

Request for Proposals

Regional Safety Strategy and Safety Action Plans for NH MPOs

Released 9/20/2023

The Rockingham Planning Commission (RPC), Nashua Regional Planning Commission (NRPC), Southern New Hampshire Planning Commission (SNHPC), and Strafford Regional Planning Commission (SRPC), are cooperatively seeking proposals for consultant services to develop Safety Action Plans for the four MPOs. The anticipated scope of services for the work is included as **Attachment 1** and provides more detailed information regarding the level of effort required as well as the specific tasks to be accomplished.

RPC is the lead agency on this effort to implement an awarded US Department of Transportation Safe Streets and Roads for All (SS4A) grant. Available funds for the project will be approximately \$250,000 and any contract awarded for this effort will be limited to that amount as a maximum. RPC intends to award the contract to cover work over an anticipated period of 12-15 months during SFY24 and SFY25 with the goal of completing Safety Action Plans for each MPO to the point where stakeholders can apply for Safe Streets and Roads for All (SS4A) implementation funding in round three (summer 2024). Safety Action Plans would be finalized and all work completed in Fall 2024.

Interested firms should submit a proposal that addresses the factors listed below and the scope of services in **Attachment 1**.

Proposals are not to exceed a total of 20 pages (8.5 x 11), inclusive of resumes and firm experience. Covers, end sheets, budget exhibits, DBE documentation, and an introductory letter shall not count against these maximums. Font size should be at a minimum of 10 point.

Additional information should not be required to respond to this RFP. However, technical questions should be submitted in writing by email to David Walker (dwalker@therpc.org) no later than **4:00 PM ET on October 4, 2023**. All questions received and responses to those questions will be posted on the RPC website (www.therpc.org/SS4A) by **4:00 PM ET on October 6, 2023**.

Firms or teams of firms must respond to this RFP with electronic versions of their proposals in a PDF file format. Firms must email an electronic copy or file link to David Walker at dwalker@therpc.org. Proposals are due no later than **4:00 PM, October 13, 2023**. The expense of preparing and submitting a proposal is the sole responsibility of the consultant.

Proposal evaluation will focus initially on meeting the criteria/factors below and should it be determined that interviews are required, a “short list” of firms will be selected from the

proposals received. The shortlisted firms will be invited to participate in an interview process with the evaluation committee tentatively scheduled for the week of **October 23-27, 2023**. RPC will confirm an interview time and location with those firms selected for an interview. RPC also reserves the right to award this contract based on initial proposals received without formal interviews after discussion with the proposal review committee.

RPC anticipates that a contract will be awarded in late October/ early November 2023 with Safety Action Plans drafted in Summer 2024 and all work to be completed by October 30, 2024. The successful firm or teams of firms should be prepared to begin work immediately.

RPC reserves the right to award all or part of the available funds for this project. RPC also reserves the right to reject any or all proposals received, or to cancel in part or in its entirety this Request for Proposals. This solicitation in no way obligates RPC to award a contract.

The Rockingham Planning Commission (RPC) is committed to operating in a non-discriminatory manner and ensuring opportunity for full and fair participation in the work of the RPC regardless of race, color, national origin, gender, age or disability.

Proposals must include the following information:

1. Name of lead firm and any sub-consultants.
2. Point of contact (name, title, phone number, mailing address, and email address) at lead firm.
3. Executive Summary demonstrating the consultant's understanding of the project.
4. Description of relevant experience on projects of this type.
5. Qualifications and technical competence of consultant/or sub-consultants in the type of work required.
6. Description of experience on similar projects including a list of at least 3 references within the past 5 years, with current contact information.
7. Listing of key project personnel and their qualifications.
8. A detailed description of the technical approach proposed for accomplishment of the work.
9. Documentation that the consultant has the staffing capacity necessary to perform the work in an adequate and appropriate timeframe.
10. A proposed schedule and work plan for the accomplishment of the work described in **Attachment 1**.
11. A DBE Utilization Plan.
12. Any other pertinent information.

An ideal team will include broad expertise in transportation planning and design including extensive experience with design for vulnerable road users, safety data analysis and planning, community planning, graphic design, narrative writing, and public involvement.

