

Invitation for Bids Number: 23-40

Addendum 3

Date: October 17, 2023

Acknowledgment of Addenda

The undersigned acknowledges receipt of the following addenda to the bidding document:

**THE COMPLETED ACKNOWLEDGEMENT OF ADDENDA FORM
SHOULD BE RETURNED WITH BID RESPONSE PACKAGE: NOT
SENT TO RIPTA SEPARATELY**

NOTE: Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the bid.

Name of Bidder

Street Address

City, State, Zip

Signature of Authorized Official

Date

Invitation for Bids Number: 23-40

Addendum 3

Date: October 17, 2023

Please see changes to the evaluation criteria. Also please note that the due date has been extended until 1PM on October 27, 2023.

Safe Streets and Roads for All (SS4A) Roadway Safety Plan Planning Project

Scope of Work

RIPTA seeks consultant assistance to facilitate the Safe Streets and Roads for All (SS4A) planning process in coordination with state agencies and participating municipalities. The SS4A program supports FHWA's [Safe System approach](#), which consists of six principles that together can reduce roadway deaths and serious injuries to zero. RIPTA's intention is to develop an individual, local roadway safety action plan for each participating municipality. These municipal level plans must be consistent with the SS4A Implementation Grant conditions, so that municipalities can use their plans to apply for further SS4A funding.

A key element of this project will be coordinating with the 31+ participating municipalities and balancing their local, specific safety concerns with a standard safety plan development process. The consultant or team of consultants should develop a general safety plan template early in the planning process, which will show the necessary elements of the plan that every municipality must receive, and which allows for some customization to account for local goals. To understand local safety goals, regular and meaningful public and stakeholder engagement will be as critical in this project as data collection and analysis.

The budget for this project is \$6,250,000 which includes both federal SS4A grant funds and the Rhode Island state match. The consultant should express in their proposal how they plan to distribute funding equitably in the development of these municipal plans. The consultant must ultimately fulfil the following tasks and provide the deliverables noted for each task area.

1. Project Management

Upon notice to proceed, the consultant will be responsible for overseeing their activities as described in this scope of work and working closely with RIPTA on overall project administration.

A project kickoff meeting should be organized within three (3) weeks of project initiation. The kickoff will bring together a project team including the consultant, RIPTA, RIDOT, and others as appropriate (such as the Rhode Island League of Cities and Towns). A draft project management plan and schedule must be submitted to RIPTA by the consultant for review before this kickoff. The project kickoff will confirm project scope, plan, and timeline; establish processes for document sharing and communication (via SharePoint or approved equal); and provide space for discussion on project goals and needs.

The consultant will further be responsible for organizing, facilitating, and providing notes for regular project team meetings; providing regular progress reports to the project team; and ensuring that the safety action plans are completed on time, on budget, and with all expected elements as described in this scope.

Deliverables:

- *Final Project Management Plan and schedule*
- *Project kickoff meeting*
- *Project SharePoint, where all project files and documents will be maintained*
- *Agendas, facilitation, and summary notes for bi-weekly project team meetings*
- *Monthly invoicing and oversight of all consultant and subconsultant staff*

2. Data Collection and Review

RIPTA anticipates that datasets in the following categories will be needed for this project:

- Physical and political geographic boundaries
- U.S. Census/ACP demographic data
- National and locally important equity datasets
- Roadway and curb data
- Traffic volumes
- Traffic accidents
- Traffic signals
- Rail and ferry data
- RIPTA infrastructure and ridership
- On- and off-street bicycle/pedestrian infrastructure

This list is not exhaustive, and the consultant may suggest additional data as appropriate for the analysis. RIPTA prefers that data be available through public sources or directly from municipal and state partners in this project.

The consultant will come to the project kickoff with an initial list of datasets, documents, and any other materials needed from RIPTA, RIDOT, municipalities, and other parties as appropriate for this project. This list should be guided by the above anticipated data needs and can be confirmed at project kickoff. After further discussion with participating municipalities about their local goals and concerns, additional data needs may be added to this list.

RIPTA will assist the consultant in gathering this information from the necessary parties and facilitate data sharing in a timely manner. The consultant will store these materials in the project SharePoint so they are clear and accessible to everyone on the project team.

Deliverables:

- *Clearly defined list of data and informational needs*
- *Shared folder collecting all requested documents, accessible to project team*

3. Public and Stakeholder Engagement

The consultant should have a strong engagement team able to facilitate ongoing, equitable, and comprehensive public engagement at the local and statewide levels for the duration of this planning effort. Local stakeholders may include pedestrian/bike/transit advocates, neighborhood associations, business associations, educational institutions, municipal planners, elected officials, social services organizations, and more. Particular attention should be given to engagement with communities with limited English proficiency, people with disabilities, young people, older adults, historically underrepresented groups, and non-car users as they may stand to benefit most from roadway safety improvements.

