

RFP SPECIFICATIONS FOR:

Village of Hanover

Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan (SAP)

Summary Information:

Project Title: Village of Hanover Comprehensive Safety Action Plan

Issuing Agency: Village of Hanover

Submittal Due: 3:00 pm EST September 24, 2024

Submit Proposal To:

Nicole Gieseler, Village of Hanover Fiscal Officer
200 New Home Dr. NE
Newark OH, 43055

Submittals received after the stated time will not be considered. Any questions regarding the Safety Action Plan must be emailed to clerk@hanoverohio.net, with "SS4A Question" in the subject line by Sept 2, 2024. The written responses to all questions will be posted by Sept 9, 2024 via email.

Consultant Selection Committee comprised of:

- Mayor
- President of Planning
- 1 Planning Member
- 1 Council Member
- Fiscal Officer

The Selection Committee will select the firm they feel will provide the best and most complete effort regarding the Village of Hanover SAP. The Selection Committee may interview the consultants (Virtually if located more than 50 miles from 200 New Home Drive NE, Newark, OH 43055) during the course of selection. The Selection Committee members will score the proposals and submit their scoring to the Village Fiscal Officer.

RFP Format:

- A Title page with consultants contact information
- Up to 6 pages to discuss project manager, strength/experience of staff, availability of staff (in #12 Arial font)
- Up to 3 pages for understanding of scope (in #12 Arial Font)
- UP to 3 pages for project approach (in #12 Arial font)
- Up to 2 pages of similar project examples/references.

RFP Selection Criteria and Scoring:

The Selection Committee will receive proposals from firms having specific experience and qualifications in the areas identified in this solicitation. Interested firms should send a sealed proposal package. Firms must comply with all required Federal clauses and provisions included in this document. Packages will be reviewed and be ranked according to the following criteria:

- Strength/Experience of assigned staff including sub-consultants- 40 pts
 - o the consultant explains how well the company AND their key personnel's experience provides value to the project objectives.
 - o the consultant has experience tailoring plans to focus on community needs.
- Scope of Work- 40 pts
 - o the consultant has a strong understanding of the project's objectives for reducing traffic safety

issues.

o the consultant has general knowledge of the federal requirements associated with the grant award.

o the consultant will provide an adequate data-driven approach to the project needs. o the consultant provides a unique, innovative, and out-of-the-box approach to the project.

- o The consultants show consideration to other Safe Street 4 All Safety Action Plans in the region
- o The consultant provides end of project resources to assist with future funding opportunities.

- Availability of Personnel- 10 pts

- Management Plan- 10 pts

- o the consultant has well-qualified team members assigned to the project and provides a detailed organizational outline of key personnel.

- o the consultant provides a well-planned schedule and identifies specific tasks and milestones to be met over the duration of the project period

The selection committee reserves the right to reject any or all submittals, to waive any irregularities in submittals, and to negotiate scope with one or more submitters. The Selection Committee will recommend to the Village the Village Council the award of a contract to the firm whose submittal is deemed to be the most advantageous and meets all submittal requirements.

- Upon the completion of the review and evaluation of all consultant proposals submitted in response to this RFP, all proposals shall become public documents of VOH and shall be available for review by the public

- Upon completion of the review and evaluation of all proposals by the Selection Committee the highest scoring firm will be selected. The highest scoring firm will be notified and will be invited to enter into contract negotiations with VOH.

- The selected firm will be required to submit to VOH a statement showing probable cost for the tasks contained in this document. Direct and indirect costs should be shown, as well as the expected operating margin. The method of dividing the project into work units and the calculation of related time units shall be such that the estimate can be easily reviewed.

- Should the selected firm and VOH be unable to negotiate a satisfactory cost arrangement, the second highest scoring firm will be invited to negotiate.

- Any costs incurred during the response period by bidders will not be reimbursed by VOH. No costs can be incurred for this project until a contract between VOH and the selected firm has been signed by both parties. Any costs submitted for reimbursement that include costs incurred before that date will not be reimbursed.

Number of Copies:

One (1) digital pdf on a USB memory stick along with one (1) hard copy mailed or delivered to Nicole Gieseler, Fiscal Officer, 200 New Home Dr NE, Newark, Oh 43055. Submissions must be received or postmarked no later than 5:30 pm September 24, 2024.