Review and assessment of proposals will be conducted by a committee consisting of representatives of the four MPOs, NHDOT, and FHWA. The review will be based on the following evaluation criteria, with the relative weights in parentheses:

1. Related experience, qualifications, and references of the firm or project team **(20%)**
2. Proposed technical approach **(50%)** *Note: The MPOs are looking for a forward-thinking and innovative approach to this project that meets federal requirements, integrates safe systems methodologies, and ensures broad and inclusive engagement of stakeholders.*
3. Work plan and schedule **(30%)** *Note: This includes the consultants' ability to demonstrate a balanced workload for its staff to carry out its responsibilities under this project in balance with any other ongoing work the consultant may have. The intent is to have the Safety Action Plans completed to a point that they can be utilized to support communities applying for round 3 SS4A implementation grants in summer 2024.*

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Regional Safety Strategy and Safety Action Plans for NH MPOs

Attachment #1: Scope of Work

Development of FHWA compliant Safety Action Plans for the four New Hampshire MPOs [Nashua Regional Planning Commission (NRPC), Rockingham Planning Commission (RPC), Southern New Hampshire Planning Commission (SNHPC), and Strafford Regional Planning Commission (SRPC)], anticipated to have a maximum value of \$250,000 over a 12-18 month term.

Definition of Study Area:

The Consultant Team will perform the necessary services provided under this contract within the area inclusive of the NRPC, RPC, SNHPC, and SRPC. This encompasses 72 urban, suburban, and rural communities in southeastern New Hampshire (See map for exact boundaries) and includes over 800,000 residents.

Background and Objectives:

NRPC, RPC, SNHPC, and SRPC are committed to eliminating traffic injuries and deaths. As the designated Metropolitan Planning Organizations (MPOs) for New Hampshire, the four agencies actively promote a safe, accessible, and convenient transportation system in response to statewide and regional trends, federal legislation, and public input. Along with state and local partners, the MPOs advance multi-modal travel and context-sensitive roadway design to improve the quality-of-life for the region's residents and visitors.

This effort will develop comprehensive regional safety strategies and regional safety action plans to guide each MPO and our partners response to trends in transportation safety and build a safe transportation system for all users of all modes.

Regional transportation decision-making is complex and safety outcomes are influenced by many different geographic scales and institutional processes. This Regional Safety Strategy will address broad and multifaceted questions, such as:

- What are the regional trends for traffic safety?
- Who is most at risk when traveling?
- What aspects of road design, vehicle design, community design, and human behavior or psychology lead to unsafe outcomes?
- What are the most dangerous types of roads? Where are they located or most prevalent?
- How do the geographic scales and travel patterns effect safety outcomes?

- How do residents and decision makers view or prioritize safe transportation?
- What are effective tools and strategies for minimizing risk and improving roadway safety?
- What roles can MPO policies and funding play in improving regional safety outcomes, especially related to fatalities and serious injuries?
- How can the safe systems approach be integrated into the MPO planning process?

The regional safety strategy and action plans will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the region. This will include development of recommendations for both motorized and non-motorized modes in the roadway network as well as other elements – land use, regional transit, greenways, or other community factors – to create a comprehensive course of action. The strategies will address federal and state regulations (including design guidance as well as performance management goals, measures, and targets) and will promote equitable outcomes.

The strategies and actions will be rooted in data-driven analysis and the Safe Systems Approach adopted by the US Department of Transportation. The strategies and safety action plans will also incorporate or inform other applicable planning documents, including: MPO Metropolitan Transportation Plans and Long Range Transportation Plans, New Hampshire Highway Safety Plan” (NHDOS, current); “New Hampshire Strategic Highway Safety Plan” (NH DOT, current); and other state, regional, and local plans as applicable. The documents will reference national research (i.e. NCHRP, TRB, FHWA, NACTO, NHTSA, etc) and development will be guided by a steering committee made up of the MPOs and partner agencies. Once completed, Safety Action Plan implementation will be guided by each MPO’s Transportation Advisory and Policy Committees.

