



OZARKS TRANSPORTATION ORGANIZATION
 A METROPOLITAN PLANNING ORGANIZATION

Ozarks Transportation Organization
 2208 W. Chesterfield Blvd., Suite 101
 Springfield, MO 65807
 Phone: (417) 865-3042 Ext. 100

REQUEST FOR QUALIFICATIONS: RFQ 005-2023, Safety Analysis Engineering Consultant

DEADLINE: Friday, September 15, 2023, at 5:00 PM, Central Standard Time

DELIVERY LOCATION: 2208 W. Chesterfield Blvd., Suite 101, Springfield, MO 65807

PURCHASING AGENT: Debbie Parks, 417-865-3047 X106, dparks@ozarkstransportation.org

DATE OF ISSUE: Friday, August 25, 2023

Statements of Qualifications should be submitted in an envelope with the RFQ number and the respondent’s name and address clearly indicated on the envelope or by e-mail with “Request for Qualifications: #005-2023” in the subject line. The Ozarks Transportation Organization (OTO) will also accept electronically submitted bids through its’ e-bidding service provider, DemandStar, which can be accessed through the OTO’s website. All submissions must be submitted by the time and date above. Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the Purchasing Agent, Debbie Parks. The confirmation subject line will read, “Confirmation Receipt – OTO RFQ #005-2023.”

- Statements of Qualifications should be submitted in the format outlined in this Request for Qualifications and may be manually, electronically, or digitally signed by the individual authorized to legally bind the company.
- Statements of Qualifications received after the opening date and time shall not be considered.
- The cutoff for any questions pertaining to this RFQ is **Friday, September 8, 2023**.
- All questions and RFQ addendums will be posted to the OTO website.

The undersigned hereby certifies a thorough review of this Request for Qualifications. The undersigned also certifies the firm and key personnel indicated in its Statement of Qualifications will be used on this project in the same manner and to the same extent as so indicated. Also, statements, representations, covenants, and/or certifications set forth in the Statement of Qualifications are complete and accurate.

Name of Firm/Consultant: _____
 Contact Person: _____ Title: _____
 E-Mail: _____ Phone: _____
 Business Address: _____
 City: _____ State: _____ Zip: _____
 Signature: _____ Date: _____

I. GENERAL INFORMATION

The Ozarks Transportation Organization (OTO), located in Greene County, Missouri, is seeking a qualified engineering firm to complete a safety analysis of OTO roadways, provide project development, and prioritization of safety needs and improvements to develop a Transportation Safety Action Plan. The ideal firm will have experience identifying and prioritizing safety and operational components on multimodal streets and communicating findings to committees made up of local government staff and elected officials. The OTO will also be contracting with an Equity Engagement Consultant to develop an engagement plan that will be utilized for the public input process of the overall Safety Action Plan.

Purpose

OTO will be developing a transportation Safety Action Plan produced by staff, with segments outsourced to an engineering consulting firm. This RFQ specifically relates to the services to be provided by an engineering firm as defined in Section III – Project Scope of Work. The preliminary scope of work is presented as a reference. The selected firm will work with the OTO to develop the final scope of work.

Background

The Ozarks Transportation Organization (OTO) Metropolitan Planning Organization (MPO) is the federally designated regional transportation planning organization that serves as a forum for cooperative transportation decision-making by state and local governments, and regional transportation and planning agencies. MPO's are charged with maintaining and conducting a "continuing, cooperative, and comprehensive" regional transportation planning and project programming process for the MPO's study area. The study area is defined as the area projected to become urbanized within the next 20 years.

OTO has entered into a contract with the Federal Highway Administration to develop a Transportation Safety Action Plan encompassing the OTO planning area, including portions of Christian and Greene Counties, as well as the cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford, and Willard. Key to this planning effort is safety analysis and project prioritization. The overall Safety Action Plan is comprised of elements outlined below.

