



BUCKEYE HILLS REGIONAL COUNCIL

RURAL TRANSPORTATION PLANNING ORGANIZATION

REQUEST FOR QUALIFICATIONS (RFQ)

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

Request for Consultant Services

BUCKEYE HILLS REGIONAL COUNCIL

RURAL TRANSPORTATION PLANNING ORGANIZATION

Contact: Eric Wade

Ewade@buckeyehills.org

2585 Glendale Road

Marietta, Ohio 45750

Phone: 740-516-0370

Fax: 740-374-8038

TABLE OF CONTENTS

TABLE OF CONTENTS	2
BUCKEYE HILLS REGIONAL COUNCIL REQUEST FOR QUALIFICATIONS	3
SUBMISSION INSTRUCTIONS	4
REQUIREMENTS OF THE PROJECT	5
SCOPE OF SERVICES	9
ECONOMY OF PREPARATION	12
SUBMISSION EVALUATION PROCESS.....	18



BUCKEYE HILLS REGIONAL COUNCIL REQUEST FOR QUALIFICATIONS

The Buckeye Hills Regional Council Regional Transportation Planning Organization (BHRC RTPO) seeks to obtain transportation planning services for the following project: Safe Streets and Roads for All Comprehensive Safety Action Plan (SS4A CSAP)

Buckeye Hills Regional Council (BHRC) is soliciting Statements of Qualifications (SOQs) from qualified firms to develop a Comprehensive Safety Action Plan in accordance with the U.S. Department of Transportation's Safe Streets and Roads for All program. BHRC has been awarded \$250,000 to contract a consultant to develop a strategic, data-driven roadmap to eliminate traffic fatalities and serious injuries using USDOT's Safe System Approach.

The proposed Action Plan will identify the region's high-injury network, prioritize corridors for intervention, and develop data-informed strategies to reduce fatalities and serious injuries for all users in the jurisdiction, including pedestrians, bicyclists, drivers, and transit users. It will focus on low-cost, high-impact countermeasures, such as road diets, traffic calming, enhanced crosswalks, and signage improvements. These should be tailored to the specific risk factors present across our diverse geography. These strategies, once implemented, are expected to produce measurable reductions in traffic-related fatalities across all modes, especially among pedestrians, cyclists, and older adults.

RFQ Issue Date: 6/18/2026

RFQ Title: Buckeye Hills Regional Council Regional Transportation Planning Organization (BHRC RTPO) Requesting Statement of Qualifications for the Safe Streets and Roads for All Comprehensive Safety Action Plan

Issuing Agency: BUCKEYE HILLS REGIONAL COUNCIL
2585 Glendale Road
Marietta, Ohio 45750
Phone: 740-516-0370
Fax: 740-374-8038

Required Minimum Qualifications

BHRC RTPO seeks to contract with a transportation planning consulting firm that has experience with the Safe Streets and Roads for All Program or the development of similar Safety Action Plans.

Outcome Goals

- Identify high-risk corridors and intersections where serious injuries and fatalities are most prevalent.
- Engage local governments, stakeholders, and the public to understand transportation safety concerns at the community level.
- Develop data-driven strategies and actionable recommendations to reduce roadway fatalities and serious injuries.
- Integrate safety priorities into the region’s Long-Range Transportation Plan (LRTP) and future funding opportunities.
- Position communities to pursue implementation funding through SS4A or other federal and state programs.
- Develop an online platform to highlight the region’s crash statistics and top safety concerns and priorities.

SUBMISSION INSTRUCTIONS

Copies Required: Applicants are required to submit one (1) digital copy through e-mail and may additionally submit one (1) hard copy if they so choose. If the applicant chooses to submit their response in hard copy, each response must be submitted on letter-size (8.5" x 11") paper. Applicants who do not follow these guidelines or who do not provide comprehensive information will not be considered. Responses must be sealed and identified if submitting through hard copy. The email subject line must say: "BHRC RTPO RFQ for SS4A CSAP."

