



Request for Proposal
to develop a

LOCAL ROADWAY SAFETY PLAN (LRSP)
for the City of Highland, CA

City Project No. LRS19001

FPN: LRSPL-5449(039)

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ATTACHMENTS

Available on-line at: <http://cityofhighland.org/Downloads/#LRSP>

- LRSP Grant Application
- State Strategic Highway Safety Plan
- LRSP Briefing Sheets
- Sample Professional Services Agreement

A Comprehensive Manual for LRSP development is available on-line at:
https://safety.fhwa.dot.gov/local_rural/training/fhwasa12017/

I. EVENTS CALENDAR

MILESTONE	WEEKS	DATE
Proposals Due	4	July 7, 2020 (2:00 p.m.)
Notice of Shortlist	2	July 14, 2020
Consultant Interviews (if necessary)	2	July 28, 2020
Contract Award	4	August 25, 2020
Notice of Contract Award	1	September 2, 2020

II. INTRODUCTION

Federal regulations require each State has a Strategic Highway Safety Plan (SHSP). A SHSP is a statewide data-driven traffic safety plan that coordinates the efforts of a wide range of organizations to reduce traffic accident fatalities and serious injuries on all public roads. In coordination with federal, state, local and private sector safety stakeholders, the SHSP establishes goals, objectives, and emphasis (or challenge) areas. The SHSP address the 4Es of traffic safety: Engineering, Enforcement, Education, and Emergency Services.

While the SHSP is used as a statewide approach for improving roadway safety, a Local Road Safety Plan (LRSP) can be a means for providing local and rural road owners with an opportunity to address unique highway safety needs in their jurisdictions while contributing to the success of the SHSP. The process of preparing an LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. Preparing a LRSP facilitates the development of local agency partnerships and collaboration, resulting in a prioritized list of improvements and actions that can demonstrate a defined need and contribute to the statewide plan. The LRSP offers a proactive approach to addressing safety needs and demonstrates agency responsiveness to safety challenges.

A LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local roads. The process of developing a LRSP can be tailored to local protocols, needs, and issues. For more information regarding the LRSP, please visit the HSIP program's LRSP/SSARP web page.

In the future Highway Safety Improvement Program (HSIP) Calls-for-Projects, a LRSP (or its equivalent such as Systemic Safety Analysis Report (SSAR) or (Vision Zero Action Plan) will be preferred or required for an agency to be eligible to apply for federal HSIP funds:

- HSIP Cycle 11 (around April 2022) and on: an LRSP (or its equivalent) will be required for an agency to be eligible to apply.

The City is hereby soliciting proposals from qualified consulting firms for Development of a Local Roadway Safety Plan (PROJECT) for the City of Highland.

PURPOSE and GOAL: Development of a Local Roadway Safety Plan (LRSP) to address local roadway safety issues, using a data-driven strategic approach consistent with the state's Strategic Highway Safety Plan (SHSP), that will identify, analyze and prioritize local roadway safety improvements to help reduce the incidents of Fatal and Severe Injury Collisions on the City's Local Roadway System, resulting in a prioritized list of improvements and actions that can demonstrate a defined need, and contribute to the statewide plan with a focus on roadway performance in the City of Highland.

Specific services solicited by this request include all necessary efforts to provide overall project management; establish leadership; develop and prepare the Local Roadway Safety Plan; and provide a complete PROJECT. Management, scheduling, and administration services to be provided include oversight of all activities undertaken by outside entities in connection with the PROJECT, and enforcement of the terms of all agreement provisions associated with the PROJECT.

BUDGET: \$75,000

The successful consultant will be required to enter into a Professional Services Agreement with the City of Highland. A sample of the Professional Services Agreement referenced as attachment hereto is available at:

<http://cityofhighland.org/Downloads/#LRSP>

III. INQUIRIES

All inquiries regarding this Request for Proposal shall be addressed in writing, preferably via E-mail, to:

CARLOS ZAMANO, PUBLIC WORKS DIRECTOR/CITY ENGINEER
CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346
Phone (909) 864-6861, Ext. 254
Fax (909) 862-3180
E-mail: czamano@cityofhighland.org

IV. PROJECT BACKGROUND

The PROJECT is critical in providing traffic safety analysis to reduce the number of fatal and severe injury collisions within the CITY as is necessary for continued successful application for grant funding needed to improve local roadway safety.