Transportation Safety Action Plan Elements

- **Leadership Commitment and Goal Setting** (OTO Staff Lead)
An official public commitment by a high-ranking official and/or governing body to an eventual goal of zero roadway fatalities and injuries. Commitment must include a goal and timeline.
- **Advisory Committee** (OTO Staff Lead)
Body charged with oversight of Safety Action Plan development, implementation, and monitoring.
- **Equity and Engagement** (Equity Engagement Consultant Lead)
Early and late engagement of diverse populations, including the traditionally underserved. Engagement should include the general public and safety stakeholders. Include education on a culture of safety.
- **Safety Analysis** (Staff Develop HIN)
An analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the region, including an analysis of crash locations by severity and contributing factors. Should also include an analysis of systemic and specific safety needs. All roadways, regardless of ownership, should be evaluated. Outcome should include a geospatially-based high-injury network.

- Policy and Process Review** (Engineering Consultant Lead)
 An assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety. Should address implementation through the adoption of revised or new policies, guidelines, and/or standards.
- Implementation Plan - Strategy and Project Prioritization** (Engineering Consultant Lead)
 Identification of a prioritized comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. Include strategies and countermeasures that focus on a safe system approach, effective interventions, and consider multidisciplinary activities. Prioritization should consider timeframe – short-, mid-, and long-term, as well as specific projects and strategies, with descriptions.

OTO staff will develop the High Injury Network, work with leadership on Goal Setting and staff the Advisory Committee. Consultant will work with Equity Engagement Consultant and OTO staff to conduct the Safety Analysis, Policy Review, and Implementation Plan.

Key Safety Action Plan Milestones

The OTO has developed a schedule for key milestones for the completion of the Transportation Safety Action Plan produced by staff. An engineering consulting firm should consider the overall plan milestones while developing their proposed schedule as outlined in the project scope.

Milestone Date	Milestone
August 16, 2023	Discuss Vision Zero Goals with Technical Planning Committee (TPC)
August 16, 2023	Appoint Advisory Committee Membership
September 2023-January 2024	Safety Analysis
September 15, 2023	Complete draft in-house safety analysis
September 21, 2023	Discuss Vision Zero Goals with Board of Directors
October 18, 2023	Recommendation of Vision Zero Goals by TPC to Board of Directors
November 16, 2023	Adoption of Vision Zero Goals by Board of Directors
January 2024	First Round of Community Meetings
January-March 2024	Policy Review
March-June 2024	Prioritization and Recommendations
June-August 2024	Development of Final Draft
August 2024	Second Round of Community Meetings
September 30, 2024	Finalize recommendations and draft to submit for FHWA Review

October 15, 2024	Complete FHWA review
December 31, 2024	Finish Public Comment
January 15, 2025	Technical Planning Committee Recommendation
February 20, 2025	Board of Director's Adoption

RFQ Schedule

The following is the schedule of events which are anticipated by OTO for the implementation and completion of selecting the firm/consultant to provide the requested services as outlined in the Request for Qualifications. OTO may, in its discretion, revise the schedule of events at any time as may be in its best interests:

<u>Event</u>	<u>Date</u>
Post Request for Submissions	August 25, 2023
Final Questions due from Proposers	September 8, 2023
OTO's response to Questions	September 11, 2023
Submissions due	September 15, 2023
Date for potential interviews	September 19 & 20, 2023
Date for final selection	October 4, 2023

Public Records

All proposals submitted in response to this RFQ become the property of OTO and public records and, as such, may be subject to public review after the final firm/consultant is selected.