Due Date & Time:	On or before 7/18/2026 4:00 p.m.
Anticipated interview date for invited firms:	4 weeks
Submission Delivery Location:	ewade@buckeyehills.org Buckeye Hills Regional Council Attn: "BHRC RTPO RFQ for SS4A CSAP"

2585 Glendale Road
Marietta, Ohio 45750

All proposals must be submitted directly to BHRC RTPO. Proposals reaching BHRC RTPO after the closing deadline will not be considered and will be returned unopened to the sender. All submissions will become the property of BHRC RTPO and will not be returned.

All interested consultants must submit a Statement of Qualifications detailing relevant experience, technical expertise (including virtual public outreach), management and staffing capabilities, and past projects of similar scope. The goal of this competitive procurement process is to select the most qualified firm to provide high-quality services. Scope and budget will be negotiated with the selected consultant. Selected respondents will be invited for an interview (either in-person or virtual, at the discretion of BHRC RTPO) as part of the evaluation process.

Questions

Questions concerning any aspect of this RFQ must be submitted by electronic mail to Eric Wade, Senior Planner at ewade@buckeyehills.org. All questions must be received by 10:00 a.m. on M/D/Y. All oral communication will be considered unofficial and non-binding on this agency. Please call 740-336-2042 with any questions regarding the receipt or delivery of the specifications in this RFQ document only. A single response to all questions will be sent electronically to all interested parties. All questions or requests for clarification must be directed to Eric Wade. Any attempt to contact any other BHRC employee or BHRC RTPO official regarding this RFQ may be grounds for disqualification as a contractor.

REQUIREMENTS OF THE PROJECT

Incurred Costs

BHRC RTPO shall not be liable for any costs, including travel costs, incurred by the Firm before the award of the contract. Total Liability of BHRC RTPO is limited to the terms and conditions of this request and any resulting contract. The total funds to be awarded through this project will be \$250,000. If the project exceeds budget after the contract is awarded,

the cost burden will be fully borne by the consultant. BHRC shall provide only the agreed-upon \$250,000.

Award of Contracts/Rejection of Proposals

Firm(s) selected to work on this grant will be those deemed the most qualified and responsive. The decision will be made by the BHRC RTPO after a review and recommendation of the firm's ability to provide the required services. This contract will require completion of the work in accordance with these documents.

BHRC RTPO reserves the right to reject any and/or all proposals and to waive any irregularity in the proposals received, whenever such rejection or waiver is in BHRC RTPO's best interest. The firm(s) to whom the award is made will be notified at the earliest possible date.

Contract and Contract Duration

BHRC RTPO will execute a contract with selected firm(s). Payments to the selected firm(s) for services rendered will be governed by the terms outlined in a Form of Task Order for each project. Payment for services provided will be limited to \$250,000, the amount available under the Safe Streets for All grant awarded to BHRC RTPO for completing this plan.

The selected firm(s) will be expected to participate in all meetings deemed necessary by the BHRC RTPO team, including those related to the project and related to project check-ins. The selected firm(s) will submit all invoices in a timely manner and include all financial information, including subcontractor invoices.

This contract will be from the date of contract execution until M/D/Y. The contract will be for 36 months of performance. The project is expected to be completed within 24 to 30 months. The contract is also subject to the availability of grant funds. The Contract shall not be considered executed unless signed by BHRC's Executive Director.

Procurement Process and Regulatory Compliance

Procurement of these services shall be conducted in compliance with all applicable federal and state procurement laws and regulations, including: 2 CFR 200.318-200.327 (General

Procurement Standards) – Ensuring full and open competition, conflicts of interest policies, and cost reasonableness.

Insurance

The selected firm will be responsible for providing certificates of insurance to BHRC RTPO, which prove the firm has not less than \$1,000,000 coverage for COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE, and proof of WORKER'S COMPENSATION INSURANCE AND EMPLOYER'S LIABILITY INSURANCE. The Comprehensive General Liability and Property Damage certificate shall name BHRC, its officers, employees, agents, and representatives as additional insureds, without exception. It shall carry a thirty (30) day written Notice of Cancellation. The Limit for the Workers' Compensation Insurance and Employer's Liability Insurance shall be the Statutory Limits of Ohio. Proof of the insurance stipulated above shall be provided to BHRC RTPO within ten (10) working days of a firm receiving notice from BHRC RTPO of an intent to enter into a contract. The acceptance of any such certificate by BHRC RTPO shall in no way relieve the Consultant of obligations to provide and to cause its subconsultants and subcontractors to provide the insurance herein referenced.