Beginning with the Highway Safety Improvement Program (HSIP) Cycle 11 call-for-projects, anticipated in April 2022, an agency must have a LRSP to be eligible for application, so time is of the essence in completion of the PROJECT. Priority consideration will be given to consultant proposals that are able to expedite the PROJECT to meet the April 2022 HSIP Cycle 11 grant eligibility deadline date,

however, in no case shall the consultant extend the PROJECT beyond the grant Program PROJECT Schedule which is shown in Section V Project Schedule.

PRIORITY CONSIDERATION REQUIRES A SUBSTANTIAL GUARANTEE THAT THE PROJECT WILL BE COMPLETED PRIOR TO APRIL 2022.

V. PROJECT SCHEDULE

MAXIMUM SCHEDULE

Milestone	Estimated time to Complete	Completion Date
AUTHORIZATION TO PROCEED	Grant Award + 9 months	9/1/2020
Develop Framework	Grant Award + 11 months	11/1/2020
Identify Safety Issues	Grant Award + 13 months	1/1/2021
Analyze Safety Data	Grant Award + 24 months	12/2/2021
Select Countermeasures	Grant Award + 26 months	1/31/2022
Calculate Benefit/Cost Ratio	Grant Award + 28 months	4/2/2022
Develop Project Priority List	Grant Award + 31 months	7/2/2022
Identify Funding	Grant Award + 32 months	8/2/2022
Include Evaluation Matrix	Grant Award + 33 months	9/1/2022
Finalize Project	Grant Award + 34 months	10/2/2022
PROJECT CLOSE-OUT	Grant Award + 35 months	11/1/2022

SCOPE OF WORK

Develop an easy-to-use and comprehensive framework of the steps and analysis tools needed to identify locations with roadway safety issues and their appropriate countermeasures for use by all levels of practitioner, including novice, with the objection of positioning the City for competing for future Caltrans' calls-for-projects.

The plan shall be developed in accordance with the Manual for Developing Safety Plans located at https://safety.fhwa.dot.gov/local_rural/training/fhwas12017/.

In general, the PROJECT will develop a LRSP that includes a comprehensive framework on HOW TO:

1. Establish Leadership and develop an easy-to-use and comprehensive framework of the steps and analysis tools needed to identify locations with roadway safety issues and their appropriate countermeasures for use by all levels of practitioner, including novice, with the objection of positioning the City for competing for future Caltrans' calls-for-projects.

2. Identify safety Issues by proactively analyzing the City's roadway networks using a wide range of data sources to get the overall picture of the safety needs, including, but not limited to, state and local databases (SWITRS), SafeTREC's Traffic Information Management System (TIMS), law enforcement crash reports, citations, and field assessments, as well as observational information from road maintenance crews, law enforcement, first responders and citizen notifications of

safety concerns, to help identify High Crash Concentration Locations (HCCL's) and their causation, including, but not limited to, the lack of basic signing, pavement markings, alignment, and traffic control devices.

3. Analyze Safety Data using data collected, from previously discussed sources, and make informed decisions on the type, deployment levels, and locations for safety countermeasures needed across the City's entire roadway network.

4. Select Countermeasures, and Crash Modification Factors (CMF's) and Crash Reduction Factors (CRF's) directly associated with the countermeasures, to mitigate problems identified in 2 and 3 above.

5. Calculate Benefit/Cost Ratio of alternative mitigation countermeasures selected above to define and compare cost effectiveness and prioritize the projects that will compete well for grant funding.

6. Identify Funding to Construct Improvements for the priority projects selected through the previously described process. Funding sources may include various federal and state grant programs such as the Highway Safety Improvement Program (HSIP) and the Active Transportation Program (ATP).

