

Request for Qualifications

Traffic Safety Action Plan for Quad Cities, Kewanee, and Muscatine

August 22, 2023

Proposal Submission Requirements

- Submission Deadline: **September 22, 2023 no later than 3:00 p.m.**
- Submission Location: Bi-State Regional Commission
1504 Third Avenue
Rock Island, IL 61201
- Submission Contact: Gena McCullough, Deputy Director
Bi-State Regional Commission
1504 Third Avenue
Rock Island, IL 61201
Phone: (309) 793-6302 ext. 1146
Fax: (309) 793-6305
- Submission Copies: Seven (7) printed copies and one (1) electronic copy (flash drive) in Adobe Acrobat PDF format are required.
- Question Deadline: **September 15, 2023 no later than 4:30 p.m.**
- Question Contact: Questions must be **submitted in writing** via e-mail to:
Bi-State Regional Commission
Gena McCullough AND Nithin Kalakuntla
1504 Third Avenue
Rock Island, IL 61201 OR
gmccullough@bistateonline.org AND
nkalakuntla@bistateonline.org
- Question Responses: All submitted questions, and the answers to those questions, will be posted and available to all firms at www.bistateonline.org on the homepage with a heading related to the **RFQ Quad Cities-Kewanee-Muscatine Traffic Safety Action Plan**.

Introduction to Project

Bi-State Regional Commission was awarded a Safe Streets and Roads for All (SS4A) Grant from the U.S. Department of Transportation to complete a traffic safety action plan for Quad Cities-Iowa/Illinois, Kewanee, Illinois and Muscatine, Iowa. The project outcome goal is to develop a comprehensive traffic safety action plan or plans aimed at reducing and preventing roadway fatalities and serious injuries, and to identify the projects in Quad Cities-Iowa/Illinois, Kewanee-Illinois, and Muscatine-Iowa that support Vision Zero. Proposals are sought from qualified professional transportation planning and engineering firms, or teams to develop the Traffic Safety Action Plan for Quad Cities, Kewanee, and Muscatine. This process also include collaborating with Quad Cities MPO Staff and Technical Committee as well as city staff from Muscatine, Kewanee and other public safety and traffic safety stakeholders, as well as the public.

A comprehensive traffic safety action plan will prioritize safety improvements and justify funding decisions within the three geographic areas noted above. Further, this type of plan can serve as the basic building blocks to improve roadway safety by providing recommendations for reducing or

eliminating fatal and serious injury crashes. Communicating and collaborating with stakeholders and community members, and providing information on funding will be an important component of this planning process. The traffic safety action plan will lay the groundwork to improve safety culture, increase collaboration across safety stakeholders, offer public education opportunities, and focus on transportation system design and operation on anticipating human mistakes and lessening impact forces to reduce crash severity and save lives.

The traffic safety action plan will consider other factors in addition to safety, including equitable investment in the safety needs of underserved communities, and resiliency from the effects of extreme weather and climate change. 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 areas. Within the planned output are progress and transparency methods that measure progress over time after the plan is completed.

A transportation planning consultant will be secured to analyze the respective study areas noted above. A steering committee will include the representatives of the Quad Cities MPO Transportation Technical Committee, Cities of Kewanee and Muscatine, Illinois and Iowa DOTs, and transit systems' interests. Other stakeholders will be determined as part of the study development process. The study areas would include review of previous planning efforts, determination of existing conditions and future demand, definition of conceptual level alternatives for rehabilitation or replacement, and suggested goals and objectives for the corridor related to economic vitality, livability, mobility, durability/resiliency, and stewardship. The analysis will provide evaluation criteria based on consideration of engineering concepts, environment, transportation and range of cost estimates for alternatives, and recommendations to facilitate crash reductions and increase traffic safety engineering, enforcement, emergency response, and education. Other local public officials and identified stakeholders may be asked to provide input on the proposed improvements. Public involvement is expected to gain feedback for future corridor potentials.