The consultant must provide a clear engagement plan at project kickoff, outlining how the engagement team will connect meaningfully with state agencies, municipalities, community organizations, and the public. As long as the engagement process proposed is comprehensive and inclusive, the consultant will not be required to organize 31+ individual meetings for each participating municipality, though they may do so if it is determined to be the best course of action. There may be opportunities to host joint community meetings, utilize partnerships with regional organizations such as the Community Action Partnerships or the Health Equity Zones, or work with municipalities to share organizational responsibility.

Engagement must include in-person and virtual opportunities for stakeholders at all levels to learn about the project; ask questions, discuss their experiences, and provide input to the planning process; stay up to date as the action plans are developed; and see clearly how their feedback influenced the final draft of their local plan. RIPTA welcomes creative suggestions and methods for this engagement process.

The consultant will be responsible for organizing, facilitating, and summarizing results from the engagement process. If outreach materials or visuals are needed, the consultant must develop and provide such materials in coordination with RIPTA. At the end of the project, a concise summary of the stakeholder engagement efforts will be included in each final action plan.

Deliverables:

- *Stakeholder Engagement Plan*
- *Agendas, facilitation, meeting materials, and summary notes for stakeholder engagement*
- *Summary of stakeholder engagement efforts for each action plan*

4. Action Plan Development

The consultant should have resources prepared to begin engagement with RIPTA's municipal partners quickly following the project kickoff. These resources include a general outline of the municipal roadway safety plans and a brief presentation of the project plan, which can be shared with municipal partners at initial engagement meetings.

The roadway safety plan outline should include a list of elements that each plan will have, and must at minimum adhere to the [SS4A Self-Certification Eligibility Worksheet](#) to ensure that the municipal plans will meet the conditions of eligibility for SS4A Implementation Grant funds. These conditions include but are not necessarily limited to:

- Analysis of existing conditions and historical trends of crashes involving fatalities or serious injuries;
- Analysis of location, severity, type, and contributing factors for crashes;
- Analysis of systemic and specific safety needs;
- Identification of underserved communities and an equity analysis;
- A comprehensive set of strategies and an identified timeline to address safety problems;

A final list of required analyses and outcomes will be determined by project kickoff. The draft plan should lay out these analyses and also give options for customization based on local needs and concerns.

This customization allows municipalities/local stakeholders to identify specific intersections or sections of road that are of high local concern. Through the engagement process, stakeholders can vision and plan improvements to the identified location(s); improvements may be simple, such as adding a sidewalk along a stretch of road, or complex, such as redesigning an intersection. The consultant will facilitate and record these discussions and provide information on best practices for roadway safety and design. In some cases, municipalities may have a pre-existing roadway safety plan such as a Complete Streets plan. In these cases, the consultant will discuss with RIPTA and the municipality how to best support their existing plan, which may

include additional planning to ensure that the plan conforms to SS4A Self-Certification Eligibility criteria or, potentially, conceptual design for locations identified in the pre-existing plan. Creative visualization tools such as Streetmix (or others if preferred by the consultant) are encouraged.

If municipalities or stakeholders would like to conduct additional community engagement efforts on top of those described in this scope, they are encouraged to do so. The consultant should coordinate with RIPTA and these stakeholders to establish the consultant's level of involvement in these activities, based upon available time and funds.

In addition to the municipal engagement and planning, the consultant will evaluate and create a summary report of Rhode Island's various statewide roadway safety efforts, including the [Rhode Island Strategic Highway Safety Plan \(2023\)](#) and the upcoming Rhode Island Complete Streets Plan/Design Guidelines. The municipal planning efforts should be guided by these statewide plans as much as is feasible, and all plans developed in this project should ensure that Rhode Island's roadway safety efforts are well aligned and not contradictory.

The consultant will provide RIPTA with the completed roadway safety action plans for each participating municipality, and the statewide summary report, in .pdf format, along with any design files for these documents. By the completion of the project, the consultant must also provide RIPTA with shapefiles, a file geodatabase, or another file format usable with Esri ArcGIS Pro, that show the geographic locations of the planned roadway safety projects as laid out in all municipal and/or statewide plans across Rhode Island. Locations should be visualized in point, line, or polygon format as appropriate.