II. Statement of Qualifications Instructions

Statement of Qualifications

Interested consultants are requested to submit a Statement of Qualifications for the proposed scope. The Statement of Qualifications should include the following information:

1. **Cover Letter.** The complete legal name, address, permanent address and telephone number of the company including the name of the person to contract for discussion of the submission's. Also, include the RFQ title.
2. **Understanding of Project.** Prepare a summary of the Respondent's understanding of the work involved in performing the tasks and services describe in the RFQ. Address understanding of the following:
 - a. Project goals;
 - b. The complexity, challenges and problems involved in planning and performing the work;
 - c. Sensitivity and experience dealing with key issues;
 - d. Approaches and philosophy for dealing with problems

- e. Any additional issues or matters relating to the RFQ which the Respondent believes should be addressed.
3. **Company Overview.** Overview of the firm, including the year founded, office locations, and the number of years in practice. A description of the firm’s current staffing should be included. The firm should demonstrate experience in conducting safety analysis and project prioritization. Demonstrate work history of performance in similar related projects. Overview should include the following:
 - a. Consultant’s experience with respect to performing safety analyses, including any experience conducting road safety audits.
 - b. Consultant’s experience with respect to using safety countermeasures.
 - c. Consultant’s experience working with committees and achieving consensus.
 - d. Consultant’s experience and familiarity with planning for transportation, and especially safety, considering trends and challenges that should be prepared and planned for by regions like the OTO.
 4. **Team Resumes.** Identify key personnel proposed for this project, describe their qualifications and experience for assigned roles, and identify area of project responsibility and level of commitment. Include current resumes for key personnel, including any sub-consultants. Please also include expected workloads of key personnel during the anticipated contractual period. (Note: OTO must approve any change in key personnel after the award of a project before a change is made.)
 5. **Proposed Work Plan.** Prepare a description of the project and process that would be delivered based on your firm’s understanding of the project. Include a description of the consulting firm’s management and organizational approach and methods for performing the tasks and services outlined in the RFQ. Include a timeline by task and how the responder intends to work with the OTO’s Advisory Committee and staff to ensure the project is meeting expectations.
 6. **Company Workload.** A list and brief description of other projects your firm is currently working on, including percentage of staff dedicated to the project and the project’s timeline. Demonstrate the capacity to handle the OTO’s project and project timeline.
 7. **References.** A list of references with phone numbers should accompany the RFQ.

Submission Evaluation Process

OTO will evaluate each submittal for full compliance with RFQ instructions to the proposer. The objective of the evaluation will be to recommend the most qualified firm/consultant who is most responsive to the herein described needs of OTO. Submissions which are responsive to the RFQ will be further evaluated based on, but not limited to the following criteria:

Proposed Timeline	10 Maximum Points
Capacity & Capability	25 Maximum Points
Experience & Technical Competence	25 Maximum Points
Project Approach	15 Maximum Points
Past Record of Performance	25 Maximum Points

Submission Due Date

One copy will be received no later than **5:00 P.M., Friday, September 15, 2023.**

RFQ Delivery Requirements

Qualification submittals may be submitted by hand delivery, mail, through DemandStar, or by e-mail. Submissions should be received by OTO no later than the delivery deadline. Submissions shall be addressed as follows:

By Mail/Hand delivery:

Ozarks Transportation Organization (OTO)
2208 W. Chesterfield Blvd., Suite 101
Springfield, MO 65807

By E-Mail:

dparks@ozarkstransportation.org

Submissions should be marked in the subject line or on the envelope:

“REQUEST FOR QUALIFICATIONS: #005-2023”

Proposals submitted by e-mail are not to be considered received until a confirmation has been sent by the Grants Administrator, Debbie Parks. The confirmation subject line will read, “Confirmation Receipt – OTO RFQ 005-2023.” It is the responsibility of all proposers to verify receipt of submittals. All submittals must be valid for a minimum period of ninety (90) days from the close of this RFQ.

Amendments

If it becomes necessary to revise or amend any part of this Request for Qualifications, OTO will furnish the revision by notice on the OTO website www.ozarkstransportation.org and through DemandStar not later than September 11, 2023.

Fees and Payment

The OTO will begin contract negotiations with the firm determined to be the most qualified. In the event that a contract cannot be negotiated with the first firm, the OTO reserves the right to negotiate with the next qualified firm(s) until a contract can be reached. The selected firm/consultant will be paid upon satisfactory completion of outline tasks. Pre-payment is not acceptable. Partial payments will be made upon completion of each task with a substantiated invoice.