Schedule

Note: all Deadlines will be by the specified date listed.

Aug 1, 2024 – RFP posted

Aug 28, 2024 – Pre-Submittal Meeting (attendance not required to submit Proposal)

Sept 2, 2024 – Question Submittal deadline 4:00 pm

Sept 9, 2024 – Question Response Deadline 3:00 pm

Sept 24, 2024 - Submittal Deadline 3:00 pm

Oct 2, 2024 - Selection Committee Scoring Completed

Oct 11, 2024 - Interviews if necessary

Oct 16, 2024 - Selection committee ranking of consultants posted publicly

Tentative Dates for processing from Proposal to contract.

- Proposal (Scope) Agreement – November 30, 2024
- Contract approved by both parties – December 30, 2024
- Notice to Proceed – January 30, 2025 pending signed grant agreement with FHWA

Pre-submittal meeting will be held

In person

Aug 28, 2024

5:30pm-6:30pm

200 New Home Dr NE

Newark, Oh 43055

SAP Scope of Work:

The Village of Hanover is seeking the services of a consultant with local understanding and presence to develop a Safe Streets for All Action Plan that covers the items below and above in the incorporated areas of the Village of Hanover. The purpose of this action plan is to develop a comprehensive plan that prioritize new safe streets, roads, bikeways, walks, and shared-use paths within the Village of Hanover. The proposed Action Plan will be foundational and form the basis for identifying and characterizing the Village's current and anticipated safety problems. The proposed Action Plan will be primarily based on safety with an additional emphasis on equity.

Background:

The Village of Hanover (VOH), was recently awarded a USDOT Safe Streets and Roads for All (SS4A) grant to complete an action plan intended to advance a comprehensive visionary approach aimed at reducing fatalities and serious injuries from roadway crashes. VOH is seeking consultant services to lead efforts on the SS4A action plan process. The successful applicant will direct and implement efforts, in coordination with the committee at VOH, to create a village wide safety action plan for a roadway network ranging from state routes to neighborhood streets that identify location-specific safety challenges and appropriate treatments and fulfill USDOT requirements for eligibility for implementation for implementation funding from the SS4A program in future years. Total funding available: \$150,000.00

Goals of Project:

The overall goal for the project is to create a Village wide safety action plans that comprehensively identify location-specific safety challenges and fully develop appropriate treatments and projects for a subsegment of the identified locations.

This plan must:

(a) Fulfill USDOT requirements for eligibility for implementation funding from the SS4A program in future years; and

(b) Provide guidance for the village on how to proceed with safety improvement priorities independently of the SS4A program over the next decade.

Specifically, the project must, at a minimum:

1. Produce a complete and comprehensive safety action plan that:

- a. Identifies roadway safety challenges in a wide range of different locations, roadway and intersection types, and modal perspectives, from both a historic/reactive approach and through development of a systemic model to highlight particular factors;
- b. Categorizes, ranks, and catalogs these safety challenges;
- c. Evaluates a range of different treatments based on USDOT Proven Safety Countermeasures;
- d. Utilizing a combination of factors that may include public and stakeholder priorities, equity considerations, cost/benefit analysis, and others, determines a system of prioritization for which

identified issues are most important to address and, further, which subsegment of identified issues to create a detailed implementation plan for;

e. Creates an implementation plan for the subsegment of identified issues that includes, at a minimum, project description, project location limits, typical sections (existing and proposed), itemized cost estimates, total budget, and benefit cost analysis;

f. Includes all additional USDOT required components for eligibility for SS4A Implementation Grant funding; and

g. Can be used to guide and prioritize village roadway safety improvement projects for the next 10 Yrs.

USDOT Action Plan Components:

Complementary to the goals described above, the USDOT requires that an SS4A Action Plan include at least four of six following components. It is desirable that the VBL Action Plan include all of the following:

- High ranking official/governing body commits to Vision Zero;
- Representative committee oversees action plan development;
- Meaningful public engagement and stakeholder outreach;
- Equity analysis (defined as USDOT disadvantaged communities);
- Assessment of current safety policies and recommendations for future; and/or
- Identification of baselines and goals to evaluate progress moving forward.

