# Request for Proposals (RFP)

Below are recommendations for content to consider including in the RFP for an LRSP, with or without a Vision Zero Action Plan enhancement:

* Project Description/Introduction
* Scope of Work & Deliverables
* Desired Qualifications of Consultant
* Screening Criteria
* Schedule
* Budget

Example language and additional information pertaining to each item is provided below.

## 1. RFP Project Description/Introduction

This section includes sample language for an LRSP project description that can be adapted to suit the unique context of a planning jurisdiction.

#### Local Road Safety Plan

The [City/County] is seeking professional services from licensed professional engineering firms to develop a Local Road Safety Plan (LRSP), to identify, analyze, and prioritize safety improvements for the [JURISDICTION]’s roadways. The LRSP will allow the [JURISDICTION] to proactively correct high collision or problem locations based upon existing data and stakeholder feedback. The LRSP will be developed in coordination with [City/County] departments, local agencies, stakeholders, and will serve as a living document that can be updated to reflect changing conditions, needs, and priorities.

The overarching goal of the LRSP will be to assist the [City/County] to prioritize a list of roadway infrastructure improvements necessary to mitigate transportation safety hazards, reduce the number of serious injury and fatal collisions, and contribute to the overall success of the State’s Strategic Highway Safety Plan (SHSP). The LRSP will also be leveraged to support [JURISDICTION’s] application for federal Highway Safety Improvement Plan (HSIP) funds for projects and priorities identified in the plan.

#### Vision Zero Action Plan Enhancement (optional)

Through a community engagement process, the [Jurisdiction] will establish a vision statement for the LRSP. The development of the vision statement will be a collaborative effort by [City/County] and the safety partners, with direction from the [City Council].

## 2. Scope of Work

The sample scope of work includes common tasks and deliverables required for LRSP development. It is intended to serve as a reference and be updated by planning jurisdictions to meet current LRSP requirements and serve the unique needs of the plan area.

#### Task 1. Project Management, Meetings, and Field Visits

The Consultant shall be responsible for overseeing all aspects of project development and coordination, including coordination with [City/County] Staff, deliverables, submissions, and other coordination efforts consistent with the scope of work. This includes at minimum the following:

1. Kickoff and Progress Meetings: A kickoff meeting and subsequent bi-weekly meetings will be conducted to maintain regular and consistent communication on upcoming tasks, identifying and proactively addressing potential risks and challenges to success. For each meeting, the Consultant shall develop agendas and prepare meeting summaries. The meeting notes will include a list of decisions, actions, and responsible party. These meetings may be done via an online format.
2. Stakeholder Meetings: Work with City staff to identify the stakeholder group who will provide input on the LRSP. This may include elected officials (e.g., from City or school district), traffic safety partners, police/fire representatives, emergency responders, and City staff. Organize and facilitate up to [#] stakeholder working meetings. The timing of stakeholder meetings and level of stakeholder involvement will be discussed during the project kick-off meeting.
	1. Outreach materials for stakeholder meetings are included in the tasks below.
3. Field Visits: Conduct field visits to priority intersections and corridors identified through the data analysis task and approved by City staff. City staff will be included in these field visits to discuss the issues at the corridors and intersections. Field visits may be supplemented or replaced with virtual field visits if in-person interaction is not possible.
4. Ensure that the LRSP, including all recommended safety measures, meets all applicable Federal, State, and local requirements, in anticipation of future grant funding opportunities.
5. Ensure that all appropriate communication, correspondence, and reports are completed on an ongoing basis in a timely manner to the satisfaction of the [City/County].

##### Deliverables:

* Meeting schedule
* Meeting agendas and minutes for all meetings
* Project schedules and timeframes
* Preparation for and attendance of up to [#] stakeholder meetings
* Preparation for and attendance of up to a half-day of field visits

#### Task 2. Comprehensive Review of Existing Documents

The Consultant shall perform a review of pertinent plan and policy documents applicable to the street system and transportation network within the [Jurisdiction]. This includes, but is not limited to: the [Jurisdiction’s] General Plan, Pedestrian Master Plan, Bicycle Master Plan, Specific Plans, the [Jurisdiction’s] standard plans and specifications, the [Jurisdiction’s] street standards, Capital Improvement Program, Traffic Impact Fee projects list, applicable Countywide Transportation Safety Policy and Implementation Guide, AB 43, and other relevant local and regional policies and guidelines. Special attention should be given to areas with vulnerable roadway users. The Consultant shall also perform field observations at ten (10) identified high collision locations.

##### Deliverables

* Draft and final document review memorandum
* Memo with exhibits listing key findings, identified safety corridors, and emphasis areas as identified through systemic safety analysis

#### Task 3. Collision History and Safety Data Analysis

The Consultant shall perform a comprehensive review of crash data, traffic data, and roadway characteristics using the Transportation Injury Mapping System (TIMS), [Jurisdiction’s] Collision Database (Crossroads), [Jurisdiction’s] GIS assets, Citizen Requests, and dispatch records. The Consultant should develop the time period to be utilized for data evaluation and create exhibits demonstrating key findings with respect to areas such as primary collision factors, time of day, age of responsible party, high incident locations, bike/pedestrian involvement, etc.