III. Project Scope of Work

A qualified engineering consultant is requested to provide professional services in performing and completing Safety Analysis for the development of a regional Safety Action Plan.

Project Tasks & Deliverables

Task 1 – Administration/Project Management

- Continuous coordination and response to requests from OTO staff throughout the duration of the project.
- The Consultant will develop and maintain, through the life of the contract, a detailed list of meetings including topic, dates, and agencies.
- The Consultant will create summaries for all meetings they attend. These summaries will include topics, generalized discussion points, main takeaways, and action items.
- The Consultant will coordinate and attend monthly project team meetings and provide monthly progress reports. These reports should include an updated schedule, task progression, expected progress.
- Key decisions on all aspects of SAFETY ANALYSIS will be shared by the Consultant with the established ADVISORY COMMITTEE at regularly scheduled meetings and when possible, reach consensus before proceeding. The Consultant will also provide interim and progress presentations as requested to the ADVISORY COMMITTEE.
- Contract Administration and billing preparation and review.
- Development and coordination of project schedule and Gantt Chart
 - This schedule will include SAFETY ANALYSIS tasks, sub-tasks, external tasks that feed into and/or affect the project or schedule, identification of responsible agency or person, key partner agency meetings, deadlines, OTO Board and advisory committee meetings, and other details helpful to the management of the safety analysis.
 - The Consultant will create an initial “base” project schedule which will be compared by Staff to other relevant schedules to assist in project management and identification of “critical path” tasks and the associated responsible party.
 - This schedule will be updated monthly. The Consultant is expected to use the project schedule as an important management tool to identify schedule issues, critical dates, early start items, provide feedback on impacts of proposed schedule changes or late delivery of key deliverables or inputs, and convey project status and issues to the OTO Project Manager (PM).

Task 2 – Stakeholder and Public Engagement

Consultant will work with the Equity Engagement Consultant to implement the Public Engagement Program. The OTO will be the main point of contact for receiving calls from the public. The Consultant will interact with external agencies and the public as required to accomplish the scope of services for this contract.

- The Consultant will be required to attend meetings with regulatory agencies, organizations, county officials, local municipalities, general public, and other entities as required.
- The Consultant shall be required to attend community and stakeholder meetings. It is anticipated that there will be at least ten community and stakeholder meetings.
- The first set of community meetings is expected to occur prior to the development of the implementation plan. This meeting is intended to gauge the public’s needs on issues related to the implementation plan.
- A second set of public meetings are expected prior to the finalization of the implementation plan. This meeting is intended to provide the public with an opportunity to comment on the concepts developed by the Consultant.
- The Consultant will participate in planning meetings with the OTO and Equity Engagement Consultant to prepare for each expected community and stakeholder meeting series.
- The Equity Engagement Consultant will provide the OTO and the Consultant with a Public Engagement Program that will be utilized in the development of the meeting materials and format.
- The Consultant shall prepare the exhibits as requested by OTO for the community and stakeholder meetings.

- Consultant will work with OTO to develop the overall branding for the safety action plan. This will include the creation of naming and/or tagline, colors, graphics, etc.
- Consultant will work with the OTO to design and develop a presentation template, utilizing PowerPoint, that includes professionally-made slides that provide an overview of the OTO and the safety action plan. Slides will be utilized in outreach efforts and overview for OTO presentations.

Task 3 – Policy and Process Review

The policy and process review will be an assessment of current policies, plans, guidelines, and/or standards of nine member jurisdictions, to identify opportunities to improve how processes prioritize transportation safety. Consultant will work with OTO staff and Advisory Committee on the Policy and Process Review.

- Consultant should prepare a list of policies to request from relevant agencies to review. OTO staff will acquire the policies and provide to Consultant. OTO will catalog the current plans and policies.
- Consultant should review policies.
- Consultants should identify in a report improvement opportunities, as well as unaddressed or missing policies that could support transportation safety.
- Consultant should provide a best practices for Safe Streets.

