considerations, to address traffic safety problems in the three geographies. Innovative strategies and technologies will address the needs of the area, promoting safety and equity.

The Traffic Safety Action Plan will support Quad cities, Kewanee and Muscatine efforts in progressing on the regions' safety performance by providing information to the region's safety partners on the specifics of the crash problem in their jurisdictions and offer guidance on how those problems can be addressed through multi-modal, multi-discipline engineering, education, and enforcement strategies.

The Traffic Safety Action Plan is expected to use safety investigations and utilize tools such as safety assessments, Illinois and Iowa state crash data, crash reports, and HSM analysis. ILDOT/IADOT Highway Safety Improvement Program (HSIP) procedures will be utilized to identify the nature of the problem and identify appropriate countermeasures for engineering, education, and enforcement. The technical process will analyze crash data, in corridors, and at locations with common characteristics, identify focus areas, engage with public and private stakeholders, and develop projects, programs, strategies, and include policy actions.

The Traffic Safety Action Plan is expected to present a vision and identify goals and objectives that support and deliver the purpose of the SS4A program, as well as the SS4A required public commitment to an eventual goal of zero roadway fatalities and serious injuries (vision zero).

The Traffic Safety Action Plan will have a lens on equity. Building from the Safe System Approach, additional factors beyond safety will be incorporated, including equitable investment in the safety needs of underserved communities. The Traffic Safety Action Plan will look at advancing sustainability and mitigating climate change through the strategy and project development process, as outlined in E.O. 14008 *PACkling the Climate Crisis at Home and Abroad*.

The Traffic Safety Action Plan will demonstrate engagement with a variety of public and private stakeholders and seek to adopt innovative technologies and strategies to promote safety, employ low-cost, high-impact strategies that can improve safety over a wider geographic area, ensure equitable investment in the safety needs of underserved communities, which includes both underserved urban and rural settings, incorporate evidence-based projects and strategies, and align with the federal priorities such as equity, climate and sustainability, quality job creation, and economic strength and competitiveness. Identification of action items to address traffic safety will comply with USDOT's required components including goal setting, safety analysis, public engagement, equity analysis, policy and process proposals, and progress reporting.

SCOPE OF WORK

The consultant will perform the following tasks to deliver the required Safe Streets and Roads for All (SS4A) Grant elements. Consultants must provide a detailed approach with their submission as to how each project task is to be accomplished. If the consultant believes the scope of work outlined in this RFQ should be modified in any way based on professional judgement or is too ambitious, the consultant must suggest changes in the proposal and describe how those changes will better meet the project objectives. For this Scope of Work,

references to the utilization of work completed by in-house staff refers to Bi-State Regional Commission staff.

Task 1: Project Initiation

The consultant will be expected to understand all parameters and requirements of the Safe Streets and Roads for All (SS4A) Action Plan Grant, Notice of Funding Opportunity (NOFO) Assistance Listing # 20.939. An understanding of the required Federal and USDOT guidance including the National Roadway Safety Strategy (NRSS), the Safe System Approach, Executive Order 14008, *PACking the Climate Crisis at Home and Abroad* (86 FR 7619), Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* (86 FR 7009), the President's greenhouse gas reduction, climate resilience, the federal workforce investment programs, Rural Opportunities to Use Transportation for Economic Success (ROUTES) initiative, the Justice40 Initiative, the Highway Safety Improvement Program (HSIP), and related Federal programs is required.

An understanding of Illinois and Iowa state's traffic safety programs' documents including the Strategic Highway Traffic Safety Action Plan, Illinois & Iowa states pedestrian safety action plan, Illinois Vulnerable Road Users (VRU) Safety Assessment, and Vision Zero strategy. All documents are intended to inform and guide the Plan development.

