

April 11, 2023

## **Request for Proposals**

# **MAG Safe Streets for All Safety Action Plan covering Utah, Wasatch, and Summit Counties in Utah**

## **NOTICE TO CONSULTANTS**

Mountainland Association of Governments (MAG) is soliciting the services of qualified teams to perform consulting services for the following project:

### **MAG Safe Streets for All Safety Action Plan**

This project will produce a comprehensive and implementation-ready Safety Action Plan (SAP) covering the MAG Region, encompassing the boundaries of Utah County, Wasatch County, and Summit County, and including UDOT and UTA as key partners. The SAP will be focused on the following areas:

1. Production and Regional Adoption of a robust SAP as envisioned and required by the USDOT Safe Streets For All 2022 Notice of Funding Opportunity. Proposers must be familiar with and address the required emphasis areas.
2. Identification, evaluation, and prioritization of high-risk corridors and locations, along with potential programs and physical safety countermeasures to improve safety within those identified areas. This will be a heavily data-driven exercise that must also include consultation with local entities and is guided by the Safe Systems Approach currently promulgated by USOT.
3. Production of Project Concept Reports including conceptual design and cost estimates that prepare project sponsors for future Safe Streets For All Implementation Grant funding opportunities and/or other implementation resources. MAG seeks to maximize opportunities for Implementation Grants from the Safe Streets For All program.
4. Development of proposed improvements to existing MAG and select local policies and practices related to highway safety with a strong focus on the Safe Systems Approach currently promulgated by USDOT.
5. Development of and Evaluation and Prioritization Process that MAG MPO, Wasatch Back RPO, and their transportation partners can use to enhance safety planning and outcomes in future Regional Transportation Plans and Project Selection processes.

### **Provide the Best Value for the Budget**

The budget for this project shall not exceed \$1,200,000. MAG has elected to procure a team to design and achieve the best project possible within the program budget. This will be accomplished through a Fixed-Price, Best-Proposal procurement approach. This approach gives all submitters a known budget and requires competition for the contract based on the perceived value that the successful proposal brings. Professional and deep experience in safety data analysis and roadway safety solutions are base-level requirements for all competitors, but demonstrating innovative and creative approaches to achieving actual outcomes envisioned in the plan will help submissions stand out.

## **Scope of Work, Schedule, and Milestones**

Submissions will include a proposed Scope of Work incorporating the following milestones in priority order as follows:

1. Evaluation and identification of high-risk corridors, locations for inclusion
2. Completion of the SAP document in suitable format for adoption by the MAG MPO Board and by the Wasatch Back RPO Board, no later than **April 1, 2024**.
3. Completion and delivery of Tranche One Concept Reports and Programs suitable for use in SS4A Implementation Grant Applications. This and subsequent tranches should seek as closely as possible the maximum USDOT annual award allowance, currently \$25,000,000. **Tranche One shall be completed no later than June 1, 2024**. Tranches Two and Three shall be complete by the end of the project.
4. Evaluation and proposed improvements to MAG MPO and Wasatch back RPO Policies and Practices. **August 1, 2024**
5. Safety Evaluation and Prioritization Process for the respective MAG MPO and Wasatch Back RPO. **August 1, 2024**.
6. The project should be complete no later than **August 30, 2024**.

## **PROCUREMENT PROCESS**

**MAG** intends to enter into an agreement with a team to provide professional services as described.

MAG will award the Contract to the Proposer with the apparent best value. If no final agreement is reached between MAG and the initially chosen Proposer MAG reserves the right to negotiate a Contract with a different proposer who properly submits for this RFP.

**NOTE: US DOT and MAG are currently working to execute a Grant Funding Contract. Award of this project is contingent on the prior execution of that Contract.**

### **I. Request for Proposal Documents**

The Request for Proposal (RFP) documents, including the submittal requirements and the selection criteria and schedule, will be available in electronic format on the MAG web site at **[www.mountainland.org](http://www.mountainland.org)**. MAG reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the organization.

### **II. Submittal Due Dates and Times**

One hard and one electronic copy in PDF format of all required submittals must be delivered to Mountainland MPO no later than **3:00 pm, Monday May 8, 2023**. Submittals received after the specified time will not be accepted.