Communication is necessary for building consensus and achieving planning outcomes. The regional safety strategies and action plans will expand the MPOs planning toolbox with graphics of context-sensitive design solutions and proven safety countermeasures that can be used in a variety of documents. All deliverables will be clearly written and accessible to planning practitioners, elected officials, and the public.

Work and Services:

It is anticipated that the Safety Action Plan development process will be forward-looking, innovative, and will position the MPOs and their stakeholders well for SS4A implementation grants. Work will involve the development of multiple deliverables to be used in informing the MPOs planning, policies, and practices related to safety. Each MPO will receive a Safety Action Plan that reflects regional safety trends, strategies, and projects while meeting any federal requirements. At the same time, it is expected that all four plans will have a common format and substantially similar general content.

Tasks:

The Consultant Team will ensure the satisfactory accomplishment of the tasks described in this Scope of Services. Specific deliverables which must be provided are identified, but the proposals can include additional tasks and opportunities that contribute to the successful completion of the project and meet overall project objectives.

Task 1 – Project Management and Stakeholder Engagement Plan.

- The consultant team will be expected to attend periodic steering committee and project management meetings. The steering committee is currently anticipating monthly meetings however the specifics of the selected proposal and schedule will be the determining factor in meeting frequency and the need for consultant attendance.
- The consultant team will develop an inclusive public engagement strategy in coordination with RPC staff. Staff from the four RPCs will be available to assist with public outreach activities and ensure that local stakeholders are engaged in the process.

Task 2 – Literature and Data Review

- Conduct a comprehensive review of existing safety data, reports, and studies relevant to the four MPO region.
- Review FHWA guidelines, policies, and regulations related to Safety Action Plans, the safe systems approach, and transportation safety performance measures.

Task 3 – Stakeholder Input and Priority Issue Identification

- The consultant team will coordinate with the MPOs to develop a communication strategy that will identify and engage stakeholders and establish priority issues in an inclusive and equitable manner.
- Establish processes for sharing progress, performance results, and success stories with stakeholders and the general public.

Task 4 – Data Analysis

- Analyze available crash data to identify high crash locations, characteristics, and contributing factors.
- Conduct analysis of crash data using appropriate statistical methods to identify regional patterns, trends, and opportunities for countermeasures.

- Identify and analyze crashes and crash patterns involving vulnerable road users as well as appropriate countermeasures.