7. Include Evaluation Matrix in the Final Plan to allow future evaluation of improvements after construction using the LRSP collected data compared to post construction data in the same locations.

DELIVERABLES

- a) Finalize PROJECT by preparing a complete and comprehensive LRSP comb-bound in Book Form for City Records.
- b) All materials referenced in preparation of the LRSP in electronic format for City files.

ACCOUNTING

The successful consultant shall invoice for work performed beginning on the 1st day and ending on the last day of each month. Invoices should include a brief description of work performed. For auditing purposes, the CITY's Fiscal Year begins on July 1 and ends on June 30. The consultant shall submit year end invoices through June 30 no later than July 15 of each year of the contract.

VI. INSTRUCTIONS AND CONDITIONS

A. GENERAL CONDITIONS

1. The CITY shall not, in any event, be liable for any pre-contractual expenses incurred by the consultant in:
 - Preparing the proposal and submitting the proposal to the CITY

- Preparing and participating in CITY interview process
 - Negotiating with CITY related to this proposal; and
 - Any other expenses incurred by consultant prior to an executed agreement
2. Any proposal received prior to the date and time specified above for receipt of proposals may be withdrawn for modification by written request of the proposer. To be considered, however, the modified proposal must be received by the time and date specified in this RFP.
 3. Proposals received within the prescribed deadline become the property of the CITY and all rights to the contents therein become those of the CITY.
 4. Before the award of the contract, all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the award of the contract (or if not awarded, after rejection of all proposals), all proposals will be regarded as public records and will be subjected to review by the public. Any language purporting to render all or portions of the proposals confidential will be regarded as non-effective and be disregarded.
 5. The CITY reserves the right to withdraw this RFP at any time without prior notice. Further, the CITY makes no representations that any agreement will be awarded to any consultant responding to this RFP. The CITY expressly reserves the right to postpone reviewing the proposals for its own convenience and to reject any and all proposals responding to this RFP without indicating any reasons for such rejection.
 6. Any contract to be awarded as a result of this RFP will be awarded without discrimination based on race, color, religion, sex, or national origin.
 7. The protest procedure is intended to handle and resolve disputes related to the contract award for this PROJECT pursuant to Title 49 Code of Federal Regulations Part 18 Section 18.36 (b) (12)(i)-(ii) and the City of Highland policies and procedures. The protesting consultant must exhaust all administrative remedies with the City of Highland before pursuing a protest with a Federal agency.
 8. Prospective consultants are encouraged to promptly notify the person designated in Section III of this RFP, in writing, of any apparent inconsistencies, problems or ambiguities in the Scope of Work or any other section of this RFP. If deemed necessary, the CITY shall issue addenda to clarify such circumstances prior to the final submittal date.
 9. Prospective consultants and their sub-consultants are required to pay California State Prevailing Wages for all applicable services. California State Prevailing Wages can be obtained from the Department of Industrial Relations at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm> .

B. PROPOSAL FORMAT AND CONTENT

Proposals shall be limited to 30 TOTAL PAGES, excluding outside covers, cover letter, and dividers (which do not contain any promotional or PROJECT-related information). The proposal shall be bound with 8-1/2" by 11" sheet sizes for text and figures and no larger than 11" by 17" sheet sizes for any fold out drawings. The proposal shall be formatted with two columns per page, font shall be 11pt Arial, and line spacing shall be 1.5.

The proposal shall include the following information:

1. COVER LETTER - A brief introduction of the consultant's proposal. Identify team members and their roles on the PROJECT. Include the full mailing address, telephone, and fax numbers for the prime consultant. Identify the primary contact person and provide their e-mail address.
2. UNDERSTANDING AND APPROACH - The consultants understanding of the primary issues and objectives of the PROJECT. Provide the methodology and approach proposed to accomplish the services as defined in the Scope of Work.
3. SCOPE OF WORK - A comprehensive description of the activities proposed to complete the PROJECT through approval for construction bidding. Conform to the PROJECT Schedule shown in Section V of this RFP, and identify all the tasks within each phase needed to achieve the CITY's objectives. Provide a schedule for the PROJECT that includes milestones for each major task and estimated time frames for review by CITY and other agencies as appropriate.
4. PROJECT TEAM - Describe the PROJECT Team and include an Organizational Chart identifying the PROJECT Manager, PROJECT Engineers, and Support Staff (including those of sub-consultants). Provide resumes for all key personnel proposed for the PROJECT. Describe level of proposed DBE participation. Additionally, the consultant must present evidence that the Resident Engineer (RE) has an active Professional Civil Engineering license issued by the State of California.
5. QUALIFICATIONS AND EXPERIENCE - Describe the qualifications and experience of the PROJECT team in performing this type of work, particularly those PROJECTs involving street, bikeway and pedestrian improvements. Describe the qualifications and experience of the PROJECT team in processing federally funded projects through the HSIP. Also include information regarding experience of the PROJECT team with the various resource agencies that have approval authority over the projects. For each project listed, provide an agency reference name and phone number that the CITY may contact to verify the experience cited.
6. WORK PLAN AND SCHEDULE - Include a description of how each task of the PROJECT will be conducted, identification of deliverables for each task and implementation schedule. The work plan should include sufficient detail to

demonstrate a clear understanding of the PROJECT. Discuss the consultant team’s approach for completing the PROJECT on time and within budget.

7. PROPOSED FEE - The total cost will be used as a not-to-exceed fee for the PROJECT. The cost proposal shall be backed up by a breakdown of man-hours and costs for each task identified in the Scope of Work. The fee shall be submitted in a separate sealed envelope.

C. CONSULTANT SELECTION PROCESS

The CITY will complete a review of the proposals submitted in response to this RFP. The proposals will first be reviewed to ensure compliance with the requirements and requested information contained in this RFP. A committee designated by the CITY will evaluate the proposals deemed complete. Members of CITY staff and partner agencies will be encouraged to participate in the selection committee. The selection committee will evaluate the written proposals based on criteria listed below and may invite the firms for interviews, which will result in final ranking of the consultants. Selection Committee will evaluate each proposal and assign scores based upon the following criteria:

	POINTS
1. Project Understanding and Approach	0-25
2. Scope of Work	0-25
3. Team/Qualifications and Experience	0-15
4. Work Plan and Schedule	0-15
5. Proposed Fee	0-20

Respondents to this RFP (or their sub consultants) are cautioned not to undertake any actions to promote or advertise their interests except in the context of presentations sponsored by the CITY. The CITY reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of the CITY. Additionally, the CITY reserves the right to waive any informality in the RFP. Submitters shall be responsible for any and all expenses incurred in preparing proposals.

If consultant interviews are necessary, they will be scheduled as shown in the Events Calendar, Section I of this RFP.

Once evaluations are complete and there is a firm deemed successful in meeting the objectives of this scope, the firm will enter into negotiations to finalize the scope and final fees. If negotiations are successful, the firm will enter into a Professional Services Agreement with the CITY.

Alternatively, once evaluations are complete and there are several firms that are deemed qualified in meeting the objectives of this scope, a short list of

firms may be asked to attend an interview session to present on the firm's merits, merits of key personnel, understanding of the PROJECT, and the firm's specific approach to the PROJECT. Once interviews are complete, the CITY may choose to select a consultant based on evaluation of the proposed fee for services or may ask for additional information. The CITY always reserves the right to reject all proposals and further solicit qualified firms. The selected consultant will then enter into negotiations with the CITY. If negotiations are successful, the firm will enter into a Professional Services Agreement with the CITY.

For reference, a sample of the Professional Services Agreement referenced as attachment hereto is available at:

<http://cityofhighland.org/Downloads/#LRSP>

VIII. SUBMITTAL INFORMATION

Consultants interested in providing services for this PROJECT shall submit a proposal to:

Carlos Zamano, Public Works Director/City Engineer
City of Highland
27215 Base Line
Highland, CA 92346

All proposals shall be received at the above address no later than 2:00 pm on Monday, July 7, 2020. Three copies of the proposal including cost shall be submitted.