To facilitate the development of the Traffic Safety Action Plan a Project Steering Committee (PSC), Project Advisory Committee PAC, stakeholder list, and a project timeline will be established. The PSC will be comprised of representatives of the MPO Transportation Technical Committee, cities of Kewanee and Muscatine staff, Iowa and Illinois DOTs, FHWA and transit system representation. The PAC will primarily consist of members of the state and local transportation planning agencies, law enforcement, public safety and traffic safety interests, and community organizations that will guide the study throughout the planning process. The composition of the PAC will be determined collaboratively by the consultant and PSC.

An internal project kick-off meeting will be held by the consultant with the PSC. The technical and logistical elements of the Traffic Safety Action Plan will be reviewed. A project start-up meeting will be held by the consultant with the PAC and members of the PSC. This will include a review and discussion of the approach to network screening, coordination with FHWA, ILDOT, IADOT, local government partners, the public involvement process, and additional topics relevant to project start-up. The consultant will suggest communication means to ensure the study process demonstrates accessibility, transparency, and documentation of the planning process for public information.

Task 2: Analysis of Crash Data

The consultant will perform an analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across Quad Cities, Kewanee, and Muscatine. A benchmark crash data analysis for all roadways (to the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership) will be performed. Six (6) years of reportable crash data (2018-2022) will be included for all public roads. This will include 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, people walking, transit users, etc.).

Based on the analysis performed, a geospatial identification of higher-risk locations will be developed (a High-Injury Network or equivalent). The benchmark crash data will include

geographic locations of crashes with related attribute data in an MS Excel and ArcGIS format, tables and maps of crash types and factors, comparisons of crash frequency data to other areas of Illinois and Iowa State, and initial crash rates based on regional Vehicle Miles of Travel. The benchmark crash data will include crash data involving alternative modes (pedestrians, bicyclists, public transit users, etc.) and crash data within underserved communities within the jurisdiction(s), noting any disproportional safety impacts.

Task 3: Network Screening Analysis

Network Screening will be undertaken by the consultant and specifically focus on the entire roadway system, from local roads to interstates. The consultant is to propose the approach to Network Screening including a method for developing average crash rates for local roads by type. Potential approaches include developing crash rates using traffic volume, per capita, per mile, or other metrics which can be applied uniformly. Average crash rates can be developed at the local, county, or regional level by road type or through another metric. Traffic volume data through the Illinois and Iowa Departments of Transportation can be utilized to provide additional data.

The data analysis conducted to support this task should consider site-specific locations with above-average crash histories, particularly in underserved communities. Systemic or corridor-based analysis tools that might identify high-risk characteristics of roadways for which countermeasures might exist must be included. Particular attention should be paid to the review of fatal and serious injury crashes. The objective of this Task is to assess the transportation system at a much greater level of detail than in the Iowa and Illinois Strategic Highway Traffic Safety Action Plan (SHSP) IL/IA SHSP, by clearly identifying and articulating local problems, as well as the Quad Cities MPO Traffic Safety Plan (2021). 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.). The findings will be used to guide the development of focus areas in the Traffic Safety Action Plan and locations to be considered for safety investigations.

The consultant will be responsible for developing appropriate graphics to communicate the crash data as part of the existing conditions section of the Traffic Safety Action Plan and for use in presentations, on websites, and in press releases. It should be noted that location-based crash data on maps is considered sensitive data. The consultant should suggest the types of mapped data and the level of detail which is useful but be cognizant of the sensitivity and suggest how it is to be made available to the public plan documents and at meetings. Baseline, benchmarking, and network screening data will be shared based on an agreed communications strategy during plan development and on Bi-State's website following completion of the plan.

Task 4: Targeted Safety Investigation

The consultant will provide technical services to analyze crash problems at specific sites, in corridors, or at locations with common characteristics on the county, town, city, or village owned roads by undertaking detailed safety investigations. The safety investigations will utilize tools such as Safety Assessments, Illinois/ICAT crash data, crash reports, and HSM software. The top third of the intersections will have safety investigations completed as part of this task. The type and location of the investigations will be identified in consultation with the PAC. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

ILVIA DOT HSIP procedures will be utilized to identify the nature of the problem, identify appropriate countermeasures for engineering, education, and enforcement as needed, and in the case of engineering, identify SS4A or HSIP candidate projects (site specific) or programs of projects (systemic) that reduce the risk of certain types of crashes from occurring. The analysis completed will include statistical, geospatial, and graphic outputs to illustrate the safety problems and their relation in the geographic and socio-demographic context of Quad Cities, Kewanee, Muscatine.