**PDF documents must have permissions enabled for comments and printing.**

### **III. Contact Information**

All communications regarding this project shall be directed to:

MAG

Jim Price, AICP, Senior Planner/Project Manager

586 East 800 North

Orem, UT 84097

t.801/400-8736

email: [jprice@mountainland.org](mailto:jprice@mountainland.org)

**IV. Communications and Requests for Clarification**

Proposers may submit formal requests for clarification on the RFP in writing until the submittal date via email to Jim Price at [jprice@mountainland.org](mailto:jprice@mountainland.org). All responses to requests for clarification will be in writing and such requests and clarifications will be posted on the MAG website related to this RFP. Except as authorized by the MAG representative or as otherwise stated in the RFP, communication during the selection process shall be directed ONLY to the specified MAG representative. In order to maintain the fair and equitable treatment of everyone, consultants shall not unduly contact or offer gifts or gratuities to any MAG employee, it's boards or committees, or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies from the date the RFP is issued through execution of the Professional Services Agreement. Failure to comply with this requirement may result in a disqualification in the selection process.

**V. Proposal Documents**

Each Response to this RFP shall consist of the following:

1. Listing of Past Performance and References (1 page)
2. Statement of Qualifications, Management Plan, Project Schedule ( not to exceed 5 pages)
3. Project Proposal and Scope of Work (not to exceed 10 pages)

**1. Past Performance and References**

The Past Performance of all Proposers shall be considered in the selection process. Each team shall submit a listing of client references on three similar projects completed within the past five years. Include contact information and a one paragraph description for each project.

**2. Statement of Qualifications**

Submissions shall include in the management plan a Statement of Qualifications, a **brief** document that indicates the experience and qualifications of the team, the

project manager and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project.

It should include information on similar projects that have been completed by the team, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria.

### **Management Plan**

Proposers are required to develop and submit a plan demonstrating how they will manage their responsibilities and identify and manage risks. An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the proposal.

As part of the management plan include your proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable.

The management plan should be concise yet contain sufficient information for evaluation by the selection committee.

### **3. Project Proposal**

Each project proposal shall address the identified deliverables and include a Scope of Work.

### **Selection Criteria for Professional Services**

The following criteria will be used in ranking each of the teams. The team that is ranked the highest will represent the best value for the MPO. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criterion in the form of points.

- A. **Past Performance Rating 10 Points** Each team will be given a past performance rating. The rating will be based on the performance of the team in completion of the three previous projects as submitted in the Management Plans and Proposal.
- B. **Project Proposal 35 Points** The merits of each Project Proposal will be evaluated by the selection committee in relation to the following:

1. **Apparent understanding of the Project Goals and Values** – How well has the proposer demonstrated a thorough understanding of the issues and concerns embodied in the RFP?
  2. **Comprehensiveness of the response to the RFP** – Has the proposal properly addressed each of the requirements and suggestions identified within the RFP, and paid adequate attention to each element?
  3. **Creativity and Professionalism** - Has the proposer demonstrated both creativity and a professional approach to addressing the issues and needs identified in the RFP? Are the proposals realistic and attainable?
- C. **Strength of Team and Management 35 Points** Based on the proposals, the selection committee will evaluate the qualifications, expertise and experience of the team and the project lead as it relates to this project in size, complexity, quality, duration, etc. Consideration will also be given to the strength brought to the team by critical consultants including how they were selected and the success the team has had in the past in similar projects
- D. **Schedule 10 Points** The consultant’s schedule will be evaluated as to how well it meets the objectives of the project. The consultant shall identify in the project schedule all major work items with start and stop dates that are realistic and critical. The completion dates shown on the schedule will be used in the contract. A Critical Path or similar schedule approach is preferred.
- E. **Local Knowledge 10 Points** The consultant’s knowledge of the local and regional plans for the area and their past involvement with jurisdictions in the area will be evaluated as to how well issues of the area are known.

**TOTAL POSSIBLE: 100 POINTS**

**VI. Selection Committee**

The Selection Committee will be composed of individuals from stakeholder groups.

**VII. Interviews**

Should the Selection Committee elect to hold interviews with any or all proposers, it is anticipated these interviews will be held no later than the first week of June, 2023. Selection will be made as soon as possible thereafter.

**IX. Form of Agreement**

At the conclusion of negotiations, the selected consultant will be required to enter into an agreement using the available form of the Professional Services Agreement. A generic copy of the agreement is available at [www.mountainland.org](http://www.mountainland.org)

**X. Licensure**

The consultant shall comply with and require its sub-consultants to comply with the license laws of the State of Utah.