Project Background

The Bi-State Regional Commission (BSRC) oversees metropolitan transportation planning for the Quad Cities, Iowa-Illinois area, and regional planning for a five-county area in eastern Iowa and western Illinois. The Quad Cities MPO Transportation Policy Committee is charged with overseeing and recommending a long-range transportation plan for the Quad Cities MPO area. The *Connect QC 2050: Quad Cities Long Range Transportation Plan* was approved in March 2021 with technical revisions in 2022. Muscatine, Iowa in Muscatine County is part of the Region 9 Transportation Planning Area. The *2045 Long Range Plan for Iowa Region 9* was approved in 2021. Some traffic safety goals and data are referenced in these two plans. Kewanee, Illinois is located in Henry County, and is part of the Henry County Comprehensive Plan where some traffic safety information was provided for the county overall.

There are three public transit systems in the MPO, one regional transit system in Region 9, and two county and one regional transit systems in Region 2 in Illinois. The MPO completed the *Quad Cities Traffic Safety Plan, 2020*, and in 2022, the *Bi-State Region ITS Architecture* was updated.

Process and Deliverables

The effort will include working closely with Bi-State Regional Commission and the project partners to procure a consultant for the study. The services will consist of the following tasks and are detailed in the Scope of Services (Attachment A):

- Project Initiation
- Analysis of Crash Data

- Network Screening Analysis
- Targeted Safety Investigation
- Stakeholder Outreach
- Vision and Goal Development
- Safety Summit for Public Involvement
- Focus Areas and Strategies
- Racial Equity and Environmental Justice
- Climate Change, Sustainability, and Economic Competitiveness
- Strategy and Project Selection
- Policy and Process Recommendations
- Draft Safety Action Plan
- Public Outreach and Education
- Final Safety Action Plan
- Progress and Transparency

Qualifications Proposal Content Requirements

Responses to this Request for Qualifications (RFQ) should be submitted double-sided not to exceed 25 pages total in length, and should not include any pre-printed or promotional material. Qualification statements will be evaluated based on the criteria noted in this RFQ. Interviews may be conducted if deemed necessary by the selection committee. Potential consultants are encouraged to be on the Illinois DOT list of pre-qualified consultants. Those consultants receiving this RFQ directly through the mail or e-mail are requested to respond in writing if they are not submitting a proposal.

On negotiation of a contract with the preferred consultant, a method of payment will be determined, and a contract would be held with Bi-State Regional Commission who will request reimbursement from the U.S. Department of Transportation through the federal grant process. Federal assurances and regulations will apply. Use of Disadvantaged Business Enterprise or Targeted Small Business is encouraged for the contracted work. Qualified proposals submitted to Bi-State Regional Commission may be subject to Illinois open records law.

Proposals shall include the following items:

A. Letter of Transmittal

Provide a letter of transmittal briefly outlining the firm's understanding of the work, general information regarding the firm and individuals to be involved, as well as the name, address, telephone number, fax number, and email address of the contact person for the submitted proposal.

B. Profile of Firm

The proposal shall include general information about the firm including official name, address, principal officers, and firm's area of expertise.

C. Qualifications

- 1) The proposal shall include the name of the anticipated project manager; his/her qualifications and experience; and the names, qualifications and experience of other key personnel who will be assigned to the project. The submitting firm should be familiar with this project's geographic areas as well as state and local requirements that may relate to traffic safety. Explain the firm's experience and ability to assist with household travel surveys and travel demand modeling. If multiple firms are part of a team, contacts and qualifications should also be provided.
- 2) The proposal shall describe the work experience of the firm on similar projects within the past five years or a similar process in another state for federally funded planning studies. Project references shall include the following:
 - Project name
 - Project location
 - Project owner/administrator, contact person, and contact information
 - Brief description of the project
 - Key personnel assigned to project
 - Date project was completed
- 3) The proposal shall describe the name, location, type, and percentage of work to be performed by any and all subcontracting firms. Type and percentage of work needs to be broken down for each subcontracting firm.
- 4) The proposal must address the ability of the firm and each sub-consultant to integrate this project into their present workload and complete the project within the given timeframe as specified in the project schedule.