1. Collision Landscape Analysis: Conduct a citywide review of the collision data, summarized in exhibits such as: collisions over time, collisions by type, collisions by mode, etc. This will enable the project team to identify citywide collision trends.
2. Collision Maps: Develop a series of collision maps. Collisions will be mapped by mode and severity. This task will enable the project team to identify a top subset of high collision locations, with an emphasis on fatal and severe injury collisions.
3. Collision Profiles: Define a set of Collision Profiles, which will represent the LRSP emphasis areas. These will be identified through a systemic collision analysis, which involves cross tabulating collision data with contextual data to identify key trends in types of locations that experience high concentrations of fatal and severe injury collisions. This cross tabulation of data is referred to as systemic collision matrices. Systemic collision matrices will be developed for motor vehicle, bicycle, and pedestrian modes; a set of matrices will be queried for all collision severities, and a set of matrices will be queried for only fatal and severe injury collisions. In review of the systemic collision matrices and collision landscape analysis, collision profiles will be identified, focusing on fatal and severe injury collisions. Each collision profile will include a map of the corresponding collisions, the percent of fatal and severe injury collisions encompassed by the profile, and identification of applicable potential countermeasures for implementation considerations.
4. Collision Data Summary Exhibits: Prepare digital and hard copies of emphasis area summaries to present at stakeholder engagement meetings. These materials will include a hard copy and online survey that allows attendees to prioritize the identified emphasis areas.

##### Deliverables

* Emphasis area summaries and survey materials
* Draft and Final Collision Assessment Memo (including results of the collision landscape analysis, high collision locations, and collision profiles)
* Collision data summary exhibits

#### Task 4. Identify Countermeasures and Strategies

Using the analysis and stakeholder engagement from the previous tasks, develop a prioritized list of countermeasures. This list will form the basis of a safety mitigation toolbox that will best address the most prevalent safety challenges. The toolbox will consist of proven measures that will be among the 82 types from the Caltrans’ Local Road Safety Manual, as these countermeasures are eligible for HSIP grant funding, along with other successful measures that could be considered for application outside of HSIP funding.

##### Deliverables

* Memorandum documenting safety goals, countermeasures, and methodology used
* Draft and final countermeasure toolbox

#### Task 5. Implementation Program

The Consultant will collaborate with [City/County] staff to develop a strategy for implementing the recommended countermeasures and monitoring safety outcomes. The program developed will identify strategies and tools for monitoring performance, potential funding sources, agency roles and responsibilities for implementation of the plan, opportunities for funding of maintenance, and potential updates to [City/County] design standards.

##### Deliverables

* Draft and final implementation program memorandum

#### Task 6. LRSP Development

The Consultant shall develop a draft LRSP based on the findings from the work conducted in Tasks 1 through 5. Each deliverable developed in a prior task shall serve as a section of the draft LRSP. The draft LRSP shall include existing safety efforts and policies, data analysis methods and results, emphasis areas, countermeasures, and ways to implement the Plan. Exhibits and maps shall be included as appropriate. The Consultant shall circulate the draft LRSP to City staff and stakeholders for input.

The Consultant shall create a final LRSP, based on one round of consolidated comments from the City on the draft LRSP. The Final LRSP will provide a roadmap for the City moving forward. It will describe the implementation program the City should follow and any subsequent updates to the plan necessary based on new data or information becoming available. The Consultant shall also create a public-facing summary presentation and deliver the presentation at one City Council meeting.

##### Deliverables

* 90% Draft Report
* Attendance of 1 virtual or in-person City Council meeting
* Presentation summarizing the LRSP for the City Council meeting
* Comment Response Matrices
* Final Report

## Selection Criteria

It is the purview of the planning jurisdiction to establish selection criteria for proposals. Below are two examples of criteria applied to LRSP proposals:

#### Example A

City staff will use the following selection criteria to evaluate the Proposals:

1. Overall Experience
2. Local Experience
3. Ability to demonstrate desired Consultant qualifications
4. Ability to respond in a timely manner
5. Experience in traffic engineering consulting for public agencies
6. Ability to meet contract and insurance requirements

#### Example B

All proposals will be evaluated based on the criteria below:

1. Understanding of the scope and potential challenges (25%)
2. Qualifications of experience with similar projects (20%)
3. Organization of proposal (15%)
4. Innovation and advanced techniques (10%)
5. Familiarity with applicable standards and procedures (10%)
6. Schedule of work (10%)
7. Fees (10%)

## Schedule

The Consultant shall provide a detailed project timeline and deliverable schedule.

#### Sample Consultant Schedule

Proposed Project Schedule

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 | Month 8 | Month 9 | Month 10 |
| Task 1 |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |  |  |  |
| Task 3 |  |  |  |  |  |  |  |  |  |  |
| Task 4 |  |  |  |  |  |  |  |  |  |  |
| Task 5 |  |  |  |  |  |  |  |  |  |  |
| Task 6 |  |  |  |  |  |  |  |  |  |  |

## Budget

The terms and conditions of the agreement will be on an agreed time and material basis with a not to exceed fee. The base fee for the project shall not exceed [$X]. The proposer should provide a fee estimate for any optional tasks and cumulative project costs.

#### Sample Consultant Budget

Caltrans provides funding for local jurisdictions to develop LRSPs, supported by local matching funds. A list of funded LRSPs with the sizes of the funding awards and local matches can be found on the [LRSP section of the Caltrans website](https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/local-roadway-safety-plans).