Task 5: Stakeholder Outreach

The consultant will provide a stakeholder outreach methodology to ensure a robust engagement, including the private sector, community groups, and the public, that allows for both community representation and feedback will be undertaken. Information received from engagement and collaboration will be reviewed and incorporated into the Traffic Safety Action Plan. Outreach processes are coordinated and aligned with other governmental plans and planning processes, to the extent practical. Up to four (4) focus group meetings, with at least one in each geographic area, will be organized with both public and relevant safety stakeholders to discuss existing safety concerns, projects, or programs in the area as well as current safety-related data, analysis output, and elicit community engagement and feedback. Staff will provide a list of active safety partners in the three geographic areas to be considered in the identification of stakeholders. In coordination with Bi-State Regional Commission, the consultant will provide translation services, as needed, throughout the process. Information gathered through this outreach will be used to inform the planning process by serving as the basis for an inventory of local knowledge regarding roadway safety.

Throughout the data collection process, the consultant will work with stakeholders to identify inadequacies or systemic barriers in existing data sources or data collection programs and propose strategies for addressing any inequity identified to provide equal access to opportunities and benefits and ensure a 40% allocation of federal resources to low income and underserved communities.

Task 6: Vision and Goal Development

Following stakeholder outreach and with the data analysis underway, the consultant will develop an initial vision, goals, and objectives for the Traffic Safety Action Plan with the PSC. The PAC will review these prior to a Safety Summit(s). Traffic Safety Action Plan objectives will be developed consistent with the U.S. DOT National Road Safety Strategy, Safe Systems Approach, Vision Zero, Complete Streets, and other relevant documents as outlined in Task 1, to guide proposed safety actions.

The Traffic Safety Action Plan goals must include a commitment and timeline for eliminating roadway fatalities and serious injuries achieved through one or both of the following 1) a 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. It is anticipated support and evolution of the draft vision will be elicited throughout the stakeholder outreach and public participation process. This will include working with elected leaders to achieve an official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body to an eventual goal of zero roadway fatalities and serious injuries. The staff will work directly with elected leaders to support the goal and carry the message of Vision Zero throughout the two-county area.

Vision and goal development will inform and shape Task 12 Policy and Process Recommendation. It is expected that the linkage between the PAC and stakeholders will allow for elected and community-based champions to emerge. During Task 12, this support will be leveraged to progress the intent of the Traffic Safety Action Plan. The consultant is expected to develop strategies that are locally relevant to support this Task and Task 12.

Task 7: Safety Summit(s) for Public Involvement

A Safety Summit(s) will be held to collaborate with the safety partners including transportation agencies, public transit agencies, nonprofit organizations, traffic safety educators, businesses, community groups, and interested members of the public to participate in the Traffic Safety Action Planning process. The Summit(s) will prioritize public involvement from persons belonging to underserved population groups (e.g., people in underserved communities, vulnerable populations, children, seniors, persons of color, persons with disabilities, persons who live in rural areas and commute to urban areas, and persons otherwise adversely affected by persistent poverty or inequality) to ensure the impact of roadway safety to these groups is understood and addressed.

The Summit will be a pre-registration, free, partial-day event to share the SS4A planning philosophy and approach to the Traffic Safety Action Plan, to discuss federal requirements for Traffic Safety Action Planning and safety performance measures, to share existing conditions data, to gather additional information about existing knowledge of safety programs in Quad Cities, Kewanee, Muscatine and to publicly source focus areas for further exploration. A public survey will supplement the Summit and be released one week prior to the scheduled meeting and conclude one week post the last meeting date. The survey will be developed with the PSC, administered by consultant staff, and summarized for incorporation into the Traffic Safety Action Plan. This will be the first opportunity for members of the public to engage directly in the Traffic Safety Action Planning process and materials that can be shared at this meeting regarding crash data will need careful consideration. The goal of the Summit is to get feedback on and refine the draft vision, goals, and objectives of the Traffic Safety Action Plan, developed in Task 6, to confirm focus areas, and discuss potential strategies, programs, or projects, to make streets safe for all and achieve vision zero.

