



City of Zanesville, Ohio Public Service Department

REQUEST FOR QUALIFICATIONS

ENGINEERING CONSULTING SERVICES SS4A COMPREHENSIVE SAFETY ACTION PLAN

INVITATION

Statements of Qualifications, Engineering Consulting Services – Safe Streets 4 All Comprehensive Safety Action Plan, addressed to the Public Service Department Office, Municipal Building, 401 Market Street, Zanesville, OH 43701 will be accepted until 4:00 pm on January 6, 2025.

FUNDING

This effort will be funded by the SS4 All grant.

PROJECT BACKGROUND/PURPOSE

The City of Zanesville, Muskingum County, Ohio received a Safe Streets 4 All grant from the U.S. Department of Transportation for the preparation of a city wide Comprehensive Safety Action Plan that will identify and prioritize streets, roads, bikeways, walks, and shared-use paths within the City of Zanesville that have current or anticipated safety problems.

PROJECT GOALS

City of Zanesville (COZ) Public Service Department seeks to develop a safety study with defined implementation tasks throughout the city of Zanesville.

SCOPE OF WORK

The City of Zanesville (COZ) is seeking the services of a consultant with local understanding and presence to develop a Safe Streets for All Comprehensive Safety Action Plan to advance COZ's goal of zero roadway fatalities, increased pedestrian access, and defined bicycle throughways.

TASKS:

1. **Planning Structure.** The Consultant will work with City staff to develop a committee, task force, implementation group, or similar body charged with oversight of the safety action plan's development and monitoring. This planning structure will need to include representatives from various parts of the City and include members from different disciplines with diverse perspectives. The consultant shall lead three meetings with the above defined Safety Action Plan Committee to (1) introduce the Comprehensive Safety Action Plan process, (2) provide results of data analysis and mid-project progress, and (3) the final recommendations and next steps at the conclusion of the study. This group will serve as a decision-making body to review and confirm planning scope and approach, provide feedback, offer guidance on project prioritization, assist with public engagement efforts, and include committee roster, committee meeting schedules, and committee guidelines.

2. **Leadership Commitment and Goal Setting.** The final presentation to COZ should include a plan to achieve a significant reduction in traffic fatalities, increased pedestrian accessibility and mobility, and dedicated bicycle facilities along arterial corridors.
3. **Engagement and Collaboration.** The consultant will engage with the general public, private sector, community groups and residents to facilitate public education, collaboration and incorporation of the Safety Action Plan into the community planning goals. Historically disadvantaged communities of people are affected disproportionately by non-motorized crashes. Inclusion of all communities is a key principle of the COZ SS4A plan.
4. **Policies and Guidelines.** The consultant will assess current policies, plans, guidelines and standards to identify opportunities to improve how processes are prioritized and include recommendations on education, training enforcement, traffic management and law, policy and advocacy initiatives. This includes development of engineering recommendations for initiatives and projects to include locations for further analysis with the goal of identifying proposed safety countermeasures and potential network improvements.
5. **Strategy and Project Selection.** The Consultant shall identify priority lists for specific intersections and roadway segments to implement safety improvement countermeasures. The priority lists shall be data driven and informed through the public input and equity analysis. Recommendations shall be made for potential projects with conceptual analysis and planning level cost estimates provided. This includes development of engineering recommendations for initiatives and projects to include locations for further analysis with the goal of identifying proposed safety countermeasures and potential network improvements.
6. **Safety Analysis.** The consultant shall perform an analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across the COZ 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 are developed (a High-Injury Network or equivalent).
7. **Equity Considerations.** The Consultant will lead an effort to ensure that the planning process is inclusive and representative of the diverse demographics of the city of Zanesville. 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.
8. **Progress and Transparency.** The consultant shall provide regular progress reports to COZ, detail the planning and study process with transparency, and provide recommendations for the COZ to continue progress and provide transparency in its efforts to implement the safety improvement recommendations.
9. **Transportation Master Planning.** The consultant shall produce a safety-improvement informed Transportation Master Plan as a comprehensive, long-term blueprint that will guide the development and management of the City's transportation system. This task should have a safety focus but also improve mobility, reduce congestion and promote sustainability. This will support the City's long-term vision for the transportation system which should consider economic development. Utilizing the data collected the consultant should assess the current roadway network by reviewing:
 1. traffic flow patterns and congestion
 2. public transit presence
 3. transportation demand and capacity
 4. vulnerable road user needs

5. heavy semi-truck routing
6. alternative routes
7. high injury and high risk network

The consultant should develop a plan for a future transportation system that accomplishes both the safety goals identified and address the issues with the current roadway network that exist based on the bullet points above. The plan should outline roadway typical sections and functional classifications that should be utilized in future planning efforts. A thoroughfare plan should also be developed for all modes that considers safety and mobility.