Anticipated Tasks:

Task 1: Organization, guidance, and tracking of planning process

- Working with client, develop an overall project strategy and work plan, including goals, scope of work, timeline/schedule of tasks and milestones;
- Working with client, regularly track progress, including monthly check-in meetings with client's main points of contact;
 - Prepare presentations for client Steering Committee to explain and frame key decisions to be made. These meetings are anticipated to happen: 1) at the beginning of the planning process to guide outreach and data gathering priorities, 2) after comprehensive data has been gathered to guide prioritization priorities, and 3) before a final report has been completed to guide focal points for SS4A Implementation Grant application; and
- Deliverables:
 - o Project scope of work/work plan; and
 - o Three presentations.

Task 2: Data Collection and Analysis

- Collect relevant crash data;
- Collect relevant Pedestrian and bicycle mobility trends;
- Collect under speed vehicle operating in village.
- Itemize and prioritize crash data into categories of different types of roadway safety challenge locations;
- Develop systemic analysis model to further identify and categorize different types of roadway safety challenges; and
- Deliverables:
 - o Comprehensive categorization and listing of a wide variety of roadway safety challenge locations from both a reactive and systemic perspective

Task 3: Public outreach

- Determine appropriate level and detail and SMART goals of public outreach, weighing important factors like stakeholder rankings, equity considerations, balance of regional vs. local focus, and specific strategies and tactics;
- Draft and implement public outreach process that will secure USDOT approval and provide valuable feedback to help with prioritization of roadway safety challenge locations; and

- Deliverables:
 - o Outreach plan for client approval; and
 - o Detailed summary of results of outreach for both internal and external audiences

Task 4: Determination of priority focus areas

- Utilizing the data collected and analysis from Task 2, priorities identified through Task 3 and additional stakeholder conversations, identify a smaller group of priority crash location sites and specific locations for a more detailed analysis; and
- Deliverables:
 - o List of priority road segment/intersection types and locations; and Clearly written justification and methodology for location identification.

Task 5: Development of specific treatments for priority focus areas

- Create an implementation plan for improvements derived from the USDOT Proven Safety Countermeasures for all prioritized locations or a subsegment of those locations that includes, at a minimum, project description, project location limits, typical sections (existing and proposed), itemized cost estimates, total budget, and benefit cost analysis; and
- Deliverables:
 - o Implementation plan for specific roadway safety challenge locations

The final Comprehensive Safety Action Plan must, at minimum, include the following components:

- **Leadership Commitment and Goal Setting.** The final presentation to the Village Council should include identifying the current and anticipated safety problems as well as goals to resolve safety issues through future projects as growth and development are anticipated.
- **Planning Structure.** The Action Plan must include determinations of the planning structure for the implementation group 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 the study area. 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). Based on the analysis performed, a geospatial identification of higher risk locations is developed (a High-Injury Network or equivalent).
- **Engagement and Collaboration.** 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.
- **Equity Considerations.** Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners. The 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 should be prioritized in a recommendation list that provides time ranges for when the strategies and countermeasures should 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 explains the 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. The tactics listed above are not exhaustive, and VOH remains open to the expertise of relevant firms to make recommendations.

Project Deliverables

1. Baseline safety analysis report, generated using existing crash data as well as collecting relevant additional field data in coordination with existing traffic studies and Active Transportation Plan.
2. Stakeholder and public engagement activities and summaries, with a minimum of 2 public engagement activities.
3. Regular in person or virtual meetings with village committee, monthly progress reports, and preparation and submission of invoices.
 - a. Monthly progress reports should include performed work; upcoming tasks or milestones; status of scope, schedule, and budget; and risk assessment and proposed mitigation.
4. Executive Summary/Fact Sheet (highly graphic, highlighting major assumptions, strategies, and recommendations at the completion of this project).
5. Final high-resolution PDF of the Comprehensive Safety Action Plan, selected consultants will be the primary author of the plan.
6. Final presentation to the village council to give an overview of the Comprehensive Safety Action Plan, provide recommendations for implementation projects, and encourage commitment from village council.
8. Assist in drafting required and final grant report to FHWA.

Planned Target dates:

Planned Draft Plan Completion Date: 10/7/25

Planned Final Plan Completion Date: 11/11/25

Planned Final Plan Adoption Date: 11/12/25

Planned SS4A Final Report Date: 1/6/26

Dates subject to change pending final Grant Agreement with Federal Highway Administration. Earlier completion is allowed and encouraged.