The consultant will meet with the PSC before the Summit to discuss the goals, agenda, and format of the Summit. Room fees, refreshments, and related logistical fees would be part of the consultant budget. Bi-State staff will assist with the registration process and will be available to assist with facilitation and the registration table during the event. The consultant is expected to provide the following services:

- A written plan for how the Summit(s) will be facilitated
- Manage and facilitate stakeholder engagement innovatively and effectively.
- Provide all necessary Summit materials needed to collect feedback from stakeholders.
- Attendance by key project and technical staff working directly on the Traffic Safety Action Plan.
- Provide Summit debrief including a summary, documentation of feedback, and photography.

It is expected that the Summit(s) look at and recommend ways to integrate public progress reporting, maintain stakeholder involvement with local safety concerns, and foster the continued

implementation of strategies and projects of the Traffic Safety Action Plan following the completion of the Traffic Safety Action Plan.

Task 8: Focus Areas and Strategies

Using information gathered in the data analysis, stakeholder outreach, surveys and Summit(s), the consultant, in consultation with the PSC and the PAC, will draft focus areas for the Traffic Safety Action Plan. The focus areas will need to complement the Iowa and Illinois SHSP focus areas but will provide more detail as to the relationship of the statewide topics in the local context of Quad Cities, Kewanee, and Muscatine and the crash patterns occurring. Unique issues shall be identified during analysis, such as crash patterns occurrence, and be noted as additional focus areas, as an outcome of the analyses. All focus areas will be supported by data, input from stakeholders, and the public, and utilize FHWA guidance when identifying.

Draft systemic and site-specific strategies that are proven to reduce fatal and serious injury crashes and that reduce crash rates within the various focus areas will be identified. FHWA's proven safety countermeasures, low-cost, high-impact safety improvements at both a system and site-specific level, and complete street principles will be considered. Various policies, education, enforcement, and emergency management services programs will also be incorporated. The identified strategies should consider potential implementers, funding sources, data needs, timeframes, and challenges, aiming to support the State safety performance measure targets. Strategies should also consider emerging technologies, such as automated and connected vehicles and the context of the communities in the region, as well as EV infrastructure planning.

A list of focus areas and strategies will be developed through the application of a comprehensive Safe System Approach that involves using all available tools, including education, outreach, engineering solutions, and enforcement. The consultant will confer with PSC and the PAC to review the list of focus areas where behavioral research and interventions, education, technical assistance, outreach and dissemination to partners, alcohol, and drug-impaired driving interventions, and agency or organizational messaging are appropriate will be addressed.

Task 9: Racial Equity and Environmental Justice

The Traffic Safety Action Plan will be developed using inclusive and representative processes to pursue a comprehensive approach to advancing equity for all, including individuals who belong to underserved communities, such as Black, Latino, Indigenous, and Native Americans, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality. The Traffic Safety Action Plan will further focus on the disproportionate, adverse safety impacts that affect certain groups on area roadways, particularly people walking and biking in underserved communities.

The analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies. In support of E.O. 13985 *Advancing Racial Equity and Support for Underserved Communities*, the consultant, shall assess the focus areas and identified strategies identified in Task 8 through the lens of racial equity. The consultant will conduct an analysis of underserved communities that includes population characteristics and an initial equity impact assessment of proposed countermeasures and projects. This task builds on the completed analysis and will allow socio-demographic data to be overlaid with technical transportation system data and will help inform and identify intersections and road segments of

need. In doing so, the consultant will include efforts to remove barriers to and provide equal access to opportunities and benefits proposed and increase investment in underserved communities and individuals within Quad Cities, Kewanee, and Muscatine.