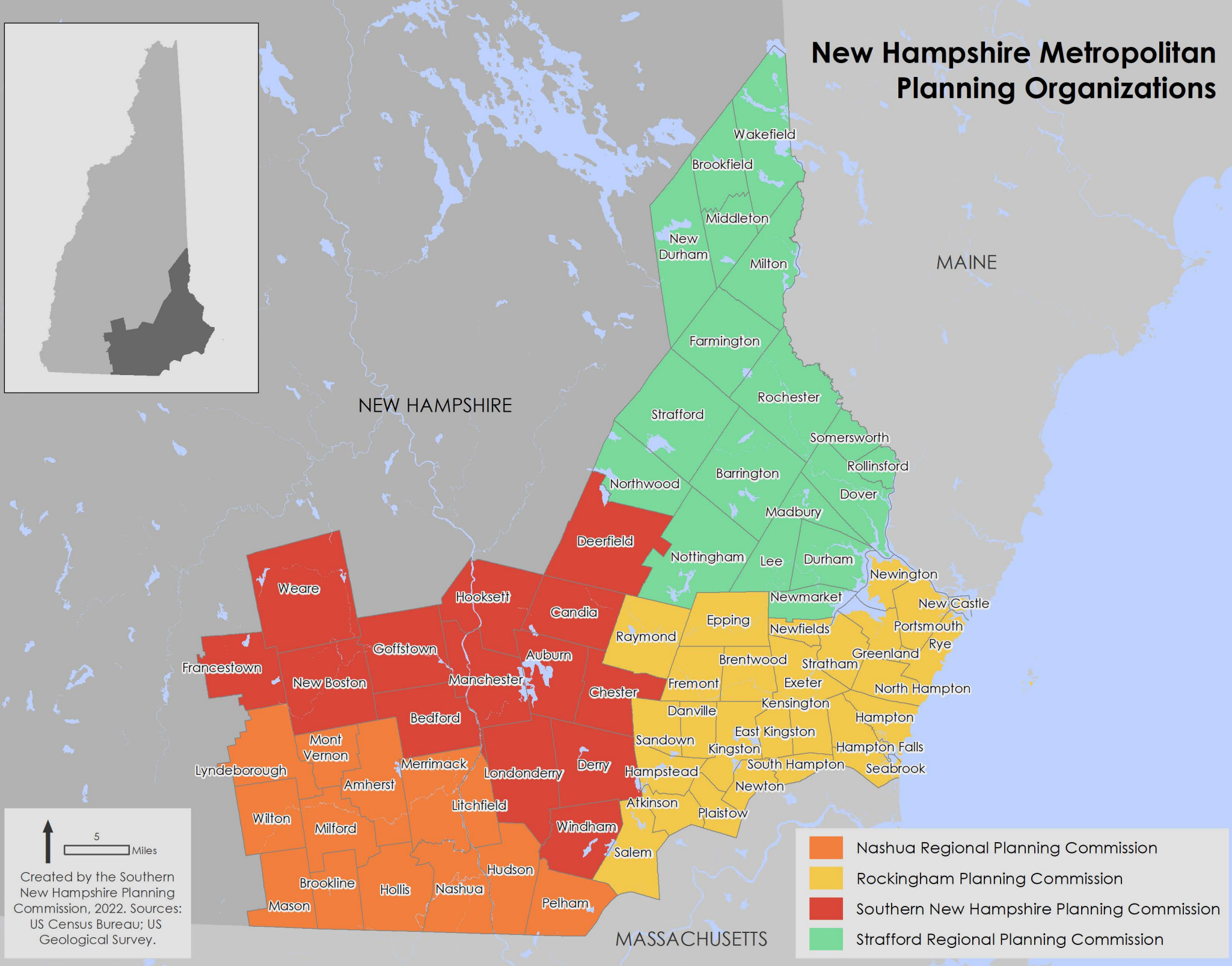
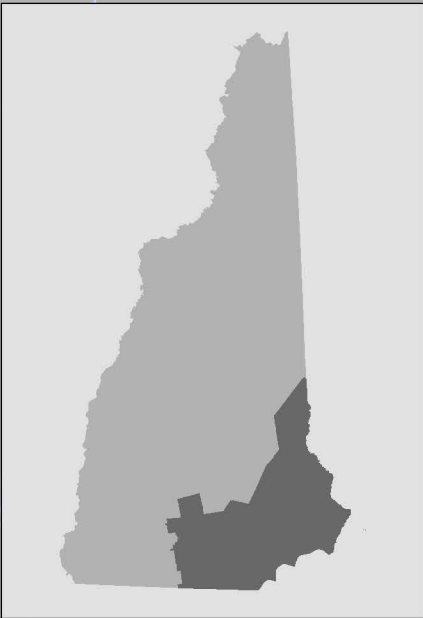
Task 5 – Regional Safety Strategy and Safety Action Plans for each MPO inclusive of the following components to meet FHWA requirements:

- Leadership Commitment and Goal Setting: An official public commitment to an eventual goal of zero roadway fatalities and serious injuries.
- Planning Structure: A committee, task force, or similar body 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 each MPO.
- Engagement and Collaboration: Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- Equity Considerations: Plan development using inclusive and representative processes.
- Policy and Process Changes: Assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve processes and prioritize transportation safety.
- Strategy and Project Selections: Identification of a 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.
- Progress and Transparency: Method to measure progress over time after an Action Plan is developed or updated, including outcome data.

Task 6 - Safety Action Plan flier/handout/outreach materials.

- A one-to-two-page document summarizing the Safety Action Plan contents and making communities aware of the SS4A program and their eligibility to apply for grant funding.


New Hampshire Metropolitan Planning Organizations



NEW HAMPSHIRE

MAINE

MASSACHUSETTS



 Created by the Southern New Hampshire Planning Commission, 2022. Sources: US Census Bureau; US Geological Survey.

- Nashua Regional Planning Commission
- Rockingham Planning Commission
- Southern New Hampshire Planning Commission
- Strafford Regional Planning Commission