The Consultant and all subconsultants and subcontractors shall, at their own expense, obtain and maintain AUTOMOBILE LIABILITY insurance such that it will protect against liability imposed by law for loss or damage, including personal injuries and death arising from the ownership, use, or operation of any motor vehicle as specified below:

1. Coverage that complies with the requirements of the State of Ohio for automobile liability insurance.
2. Coverage for Owned, Hired, and Non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$2,000,000 for both Bodily Injury and Property Damage.

The consultant shall also provide proof of PROFESSIONAL LIABILITY INSURANCE, which shall insure against acts that are similar to professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain it throughout its term. Professional Liability Coverage shall be provided in an amount not less than \$2,000,000 per occurrence and \$2,000,000 in aggregate.

If the selected firm neglects or refuses to provide any insurance required herein, or if any insurance is canceled, BHRC may, at its option, terminate its contract with the firm.

Notwithstanding anything appearing to the contrary in the Contract Documents, in the event any damages are incurred by the Parties during the work about this request BHRC RTPO and the Consultant agree to initially proceed against such insurance to the extent that it is available and results in payment of such damages and to waive their respective rights of subrogation against each other to the extent valid insurance covers the damages incurred; provided, however, that if any such damages are not insured and/or do not result in payment of such damages, the same shall not affect the liabilities of the Parties as otherwise provided in the Contract.

Hold Harmless

To the fullest extent permitted by law, the Consultant shall indemnify, defend, and hold harmless the BHRC RTPO its officers, agents, employees, appointed officials and volunteers from and against any all claims, losses or liability, occasioned by any act, omission or failure of the Consultant any of its officer's, agents, employees, and volunteers in satisfying the terms required by this contract.

Terms, Conditions, and Exceptions

BHRC RTPO does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be considered as a legal offer.

BHRC RTPO reserves the right to alter, amend, or modify any provision of this RFQ, or to withdraw the RFQ, at any time before the award of a contract pursuant thereto, if it is in the best interest of BHRC to do so.

BHRC RTPO reserves the right to reject any responses without cause, waive irregularities or informalities in procedures related to the RFQ, and make inquiries as deemed necessary of Firms and their references and clients regarding qualifications and information submitted as part of their responses.

In the event the selected Firm(s) do not enter into the required agreement to carry out the purposes described in the RFQ, BHRC RTPO may commence negotiations with another Firm.

By submitting a response to this RFQ, each Firm waives all rights to protect or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Firm or Firms

with which to negotiate a contract, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

SCOPE OF SERVICES

The selected consultant will perform all necessary work to develop an SS4A Action Plan for the study area, including Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry, and Washington Counties.

BHRC's grant application focuses on creating a CSAP that establishes a cohesive vision for reducing serious traffic injuries and fatalities. The purpose of this RFQ is to retain a consultant who will be responsible for conducting transportation safety analyses, developing associated data tools, and delivering a CSAP that identifies effective safety strategies for BHRC to implement as a part of future implementation projects.

The project requirements listed below will help ensure that Buckeye Hills Regional Council completes all of the requirements listed by USDOT for developing a complete CSAP:

<https://www.transportation.gov/sites/dot.gov/files/2026-03/SS4A-FY26-Self-Certification-Eligibility-Worksheet.pdf>

Project Management

- Provide and maintain necessary coverage on firm/individual insurance certificates, licenses, or other contractual documentation as described in the section labeled "Insurance."
 - Must include updated documentation of coverage must be sent to BHRC RTPO over the grant period.
- Attend outreach and informational meetings, if necessary, with BHRC RTPO staff and officials, local government, and other stakeholders.
- Attend public or project-specific meetings with BHRC RTPO staff and/or officials from federal, state, and local regulatory agencies, as needed.
- Execute a contract with BHRC RTPO for the project.
 - To ensure BHRC and Federal Highway Administration (FHWA) expectations are clear and upheld throughout the study, the selected consultant is to abide by and report on project performance measures set in the contract.
- Provide project management, implementation, and/or technical oversight as needed.