Task 10: Climate Change, Sustainability, and Economic Competitiveness

As climate change continues to reshape the environment, its future effects on roadway safety will be considered. Vulnerable roadway transportation systems and infrastructure undergoing severe weather events, experience disruption often by reducing traffic mobility, increasing weather-related crash risk, and delaying evacuation processes compromising roadway safety for all users. In addition to causing closures or delays, extreme rain, snow, fog, ice, heat, etc., may damage facilities, compromise roadway safety, and contribute to road fatalities.

The consultant will consider the effects of climate change and extreme weather events and incorporate, where feasible, safety-based countermeasures, evidence-based practices, and policy changes that should also work toward mitigating climate change effects and increasingly extreme weather events. Quad Cities, Kewanee, and Muscatine are in an attainment areas for air quality, therefore not subject to Congestion Mitigation and Air Quality Improvement Standards. Regardless, the consultant will consider reducing motor-vehicle-related emissions, incorporate lower-carbon pavement and construction materials in recommendations, support fiscally responsible land use and transportation efficient design, and include stormwater management practices and other climate resilience measures or features, such as nature-based solutions that improve the built and/or natural environment while enhancing resilience in the context of analysis and output for the Traffic Safety Action Plan.

The Traffic Safety Action Plan should aim to increase economic or business activity due to enhanced safety features and expanded connectivity for all road users to jobs and business opportunities. A specific lens will be applied to improve multi-modal transportation systems and incorporate affordable transportation options such as public transit and micro-mobility to marry crash reduction implementation strategies with economic competitiveness for all transportation system users. The Traffic Safety Action Plan should also demonstrate projects or actions that advance quality jobs and workforce programs and/or provide workforce opportunities for historically underrepresented groups.

Task 11: Strategy and Project Selection

Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence, and equity, resilience and economic competitiveness considerations, as well as stakeholder and public input, that will address the safety problems described in the Traffic Safety Action Plan. These strategies, countermeasures, and projects focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations have been identified and mitigated, and discussed in prior tasks.

Once identified, projects and strategies will be prioritized by time ranges and by geographic area for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). These recommendations should include specific projects and strategies, or descriptions of programs of projects and strategies, and explain the prioritization criteria used. The recommendations should contain interventions focused on infrastructure, behavioral, and/or operational safety. The recommendations will be ordered, within each timeframe and geographic area by order of magnitude determined by the estimated project cost and significant challenges to implementation. Additionally, the recommendations will identify which jurisdiction (city, county or state) the project or strategy applies. For information accessibility, the list of

projects and strategies will prepare in a format that easily summarizes and identified these recommendations for public consumption.

Task 12: Policy and Process Recommendations

The consultant shall provide an assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The USDOT National Roadway Safety Strategy Safe System Approach acknowledges that both human mistakes and human vulnerability must be incorporated into the discussion of roadway safety, the Traffic Safety Action Plan will recognize that to attain the goal of zero fatalities, safety countermeasures will have to focus on more than just infrastructure recommendations and encompass programs and policy decisions that impact both human behavior, emergency response, and administrative actions. Other policy-oriented decisions include but are not limited to, land use recommendations, increasing safe mobility options through context-sensitive design, and addressing barriers to economic competitiveness because of the disproportionately high environmental and climate-related cumulative impacts on health in disadvantaged communities.

After the review of the assessment and consultation with the PSC, the consultant will provide a draft set of policy and process recommendations. The PSC and PAC will review all draft policy and process recommendations. Additional meetings may be held with traffic safety champions, as identified in Task 6, for specific sites or corridors, as needed, to be incorporated into the final Plan recommendations. The Traffic Safety Action Plan will discuss implementation steps for each of the selected policies or processes through the adoption of revised or new policies, guidelines, and/or standards, as appropriate. The Bi-State and respective jurisdictional staff will work with local champions and elected leaders to implement and adopt the recommended policy, guidelines, or standards.