We propose the following schedule:

Task	Description	Spring 25	Summer 25	Fall 25	Winter 25	Spring 26	Summer 26
1	Award notice	x					
2	Grant Agreement	x					
3	Consultant agreement	x					
4	Committee and Goals		x				
5	Planning Structure		x				
6	Safety Analysis		x				
7	Engagement and Collaboration			x	x		
8	Equity Considerations			x	x		
9	Strategy and Project Selection				x	x	
10	Project Completion						x

REQUIRED CONTENTS OF SUBMISSION

Submit one (1) original and (1) digital copy (PDF) of the following:

1) Cover Letter

- A one (1) page introduction including the firm's Professional Liability Insurance Policy.

2) Executive Summary

- Qualifications of the individual or firm
- Project manager and his/her experience
- Project timeline, specifically including when the team can start the project, project progress and an estimated completion date identified in weeks after Notice to Proceed is issued. The timeline of the successful proposer will be incorporated into the negotiated contract

3) Statement of Qualifications:

- Number of years firm has been in business
- Qualification and experience of principals and key personnel of project team
- Documentation of all applicable Ohio Certifications
- Contract/project management experience.

4) Geographic Information

- Number of offices
- Proximity to project site

5) Capacity to Perform the Work

- Size and availability of staff
- Projects in progress
- Firm's equipment and facilities
- Listing of all sub-consultants with their qualifications

6) Listing of Past Projects Completed for the City of Zanesville (if applicable)

- Scope and complexity of project
- Project contact person
- Success of the project

7) References

- A list of past clients including local governments and similar projects. Information should include, at a minimum, name of project and location, contact name, contact phone number.

8) Response to the Scope of Work

- Provide your firm's approach to the tasks in "Scope of Work".

SELECTION PROCESS

- Following RFQ opening at the time and location specified in the advertisement, the original copy of the submittal shall be retained by the City of Zanesville.
- The submittals will be transmitted to the Selection Committee.
- The Selection Committee may invite two (2) or more respondents to attend an interview. Respondents may be contacted to schedule a time and location for the interview.
- The Selection Committee will evaluate and rank firms accordingly and make a preliminary award.
- The firm selected will be asked to negotiate a final scope of work and price and to develop a contract. Should negotiations fail to result in the development of a contract; the next highest ranking firm will be offered the opportunity to continue the process. This method may continue until an agreement is reached and a contract negotiated.
- Final rankings will be forwarded to the Zanesville City Council for consideration of negotiated contract award.

EVALUATION CRITERIA

Submittals received in reply to this request will be evaluated using the following criteria and scored based on a maximum of 100 points. Submittals will be evaluated, and the most qualified competitor will be selected, subject to negotiations of fair and reasonable compensation.

Qualifications of the individual or firm.	15 Points Max
Applicant's previous experience with similar projects.	10 Points Max
Ability to meet proposed work schedule. Time frame for delivery of service.	15 Points Max
Ability of key personnel and project management experience.	15 Points Max
Previous project performance with the City of Zanesville.	20 Points Max
References provided.	10 Points Max

CITY RIGHTS RESERVED

- 1) The City reserves the rights to accept or reject all or portions of any response(s) to the RFQ, to waive any formalities of the RFQ process, to re-advertise the RFQ, to amend the terms of the RFQ, to extend the dates provided herein, to suspend the procurement if the desired outcomes are not achieved, to award the contract to the most responsive and responsible respondent(s) as deemed in the best interest of the City, and/or to proceed to provide the services otherwise, as the City may determine in its sole discretion is in the best interest of the City.
- 2) No reimbursement will be made by the City for any costs incurred in responding to this RFQ, developing or submitting responses to the RFQ, or attendance at a site inspection, pre-bid conference or interviews.
- 3) The City reserves the absolute right to conduct such investigations as it deems necessary to assist in the evaluation of any response to the RFQ and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications and financial ability of the respondent(s), proposed sub Consultants, independent Consultants and suppliers. The purpose of such investigation is to satisfy the City that the respondent has the experience, resources and commercial reputation necessary to perform the work and support any warranties in the prescribed manner and time.
- 4) In the event the RFQ responses are considered for an award, the City reserves the right to award the Project to the firm that demonstrates the best ability to fulfill the requirements for the performing the subject services. The successful firm will be chosen based on the qualifications, evaluation of submittals and a possible interview. The City reserves the right to conduct such discussions or negotiations with Proposers or other entities as it deems necessary to assist in the evaluation of any proposal, to secure maximum clarification and completeness of any proposal, and select the proposal that best meets the requirements of the City and the public interest.

ADDITIONAL INFORMATION

If information of a material matter is provided in response to any correspondence or question or if a clarification is issued by the City of Zanesville, a copy of the questions and answers will be provided by Scott Brown, Public Service Director, to all prospective respondents who have requested a copy of the request for qualifications. This response shall serve as an addendum to the advertised call for qualifications. Correspondence, questions and/or clarifications of the submittal procedure or project should be directed to:

Scott Brown, Public Service Director
City of Zanesville
401 Market Street
Zanesville, Ohio 43701
Scott.brown@coz.org

The City of Zanesville is an Affirmative Action/Equal Opportunity Employer