- Communicate with BHRC RTPO staff on a regular basis regarding project-specifics.
- Establish and maintain a project steering committee/task force in accordance with U.S. Department of Transportation (USDOT) requirements.
 - Coordinate with BHRC RTPO staff and project stakeholders to facilitate meetings and provide ongoing support and documentation over the duration of the project.

Analysis of Existing Conditions

- Review all provided materials prior to preparing a proposal for work.
- Develop a comprehensive baseline analysis by obtaining crash data, disaggregated by mode, built environment, land use, and demographics. Data sources may include, but are not limited to:
 - Existing local high-injury network datasets
 - ODOT crash data
 - Hospitalization and transportation-related public health data
 - Model inventory of roadway elements
 - Transit stops, stations, and route location data
 - Zoning maps
- Use 5 years of the most recent crash data to produce an interactive High Injury Network (HIN) Map.
 - Identify high-risk intersections and corridors based on fatal or critical injury crashes.
 - Baseline spatial data depicting location and frequency
 - Mode of transportation specific analysis
 - Document a clear, defensible methodology for developing the HIN, including data sources, analytical approach, and best practices.
 - Create an online tool and physical document with technical sheets if possible.

Recommendations and Deliverables

- Prepare a project-specific proposal to BHRC RTPO staff, which would include a chart showing the names, titles, and responsibilities of personnel to be assigned to the project.
- Build an online component for communities to see their crash statistics and provide them with risk reduction tactics.
 - Design and implement an outreach strategy that builds public awareness and facilitates two-way engagement.
- The document is to be designed in collaboration to ensure consistent use of BHRC's branding, as well as compliance with federal and local accessibility requirements.

- CSAP must be prepared as a public-facing and accessible final plan suitable for online posting.
- The plan will also include the strategies and performance measures that will guide the planning, funding, and implementation of future projects.
- Develop a repeatable methodology for staff at BHRC to use to evaluate safety within specific roadway corridors.
 - Corridor evaluation will consider, at minimum, location identification, needs assessment, safety countermeasures, and future funding sources.
- Identify exact project locations ranked by priority score with actionable short-term and long-term solutions.
- Follow the USDOT 7 Components of an Action Plan
 1. Leadership commitment and goal setting
 2. Planning structure
 3. Safety analysis
 4. Engagement and collaboration
 5. Policy and process changes
 6. Strategy and project selections
 7. Progress and transparency

Record-Keeping and Audit Requirements

- All procurement records must be retained for a minimum of three years after final payment, per 2 CFR 200.333.
- All contracts will be subject to federal audits and performance reviews.
- The consultant must comply with all reporting requirements for DBE participation and cost documentation.
- The client will prepare quarterly reports of progress.

Public Participation Compliance

This project must adhere to the BHRC Public Participation Plan (PPP) and 23 CFR 450.316, ensuring meaningful public engagement, including:

- Opportunities for public review and comment
- Virtual and in-person engagement strategies
- Inclusive outreach for disadvantaged and underrepresented communities

Form of Task Order and Deliverables

Firm(s) will be required to submit a detailed project quote to BHRC RTPO for review and approval before executing a project-specific contract with BHRC RTPO. All quotes must include detailed tasks, budgets for each proposed task, the personnel rate schedule, labor hours, and a list of personnel and subcontractors assigned to each project. A DBE Subcontractor Utilization Form (6100-4 or equivalent) must be provided for each project. BHRC RTPO will prepare the contract on a project-by-project basis before commencing assessment activities. Each project-specific contract requires the approval of the BHRC RTPO prior to commencing work.