Deliverables:

- *Municipal action plan templates, ready for initial project meetings*
- *Draft and final roadway safety plans for each participating municipality, in .pdf format*
- *Draft and final SS4A statewide summary report, in .pdf format*
- *Design files for municipal plans and statewide summary report, if applicable*
- *Final "Factsheet" for municipalities to use in further public engagement*
- *Geographic data files showing locations of all proposed roadway safety projects*

5. Timeline

The anticipated start of this project is January 2024. The consultant will work with RIPTA and the participating municipalities at the outset of this planning effort to identify the readiness of

each municipality in terms of data, staffing, resources, and buy-in, and to develop a timeline for each municipality to receive their plan. Some municipalities may need more time than others to develop their goals, gather local data, and plan for engagement.

All safety action plans should be completed by December 2024.

The full timeline and milestones are described below:

| Milestone | Schedule Date |
|-------------------------------------|----------------|
| Project Team Kickoff: | January 2024 |
| Draft Action Plans Completion Date: | September 2024 |
| Final Action Plans Completion Date: | December 2024 |
| SS4A Final Report Date: | March 2025 |

RIPTA expects that all tasks and deliverables described in this scope will be completed in about 15 months.

Procurement Procedures

Submittal Requirements

Respondents are required to submit three (3) hard copies each of their technical proposal, one of which will be deemed the original. The respondent shall also provide one (1) digital copy of each document on a USB flash drive. The digital copy cannot be password protected.

All submissions should describe how the respondent intends to fulfil the tasks and deliverables described above. Narratives should clearly demonstrate an understanding of the goals of the SS4A program, experience with roadway safety and writing action plans, and a stakeholder engagement plan. Narratives cannot exceed 20 pages of exclusive attachments.

The following additional attachments are required:

1. Resumes for all project team members, including subcontractors, showing team experience for expected tasks and other relevant skills as appropriate. Resumes may not exceed 1 page in length each.
2. An organizational chart identifying the project team structure.
3. Descriptions of up to 3 previous applicable projects of a similar scope, not to exceed two pages in length each. Reference information for each project should also be provided, including name, phone number, and email address.
4. A project implementation schedule listing project milestones, expected duration of tasks, potential meetings, and important dates for consideration.

Evaluation Factors

Respondents can be awarded up to 100 points for the technical proposal. Proposals will be evaluated by a committee and scored based upon the established weights below. RIPTA, at its sole discretion, has the right to decide which firms are invited to give a presentation on their proposal and answer questions related to the tasks and deliverables outlined in this scope of work. The proposal receiving the highest combined score will be asked to submit a cost proposal.

Technical Proposal

| Evaluation Factors | Maximum Points Available |
|--|--------------------------|
| Project Approach | 75 |
| Relevant Experience and Qualifications | 25 |

Project Approach (75 points)

Proposals must include a clear and concise narrative describing how the respondent proposes to carry out the project and complete all stated tasks and deliverables. The proposal should outline the methods to be used and each team member's responsibilities. It should provide a proposed schedule noting major milestones, expected timeframes for deliverables, and relationships between tasks.

The project timeline should take into account expected SS4A grant cycles, and proposals that detail how they will deliver the plans within the timeline described in this RFP will receive higher scores.

Relevant Experience and Qualifications (25 points)

Describe your company's experience, including that of potential subcontractors, specifying how that experience relates to and will support completion of the tasks described above. This response should reflect knowledge and expertise in topics/areas including:

- Strategic plan development
- Modes of active transportation and public transit
- Transportation and roadway safety, engineering, design
- Complete Streets
- Community and stakeholder engagement, including creative and varied approaches
- Public affairs and communications

- Project management
- Data analysis
- Writing and communication skills
- GIS mapping, visualization, and graphic design

As noted in the Submittal Requirements, respondents should provide RIPTA with up to 3 previous applicable projects of similar scope, with contact information for each included.

Cost Proposal

This procurement is being administered under the procedures of the Brooks Act. The highest rank/qualified firm (or team) will be contacted by the RIPTA Procurement Department to submit a cost proposal with instructions from the evaluation committee on how it should be prepared for review.

Terms of Payment

All proposals must include a cost for each task. The sum of these tasks will equal the value of the entire contract. RIPTA will only authorize payments for products completed, accepted by staff, and on the agreed-upon billing schedule. Costs associated with Project Management activities may be billed on a monthly basis. This payment will be based on the number of hours worked.

Upon acceptance of a product, the vendor may submit an invoice reflecting the value of work completed up to the amount of the deliverable. Invoices must include all hours and pay rates for each team member. Invoices may not exceed the amount noted in the proposal without prior written approval.

If the selected consulting team includes subcontractors, the main consulting party is required to keep track of their hours and progress towards the completion of their assigned tasks and deliverables.