Task 4 - Data Collection and Safety Analysis

Consultant will be tasked with performing a safety analysis and identifying high-risk roadway features along the high-injury network.

OTO Providing to Consultant:

- OTO is performing an analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the OTO area.
- OTO is developing a High Injury Network, based on the conducted analysis and a geospatial identification of higher-risk locations.
- A benchmark crash data analysis for all roadways (to the extent practical, the analysis will include all roadways within the OTO boundaries, without regard to ownership) will be performed.
- Five years of data 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.)
- The data will be presented in the form of tables and maps, highlighting crash types and contributing factors, as well as making comparisons with crash frequency data from other regions in Missouri or comparable benchmark localities. OTO will share geo spatial data in an agreed upon format.
- Initial crash rates will be calculated based on the regional Vehicle Miles of Travel (VMT). The benchmark crash data will include incidents involving alternative modes of transportation (Pedestrians, bicyclists, public transit users, etc..) and crashes occurring within underserved communities in the OTO boundaries, with the focus on identifying any disproportionate safety impacts.
- Data sources include Missouri State Highway Patrol and MoDOT crash report data..

Consultant to Provide OTO:

- Identify the high-risk roadway features contributing to crashes of all modes on the provided high injury crash network. Examples of high-risk roadway features include tangent/curve, lighting, width, surface, alignment, sight distance, etc.
- Transportation safety consultant will create report identifying systemic and specific needs, including high-risk roadway features, for all roadways in the OTO area, regardless of ownership.

- The Consultant will utilize a file sharing system established by OTO that allows for OTO staff and Consultant editing.
- Mapping and GIS data will also be available via file sharing.
- Provide OTO all data files related to project at end of contract including backup files and descriptions of any and all methodologies used to arrive at recommendations. These files can be digital and/or geospatial in nature. All geospatial data shall include metadata to aid in replication of analysis.
- The consultant will create a list of systemic and specific projects to be prioritized later in the planning process.

Task 5 - Prioritization and Recommendations (Implementation Plan)

The implementation plan will include identification of a prioritized comprehensive set of multimodal projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.

- Develop an implementation matrix that identifies potential projects, strategies, and recommendations for future grant opportunities.
- Include strategies and countermeasures that focus on a safe system approach, effective interventions, and consider multidisciplinary activities.
- Prioritization should consider timeframe – short-, mid-, and long-term, as well as specific projects and strategies, with descriptions.
- Include conceptual infrastructure improvements with estimated costs,
- Consultant will identify proven safety countermeasures and recommend specific locations and system applications where they can be employed.
- Consideration for current improvement plans should be incorporated.
- A set of project prioritizations and recommendations should be made for each of the jurisdictions in the OTO boundaries.

Task 6 - Final Report

Consultant shall provide a final report which will become the Implementation Plan chapter of the overall Safety Action Plan which details the following:

- Ranked list of high-crash corridors
- List of high-risk roadway features
- Identification of behaviors that should be mitigated
- Recommendations to existing policies and procedures for improvement
- Recommendations for new policies and procedures not currently in practice
- Ranked list of systemic and specific improvements by timeframe

Report should be presented to Advisory Committee, Technical Planning Committee, and Board of Directors.

Deliverables

Task 1 – Administration/Project Management

- Participate in the Safety Analysis Core Team
- Personnel planning project and budget control
- Development and updating of project schedule and Gantt Chart
- Plan and hold internal meetings
- Develop and implement a project quality assurance plan.
- Attend and prepare meeting summaries of action items for monthly progress meetings, and submit monthly progress report documents, along with the monthly invoices

- Attend and prepare updates for Advisory Committee as needed

Task 2 – Stakeholder and Public Engagement

- Coordination with OTO and Equity Engagement Consultant
- Community & Stakeholders Meetings – meeting materials as requested and attendance
- Community & Stakeholders Meetings – meeting and workshop summaries
- Branding and Outreach Materials including PowerPoint Template

