



**Request for Proposals (RFP)
Safe Streets and Roads for All (SS4A) Safety Action Plan**

Issue Date: November 12th, 2024

Proposal Due Date: January 11th, 2025

1. INTRODUCTION

The Maumee Valley Planning Organization (MVPO) is soliciting proposals from qualified consultants to develop a comprehensive Safety Action Plan for the MVPO region. This project will be federally funded through a Planning and Demonstration Grant secured through the Safe Streets and Roads for All (SS4A) program with a maximum budget of \$200,000.

This initiative aims to reduce traffic fatalities and serious injuries through the development of a data-driven, comprehensive action plan that prioritizes safety interventions for all modes of transportation. Upon completion, stakeholders within the MVPO region may apply for an Implementation Grant through the SS4A program to implement projects and strategies that are identified within the Safety Action Plan.

MVPO is a Regional Transportation Planning Organization (RTPO) designated by the Ohio Department of Transportation (ODOT). As an RTPO, MVPO provides transportation planning assistance for a five-county region: Defiance, Fulton, Henry, Paulding, and Williams Counties. The region has a population of approximately 165,000 residents.

2. SCOPE OF WORK

The selected consultant will be responsible for developing a Safety Action Plan for the MVPO region that meets all required components per the U.S. Department of Transportation to successfully apply for Implementation Grant funding. These components can be found in Table 1 of the Amended FY24 SS4A Notice of Funding Opportunity (<https://www.transportation.gov/grants/ss4a/fy24-nofo>) and are listed below.

Any stakeholder and public outreach collaboration can be done in conjunction with MVPO.

- **Leadership Commitment and Goal Setting:** An official public commitment (e.g., resolution, policy, ordinance) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, metropolitan planning organization [MPO], Policy Board) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the 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.

- **Planning Structure:** A committee, task force, implementation group, or similar body charged with oversight of the 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 a jurisdiction, locality, Tribe, or region. Includes 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, pedestrians, 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, demographics, and structural issues). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a high-injury network or equivalent).
- **Engagement and Collaboration:** Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practicable.
- **Equity Considerations:** Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.
- **Policy and Process Changes:** Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.
- **Strategy and Project Selections:** Identification of a comprehensive set of projects and strategies—shaped by data, the best available evidence and noteworthy practices, and stakeholder input and equity considerations—that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach and effective interventions and consider multidisciplinary activities. To the extent practicable, data limitations are identified and mitigated.

Once identified, the projects and strategies are prioritized in a list that provides 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 and Transparency:** Method to measure progress over time after an Action Plan is developed or updated, including outcome data. A means to ensure ongoing transparency is established with residents and other relevant stakeholders. The approach must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries and public posting of the Action Plan online.

3. DELIVERABLES

Upon completion of the Safety Action Plan, the consultant will provide MVPO with the final document in PDF format. All data and study products collected during the planning process must also be included.

4. TIMELINE

- RFP Issue: 11/12/2024
- RFP Deadline: 1/11/2025
- Consultant Selection: 1/17/2025
- Contract Negotiations/Signed Contract: 1/31/2025
- Project Start: 2/1/2025
- Draft Plan Completion: 4/10/2026
- Public Comment Period: 4/13/2026 – 5/28/2026
- Plan Adoption: 6/8/2026
- Plan Submission: 7/1/2026

5. QUALIFICATIONS

MVPO prefers a consultant with expertise in the following areas:

- **Experience in Transportation Planning:** Demonstrated experience in developing or implementing safety action plans, specifically related to Vision Zero, Complete Streets, or similar safety programs. Past involvement in projects aimed at reducing traffic fatalities and serious injuries.
- **Familiarity with Federal, State, and Local Safety Initiatives:** Knowledge of federal and state guidelines, notably SS4A program requirements.
- **Data Analysis and Visualization Skills:** Expertise in crash data analysis, risk assessment, and identification of high-injury networks. Proficiency in GIS, traffic modeling, or similar tools to analyze and present safety data. Experience creating clear, actionable recommendations based on data findings.
- **Public Engagement and Stakeholder Collaboration:** Experience with community outreach, public meetings, and incorporating public input into transportation-related plans. Proven ability to work with diverse stakeholders, including government agencies, community organizations, law enforcement, and the public.
- **Multimodal Transportation Expertise:** Knowledge of multimodal transportation planning, with a focus on creating safe environments for pedestrians, bicyclists, and motorists. Experience designing or reviewing complete street projects or roadway design improved at enhancing safety for all users.

- **Understanding of Equity Considerations:** Experience in addressing transportation equity, ensuring that safety improvements benefit historically underserved or vulnerable communities. Knowledge of strategies to prioritize safety investments in areas with higher risks for low-income or minority populations.
- **Previous SS4A or Comparable Project Experience:** Specific examples of past work on SS4A projects or other federal safety programs like the Highway Safety Improvement Program (HSIP). Success in developing Local Road Safety Plans (LRSP), systemic safety analyses, or other safety-related action plans.

6. PROPOSAL REQUIREMENTS

Proposals must include the following information:

- Detailed work plan that identifies the major tasks relative to the requirements of a Safety Action Plan as outlined in this RFP.
- Explanation of approach and methodology to complete all required tasks.
- Timeline for completion of all required tasks, including anticipated dates of public outreach and stakeholder meetings.
- List of proposed team members and project manager.
- List of projects with similar size, scope, and type that have been successfully completed in the past.
- Proposed compensation/budget.

7. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

<i>Criteria</i>	Description	Rating (1-5)
<i>Understanding of the Project Scope</i>	Proposal shows an understanding of all necessary tasks and requirements of a SS4A Safety Action Plan	<input type="checkbox"/> 1 = Poor <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 3 = Good <input type="checkbox"/> 4 = Very Good <input type="checkbox"/> 5 = Excellent
<i>Experience & Qualifications</i>	Proposal demonstrates an experience related to transportation planning and/or has successfully completed similar projects	<input type="checkbox"/> 1 = Poor <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 3 = Good <input type="checkbox"/> 4 = Very Good <input type="checkbox"/> 5 = Excellent
<i>Methodology & Approach</i>	Proposal includes an explanation of how required tasks will be accomplished. Also includes a detailed timeline for completing the project; capacity to complete the project within schedule	<input type="checkbox"/> 1 = Poor <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 3 = Good <input type="checkbox"/> 4 = Very Good <input type="checkbox"/> 5 = Excellent

8. SUBMISSION REQUIREMENTS

Proposals shall be submitted by 4:00 p.m. on January 11th, 2025, via email to the contact below. Late proposals will not be considered.

For questions or further information, see the contact below.

Selection of the consultant will be announced on January 17th, 2025.

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