Suspended or Debarred firms:

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Compliance with Title VI of the Civil Rights Act of 1964

The VOH, in accordance with 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, all bidders including 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, national origin, sex, age, disability, low income status, or limited English proficiency in consideration for an award.

Appendix A
VENDOR AFFIDAVIT FORM
Applies only if competitive bid

PROJECT NAME: _____

NON-DELINQUENCY OF PERSONAL PROPERTY TAXES:

The undersigned, being duly sworn, if a contract is awarded to me/us, affirms, pursuant to Section 5719.042 of the Ohio Revised Code, that I/we (the Vendor) was/were not charged at the time the proposal was submitted with delinquent personal property taxes on the general tax list of personal property of any county in which Licking County as a taxing district has territory. Nor do I have any debt owed to the State of Ohio.

NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

That we do not and shall not discriminate against any employee or applicant for employment because of race, religion, color, or national origin. If awarded the bid and/or contract under this proposal, said party shall take affirmative action to ensure that applicants are employed and that employees are treated, during employment, without regard to their race, religion, color, sex, or national origin. If successful as the lowest and best proposal under the foregoing proposal this party shall post non-discrimination notices in conspicuous places available to employees and applicants for employment setting forth the provisions of this affidavit. Furthermore, said party agrees to abide by the assurances found in Section 153.59 of the Ohio Revised Code in contract provisions with the owner if selected as the successful submitter by the Owner.

NON-COLLUSION:

That the proposal being submitted is genuine and not collusive or sham; that we/I have not colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder or person, to submit a sham proposal, or refrain from submitting a proposal; have not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or any other submitter, to fix any overhead, profit or cost element of said proposal price, or of that of any other submitter; to secure advantages against the County of Licking or any person or persons interested in the proposed contract; that all statements contained in said proposal are true, and that, such submitter has not, directly or indirectly submitted this proposal, or the contents thereof, or divulged information or data relative thereto to any other potential information or date relative thereto to any other potential submitter. Further, Affiant affirms that no county employee has any financial interest in this company or the proposal being submitted.

That we do hereby affirm the above statements to be true and in consideration of the award of the aforementioned contract, the above statements are incorporated in said contract as a covenant of the undersigned.

Company Tax I.D. Number _____ Company Name

Signature Print Name & Title _____ Submitter/Vendor

Sworn to before me and subscribed in my presence this _____ day of _____, 20____.

Signature Date Commission Expires _____ Notary Public

O.R.C. § 3517.13(J)(1)(a) provides:

[N]o political subdivision shall award any contract for the purchase of goods with a cost aggregating more than ten thousand dollars in a calendar year or services with a cost aggregating more than ten thousand dollars in a calendar year, to a corporation or business trust, except a professional association organized under Chapter 1785. of the Revised Code, if any of [those persons listed in ¶ 2, a–c] . . . has made, as an individual, within the

previous twenty-four months, taking into consideration only owners for all of that period, one or more contributions totaling in excess of one thousand dollars to the holder of a public office having ultimate responsibility for the award of the contract or to the public officer's campaign committee.

O.R.C. § 3517.13(J)(1)(b) prohibits award of such a contract

[I]f any combination of the following has made, within the previous twenty-four months, taking into consideration only owners for all of that period, one or more contributions totaling in excess of two thousand dollars to the holder of the public office having ultimate responsibility for the award of the contract or to the public officer's campaign committee: (i) Owners of more than twenty per cent of the corporation or business trust; (ii) Spouses of owners of more than twenty per cent of the corporation or business trust; (iii) Children seven years of age through seventeen years of age of owners of more than twenty per cent of the corporation or business trust; (iv) Any political action committee affiliated with the corporation or business trust. (Emphasis added.)

- a. an owner of more than twenty percent of the corporation or business trust; b. each spouse of an owner of more than twenty percent of the corporation or business trust;
- c. each child seven years of age to seventeen years of age of an owner of more than twenty percent of the corporation or business trust;
- d. any combination of persons identified in (a) through (c) of this section. BIDDER:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Sworn to before me and subscribed in my presence by the above-named person this ____ day of _____, 20_____.

NOTARY PUBLIC: _____
My Commission Expires: _____

To be compliant with House Bill 95, search the State Auditors Website: To be included with all contracts

Website: www.auditor.state.oh.us Click on: "Findings for Recovery" Click on: "To perform a certified search" Print list and initial findings.