Task 3 – Policy and Process Review & Report

- **Policy and Procedure Report**
 - List of opportunities for improvement
 - Recommendations to existing policies and procedures for improvement
 - Recommendations for new policies and procedures not currently in practice
 - Report of Best Practices

Task 4 – Data Collection and Safety Analysis

- Report should have summary of systemic and specific needs
 - Identify high risk roadway features by location
 - List of systemic and specific safety improvements
- Geospatial data for use by OTO in plan development
- Data files provided to OTO

Task 5 – Implementation Plan

- **Implementation Report that includes the following:**
 - Implementation matrix with cost and schedule for implementation
 - List of potential projects for grant funding
 - Recommendations on strategies and countermeasures that focus on a safe system approach
 - List of Prioritized projects that include timeframe of short-term (0-5 years), Mid-term (5-10 years), and long-term (10+ years)
 - Report should include policy recommendations

Task 6 – Final Report

- **Final report should include the final recommendations developed from Task 2 through 4 including:**
 - Ranked list of high-crash corridors
 - List of high-risk roadway features
 - Identification of behaviors that should be mitigated
 - Recommendations to existing policies and procedures for improvement
 - Recommendations for new policies and procedures not currently in practice
 - Ranked list of systemic and specific improvements by timeframe
 - A list of priority projects and recommendations for each jurisdiction
 - Implementation Matrix with costs and schedules
 - List of probable grant projects

IV. Additional Information

OTO Terms and Conditions

The following OTO terms and conditions are applicable to the RFQ:

- A. This RFQ does not commit OTO to select a firm/consultant or to pay any costs incurred in the preparation or mailing of the submittal. A failure to award a contract will not result in a cause for action against the OTO.
- B. OTO reserves the right to the following:
 - 1. To waive minor deficiencies and informalities;
 - 2. To accept or reject any or all submissions received as a result of the RFQ;
 - 3. To obtain information concerning any or all proposers from any source;
 - 4. To request an oral interview from any or all proposers.
 - 5. If the selected firm/consultant undergoes a change of key personnel, OTO reserves the right to approve any substitute personnel or terminate the services at OTO sole discretion.
 - 6. To seek new submissions when such a procedure is reasonable and in the best interests of OTO.
- C. OTO complies with Federal Contracting Requirements. A list of applicable contract language can be found on the OTO website:
<http://www.ozarkstransportation.org/RequestforProposals/RequestForProposals.html>.
- D. The OTO follows FTA purchasing guidelines and does not pay retainers or in advance of completed deliverables.

Questions Regarding Specifications or Submissions Process

To ensure fair consideration for all proposers, OTO prohibits communication to or with any board or employee during the submission process, except as provided below. Additionally, OTO prohibits communications initiated by a proposer to OTO official(s) or employee(s) evaluating or considering the submissions prior to the time an award decision is made. Any communication between proposer(s) and OTO will be initiated by the appropriate OTO Official(s) or employee(s) in order to obtain information or clarification needed to develop a proper, accurate evaluation of the submissions. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the submissions and/or any future submissions(s).

- A. Any questions relative to interpretation of specifications or the submissions process shall be addressed to Debbie Parks in writing via email (dparks@ozarkstransportation.org), in ample time before the period set for the receipt and opening of submissions. Any interpretation made to prospective proposers will be expressed in the form of an amendment to the RFQ which, if issued, will be conveyed to all prospective proposers not later than five (5) days prior to the date set for receipt of submissions via the OTO website, www.ozarkstransportation.org.

- B. It will be the responsibility of the proposer to contact OTO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submissions.

Public Records

All proposals submitted in response to this RFQ become the property of OTO and public records and, as such, may be subject to public review after the final firm/consultant is selected.

Project Contact

During the course of the project the main OTO contacts will be:

Natasha Longpine, Transportation Planning Manager
Debbie Parks, Grants Administrator

Title VI Notification

“The Ozarks Transportation Organization, in accordance with the provisions of the Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”



For persons with disabilities needing reasonable accommodations please contact OTO at 417-865-3042 at least 48 hours in advance of the question deadline. If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.