Task 13: Draft Traffic Safety Action Plan

A detailed draft, including an executive summary, will be developed that incorporates a summary of the crash data evaluated through the benchmarking and network screening tasks, summarizes the stakeholder involvement and contribution to the Traffic Safety Action Plan development, and incorporated the public outreach and involvement in shaping focus areas and strategies, describes the proposed focus areas and strategies to reduce fatal and serious injury crashes and crash rates, describes how these strategies may assist the respective jurisdictions in meeting Iowa and Illinois safety performance targets, discusses the impacted people and areas that experience inequality in transportation safety, addresses climate change impacts on resiliency, discusses potential impacts on job availability, and identifies a list projects, programs, and strategies that are potentially eligible for implementation using SS4A, and other Federal and State safety funds. The draft Traffic Safety Action Plan is expected to be understandable to a non-technical audience and includes use of tables and graphics to illustrate more complex recommendations.

A joint PSC and PAC meeting will be held to review the draft Traffic Safety Action Plan prior to its release to the public. PAC members will have two (2) weeks to provide comments and the consultant will develop a comment tracking methodology to allow for efficient submission and review of all comments. A revised draft plan will then be prepared for public review and posted according to the determined communication strategy. The consultant should expect two (2) rounds of comments on the draft report: the first from the PSA and PAC and the second following the public outreach effort in Task 14.

Task 14: Public Outreach and Education

This task will serve to inform, educate, and gain feedback from the entire community on the draft plan and build on Tasks 5 and 7. This will consist of up to 3 public open houses or workshops in the geographic areas noted for the study, which will be from one and a half (1.5) to two (2) hours in duration, and occur at times and in locations such that underserved communities are provided equal opportunity for input. The open house/workshop series will open a two (2) week public comment period. The format of the workshop should be proposed by the consultant in their response to this RFP. The consultant in consultation with the PSC will be responsible for identifying and securing the meeting space, any fees, and all public notification for the workshops. The consultant is also expected to provide the following services:

- An outline for how the open house/workshop will be structured and facilitated
- Identify an approach to engage workshop attendees innovatively and effectively, including online engagement tools, surveys, or other methods for members of the public to provide input following this workshop
- Manage and facilitate the workshop effectively.
- Provide all necessary Workshop materials needed to collect feedback from stakeholders.
- Attendance by key project and technical staff working directly on the Traffic Safety Action Plan.
- Provide open house/workshop debrief including a summary, documentation of feedback, and photography.

Task 15: Final Safety Action Plan

A final draft document will be prepared in consultation with the PSC and PAC, following a two (2) week public comment period that begins on the date of the first workshop and continues for two (2) weeks after the date of the last workshop. The total time for public review may be more than two (2) weeks. The final draft Traffic Safety Action Plan will be presented to PSC and PAC, Quad Cities MPO Transportation Policy Committee and may be presented to Kewanee City Council and Muscatine City Council. The consultant will document and respond to all comments in consultation with the PSC and the agreed communication strategy. The consultant should allocate time in the proposal to make what are expected to be minor final edits to the document and to prepare the Final version of the plan for publication with the expectation of both electronic and printed copies of the final plan (8 copies).

The Final Traffic Safety Action Plan will be developed after all comments are reviewed and the public review period has ended. If significant issues with the content of the Traffic Safety Action Plan are found, another draft and review period will be initiated. The Final Traffic Safety Action Plan will be provided to the PSC and PAC for a final read-through. After this, Bi-State will direct the consultant to prepare the Traffic Safety Action Plan for final print and digital publication. The Traffic Safety Action Plan will be presented in final form to the same committees and boards as the draft plan. The Traffic Safety Action Plan will be made publicly available after acceptance.

Task 16: Progress and Transparency

The consultant will provide a methodology to measure progress over time after the Traffic Safety Action Plan is developed or updated, including outcome data, to ensure ongoing transparency is established with the public and other stakeholders. The methodology must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and the public posting of the plan online. The methodology shall include a recommended update schedule for the Traffic Safety Action Plan and maintenance schedule for all public-facing components.