Other project-specific requirements include: monthly updates to the program manager on all active projects; preparation of reports/letters/forms, and submission of all supporting information to BHRC RTPO for review and use. All final reports and supporting information shall be submitted to BHRC RTPO in e-mail form. Copies may also be submitted in hard copy and must be sent along with hard copies of the response to this RFQ. Reports may also be requested for federal, state, or local regulatory agencies or other third parties.

Accessibility Standards

All deliverables and final reports must meet Web Content Accessibility Guidelines (WCAG) 2.0 and PDF/UA (Universal Access, or ISO 14289). All PDFs should contain searchable text, as screen readers cannot process text embedded as images. Meaningful images within PDFs must be tagged with alternative text to provide descriptions for people with vision impairments. Documents must adhere to proper tagging and structure to ensure logical navigation and compatibility with assistive technologies. Fonts and formatting should prioritize readability, with sufficient contrast and clear text layouts.

Work Schedule

The work schedule is determined on a project basis. The contract time period will be 24 to 30 months. All work schedules will be agreed upon and defined in the project proposal.

ECONOMY OF PREPARATION

Each response to this RFQ should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the RFQ's requirements. Decorative bindings, colored displays, promotional material, etc., will receive no evaluation credit. Emphasis should be on the completeness and clarity of the content.

The following Statement of Qualifications (SOQ) information must be provided in the order listed below.

Section I – Introduction (No Points)

Cover page

1. Firm's name, email address, business postal address, telephone and fax numbers (please include the address of a local division or office if the firm is not based in Ohio), contact person, and telephone/e-mail for this person.
2. Federal I.D. number
3. Ohio Tax I.D. number
4. The firm's legal formation (e.g., corporation, sole proprietor, etc.) and state of incorporation, if applicable
5. Firms' status as a Disadvantaged Business Enterprise (DBE), if applicable (provide a valid certificate)
6. Workers Compensation Certificate

Cover letter

The cover letter should include the date the RFQ is being submitted. All statements must confirm that the organization will comply with all the provisions of this RFQ. The firm must provide a brief description of the organization, including its history, the number of years in business, the types of services it provides, and its legal status. A representative, authorized to make contractual obligations on behalf of your firm, must sign the cover letter.

Table of Contents

Organize your document so reviewers can easily locate all important elements. Organize the document to follow the format of all sections listed in this request. Identify each section of your response and provide page number references.

Executive Summary

Provide an overview of your firm's approach to completing a Comprehensive Safety Action Plan in collaboration with a Rural Transportation Planning Organization. Please highlight the distinguishing features of your proposal and explain the project's importance to your overall operations. Explain why your firm is uniquely qualified to address the needs of BHRC's Rural Transportation Planning Organization SS4A CSAP.

Section II – Firm Capacity (10 Points)

Project Understanding, Capacity to Perform Proposed Scope of Work, and Deliverables

Please provide the following information:

1. Your firm's understanding of this project's purpose and scope. Please include the methods your firm will use to perform the requested services and provide solutions for pertinent issues and potential problems.
2. Your firm's experience with developing a Comprehensive Safety Action Plan and similar reports and plans.
3. Your firm's understanding of ODOT and USDOT rules and regulations regarding their programs and projects. It is the preference of BHRC RTPO staff that responding firms have experience with ODOT and USDOT programs and projects.
4. Describe your ability to prepare project-specific proposals, project tasks, and project schedules.
5. Describe your firm's ability to prepare required reports for all services noted in Section II above to the required governmental or industry standards.

Section III – Approach (20 Points)

1. Describe the methods you will use to carry out the development of the plan and the reasons for this approach. Describe the tasks to be undertaken.
2. BHRC RTPO will execute a Contract for work on the development of the plan. Describe how your firm is uniquely experienced and qualified to complete the task of completing a Comprehensive Safety Action Plan.
3. Describe how your firm would handle an unusually heavy workload, both as a result of your responsibilities to other clients and in the event of several concurrent projects from BHRC RTPO.
4. Provide an estimated percentage of the total personnel hours on a typical project that will be billed by the firm assigned to BHRC RTPO's plan.