D. Project Approach

The proposal shall include a general description of the firm's approach in satisfying the following scope of services. (Note: the detailed scope of services will be negotiated at the time of contract development).

Scope of Services

A scope of services is attached as a sample of the types of information the Study Partners would like addressed in the traffic safety action plan study. If there are additional suggestions based on the local situation and understanding of the SS4A requirements, and challenges or opportunities of the geographic areas, these recommendations may be added to a proposer's scope of work based on experience with similar or prior work where successful solutions have been deployed. Refer to Attachment A.

Project Schedule

The proposal shall include a general project schedule and estimated completion date. The corridor study is estimated to begin before the end of calendar year 2023 and completed with final documents delivered no later than March 31, 2025. There is interest in pursuing SS4A implementation funds, so work completed prior to this deadline to align with an open grant period would be beneficial.

Existing Data

A copy of all relevant existing information and records within or available to the offices of Bi-State Regional Commission will be furnished at no cost to the consultant. It is the consultant's responsibility to determine the information needed that is available as it may regard formulation of the proposal and to collect any additional data that may be required. All additional data or information needs shall be the responsibility of the consultant for determination and collection.

Bi-State Regional Commission does not guarantee the accuracy of available existing data and leaves to the consultant the responsibility for verification and applicability of the existing data. A data sharing agreement with BSRC will be signed by all members of the consultant team restricting the use of any data files provided by BSRC for the exclusive use of this project.

US DOT Participation

In as much as the federal funding is being administered by the Federal Highway Administration -Illinois Division for the study, the consulting firm selected and all documents developed must be reviewed and concurred with and/or approved by the U.S. DOT. In the event that the U.S. DOT disapproves of the selected firm's employment on this project, BSRC reserves the right to negotiate an agreement with another pre-qualified firm.

Fees and Compensation

Cost will not be considered in the selection process. Therefore, costs should NOT be submitted as part of this proposal. Costs for preparation of requested proposals shall be borne by those submitting proposals. Quotation of fees and compensation is an activity that will occur after the prime firm is selected. The estimate of costs and person hours per work item will be an exhibit in the consultant contract. Should interviews be necessary, they must include the major work task performers, project team leader(s), and the team member with experience in transportation corridor planning studies.

Consultant Evaluation Schedule

Solicitation for Qualifications	August 22, 2023
Proposals Due:	September 22, 2023
Conduct Interviews if Needed:	Week of October 23, 2023
Consultant Selection:	Week of October 30, 2023
Notice of Selection and Negotiation of Contract:	Week of October 30, 2023

Consultant Evaluation Criteria

All proposals will be evaluated and scored by a selection committee. Proposals will be ranked based on the qualifying categories and criteria outlined below with a maximum cumulative score of 100 points.

	Qualifying Categories	Possible Points	Points Awarded
1.	<p>Qualifications of Consultant Team:</p> <p>Training and qualifications of project manager and key personnel; Experience in handling similar projects in traffic safety analysis and solutions; Familiarity and extensive experience with traffic safety planning and counter measures recommendations, safe access and mobility solutions in multi-modal corridors</p>	30	
2.	<p>Project Understanding and Approach:</p> <p>Information requested in the RFQ was completely addressed in the proposal; Demonstrated an understanding of services required and exhibited a well devised plan of how project work will be accomplished; Quality of project components; Thoroughness in addressing travel survey process and transportation network modeling; Development of alternative solutions to technical challenges and design obstacles; problem-solving ability; innovative ideas for making the project go quickly and smoothly</p>	35	
3.	<p>Availability:</p> <p>Capacity to integrate project into current workload; Ability to meet deadline requirements and adhere to the negotiated project schedule; Availability to keep sponsor and appropriate representatives informed on the progress of the project, attend meetings on short notice and resolve issues in a timely manner.</p>	20	
4.	<p>References on Similar Projects:</p> <p>Experience in medium-sized MPO, and small town context; Ability to communicate and cooperate with advisory committees; Ability to maintain budgets and deadlines; End product met client's requests and requirements; Overall quality of work.</p>	15	