5. Be prepared to provide examples of your firm's work related to ODOT and USDOT plans.

Section IV – Project Management (20 points)

Describe your project management approach, including:

1. How will your firm manage this contract? Describe the organizational structure that will be used for this project, detailing reporting levels and lines of authority. Include an organizational chart depicting all personnel who could be assigned to accomplish the requested work.
2. Describe in detail the project control steps your firm will take (time, quality, etc.).
3. Describe how you will report project status updates and the handling/communication of unanticipated events or discoveries related to your work on this grant.
4. Describe the established lines of communication within your firm pertaining to your work on BHRC RTPO's plan.
5. Specify your key contact for this work and their office location and address.
6. If you plan to use staff from other offices than that of your key contact, please indicate the personnel and location(s) of their offices.
7. Identify the potential risks, problems, or challenges that you might experience in working on projects like BHRC RTPO's.
8. Identify steps that can be taken to avoid or mitigate these problems, and steps to be taken should the problem occur. Incorporate activities into the project plan to reduce the occurrence, severity, and impact of events or situations that could compromise the attainment of any project objective.
9. Describe your firm's access to equipment and software typically used to conduct requested tasks and your access to support staff to complete projects.
10. Describe a proposed plan for performance and contract management, including any potential KPIs that could be tracked.

Section V – Experience (60 points)

Expertise and Conduct

Please profile all staff that may be assigned to work on or associated with BHRC RTPO's SS4A CSAP. We prefer a specific listing of those who will actually work on our projects, **not just a full list of company staff**. Describe the adequacy of staff, equipment, research tools, and administrative resources; quality and appropriateness of technical or support staff; and past performance of the organization relevant to this project.

Performance

Please demonstrate your firm's experience in completing similar projects on time and within budget. Include a list of projects, by name, location, and the time period during which activities were conducted. Please list the total number of ODOT and USDOT-funded projects your firm performed within the past five years. Also, please list the ODOT and USDOT required plans you have worked on within the past five years, and be prepared to provide examples.

BHRC RTPO reserves the right to approve or disapprove any change in the project team members whose participation is specifically offered in the firm's individual assessment proposals. This is to ensure that persons with vital experience and skill are not arbitrarily removed from the project by the consultant.

Section VI – Qualifications (58 points)

A. Describe your firm's advantages

- What qualifications does your firm bring to this project?
- Explain what differentiates your services from others in the market (any distinguishing characteristics or approaches, etc.). Describe your firm's greatest strengths.
- How do your experiences give you the ability to respond to the needs of your clients, including potential clients such as BHRC?
- Describe succinctly your firm's three most successful projects and what made them successful.

B. Firm details -- Describe your firm's qualifications, including:

- A concise history of your firm, your main partners/officers, and the largest shareholder.
- Provide prior related project experience and educational background of each individual who may be assigned to the BHRC RTPO's project.
- Provide any pertinent information you feel is necessary in conveying to BHRC RTPO your ability to perform the requested services for this project. This additional information should be concise and relevant to this RFQ.

C. Client References

- Identify three clients for whom your firm has provided work related to ODOT and USDOT projects in the past three years. Provide the client's name,

telephone number, and e-mail address of a contact for each client, and a brief description of the services provided.

- Identify the ODOT and USDOT projects you have worked on within the past five years.

D. Contract Performance

- If your firm has had a contract terminated due to the firm's non-performance or poor performance during the past five years, all such incidents must be described, including the other party's name, address, and telephone number. Please indicate whether the firm has experienced any terminations in the past five years.

E. Subcontractors

- Subcontractors may be used to perform certain services. Please provide a list of subcontractors your firm typically uses, along with each subcontractor's key contact information (name, phone number, address, and email address). The substitution of one subcontractor for another may be made only at the discretion of and with prior written approval from BHRC RTPO's project manager. The selected firm will be responsible for ensuring that the subcontractor(s) meet all terms and conditions of the project specifications.

F. Conflicts of Interest

- All respondents shall include a statement indicating whether or not the firm or any of the individuals who will be working on this assessment grant has possible or potential conflicts of interest and, if so, the nature of the conflict. BHRC RTPO reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the firm. BHRC RTPO's determination regarding any questions of conflict of interest shall be final.

Section VII – Discretionary Points (17 points)

Proposals may receive discretionary points for exceptional responses that include the firm's handling of assessment grants, experiences with the BHRC RTPO, knowledge of ODOT and USDOT projects in Ohio, and other pertinent issues related to transportation programming in rural areas.

Section VIII – Required Forms and Applicant Documentation

Please complete, as Attachment A, and submit the following forms (see Appendix):

1. DBE form
2. Request for Taxpayer Identification Number and Certification
3. Recent audited or compiled financial statements

PLEASE REMEMBER:

- Original signatures required as indicated on the forms

SUBMISSION EVALUATION PROCESS

All SOQs received by the deadline date and time will be reviewed initially to determine if they meet the Required Minimum Qualifications. Those SOQ's meeting the minimum qualifications will be deemed eligible for review. The evaluation team will score each eligible SOQ for a maximum total of 185 points in accordance with the following evaluation criteria:

- A. Firm Capacity** -- Understanding of the project, ability to perform, and deliverables (10 points)
 - Alignment of the organization's mission, focus areas, and service locations with BHRC's priorities and project locations.
 - Demonstrated success working with public sector clients and stakeholders on similar projects, resulting in strong collaboration, effective project delivery, and outcomes that met or exceeded client and community expectations.
 - Proven ability to lead the development of Comprehensive Safety Action Plans, Vision Zero plans, or similar roadway safety plans—particularly those aligned with USDOT Safe Streets and Roads for All (SS4A) requirements—that were actionable, competitive for funding, and resulted in implementable strategies and measurable safety improvements.

- B. Approach** (20 points)
 - A clear approach to community and stakeholder engagement and integration of community considerations aligned with the context, needs, and goals of the BHRC Service Area.

- Methodology for developing prioritized safety improvements and implementation strategies, including near-term and long-term actions.

C. Project Management (20 points)

- Demonstrated understanding of the purpose and required elements of an SS4A Comprehensive Safety Action Plan.
- Clarity and quality of the proposed methodology for completing the scope of work, including data analysis, safety strategy development, and plan preparation.
- A clear, measurable approach for performance and contract management, including any potential KPIs that could be tracked.

D. Experience (60 points)

- Proven ability to work with local governments of similar size, context, and capacity.
- Demonstrated effectiveness in coordinating and leading multidisciplinary partners, including transportation agencies, law enforcement, and public health agencies.
- Effective application of a Safe System Approach, including conducting systemic safety analyses and advancing evidence-based strategies that informed decision-making and contributed to measurable reductions in roadway fatalities and serious injuries.
- Strong track record of conducting data-driven safety analyses and translating findings into clear, actionable insights that supported targeted investments and led to effective safety improvements.
- Relevant experience of the project manager and key staff in leading roadway safety planning efforts that resulted in measurable safety improvements.

E. Qualifications (58 points)

- Positive feedback and high client satisfaction from references regarding the firm's quality of work, responsiveness, and professionalism.
- High-quality overall performance on similar transportation safety or planning projects.
- Demonstrated experience implementing performance tracking and reporting practices that meaningfully produce accountability and transparency throughout project delivery.

- Demonstrated expertise in transportation safety analysis, planning, engineering, and community engagement as applied to past projects, resulting in well-informed strategies and effective, implementable outcomes.
- Proven ability of the team to collaborate effectively with government staff and stakeholders, leading to strong partnerships, aligned decision-making, and successful project delivery.

F. Discretionary (17 points)

- Points for exceptional display of knowledge of related types of projects, similar past experiences, and effective and reliable project managers.

In the event of a tie, BHRC RTPO will make a selection. It will also be at the discretion of the BHRC RTPO to choose the consultant.

If a contract is awarded, it will be awarded to the respondent deemed most qualified and responsive as determined at the sole discretion of the BHRC RTPO based on the BHRC RTPO's review of the respondent's ability to provide the required services. The consultant with the highest point total is not guaranteed a contract. BHRC maintains full discretion in the selection process.