

**Charter Township of Van Buren
Comprehensive Safety Action Plan**



**REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE SAFETY ACTION PLAN**

Issue Date: Wednesday, August 9, 2023
Submittal Deadline: September 11, 2023 by 2:00 p.m. (local time)

Issued By:
Van Buren Charter Township
Downtown Development Authority
10151 Belleville Road, Van Buren Township, MI 48111
(734) 699-8941

Contact Person:
Merrie Coburn
Executive Director
Mcoburn-dda@vanburen-mi.org
734-790-9920

Request for Proposal

SS4A Comprehensive Safety Action Plan Van Buren Charter Township, MI

The Township, is soliciting proposals from interested and qualified planning and consulting engineering firms to conduct a SS4A (*Safe Street and Roads for All*) Comprehensive Safety Action Plan relating to traffic and mobility, commonly referred to as a “Vision Zero” initiative, as described in this Request for Proposals (“RFP”).

This RFP is a competitive bid based on respondent qualifications, service capabilities, and other factors to select a consultant that best meets the needs of the Township. This RFP contains the instructions governing the proposals to be submitted, the materials to be included therein, and the requirements that must be met to be eligible for consideration.

Information for Respondents

- The Scope of Work section of the Request for Proposal (RFP) describes the services required. The Township reserves the right to modify the requirements for this RFP.
- The deadline for RFP Questions may be submitted via email to mcoburn-dda@vanburen-mi.org by August 30, 2023 at 5:00 p.m.
- The Township does not assume responsibility for reimbursement of costs incurred by respondents in replying to this RFP. All proposals submitted will become the property of the Township. The Township reserves the right to reject any or all responses or select the response most advantageous to the Township.
- Proposals should be submitted as instructed in the “*Submittal Deadline*” section of the RFP and must be received by the Township by September 11, 2023 at 2:00 pm. Proposals received after this date and time will not be accepted.

Relevant Dates

August 30	Deadline for RFP Questions up until this date.
September 5	Posting of Questions and Answers
September 11	Bids will be accepted until 2:00 pm via hand delivered to the Van Buren Township Clerk’s Office located at 46425 Tyler Road, Van Buren Township, MI 48111.

Agency Overview

Van Buren Charter Township is a thriving community of an estimated 27,950 residents enhanced by its homes, schools, churches, shopping centers, and industrial parks. Conveniently located by two airports and two major expressways, the Township currently has several new residential and industrial developments under construction. Belleville Lake, now surrounded by hundreds of lakeside homes, continues to be a prime recreational site.

Project Overview & Background

Van Buren Charter Township acknowledges its duty to prevent fatal and serious accidents for all individuals using roadways, whether they are pedestrians, cyclists, drivers, ride-sharing passengers, or travelers utilizing any mode of transportation within our community. We are dedicated to adopting a comprehensive strategy when considering transportation safety and making investment decisions throughout the entire transportation network, aiming to create a secure and improved system for all users, regardless of their chosen mode of travel.

The objective of this project is to prepare SS4A Action Plan that will set the framework for improving roadway safety by significantly reducing or eliminating the number of roadway fatalities and injuries in Van Buren Charter Township. This project should address safety for all users including those driving, walking, or biking. Through collaboration with local stakeholders and community members, as well as guidance from FHWA's Safe System approach and SS4A's Action Plan Components, this project will develop a comprehensive safety action plan.

As an agency, our goal is not only to develop a comprehensive and impactful SS4A Action Plan but also to position ourselves as a highly competitive candidate for implementation grant funds once the plan is adopted. We recognize that securing grant funding is essential for the successful execution of the action plan and for achieving our sustainability objectives. In selecting a consultant, our primary objective is to find a partner whose expertise and experience will leverage our chances of securing valuable implementation dollars for the successful execution of the Township's SS4A Action Plan.

Scope of Services

Van Buren Charter Township is seeking a consultant that can not only provide the typical qualifications necessary in the development of the Comprehensive Safety Action Plan but also can provide a proactive approach, vision, innovation, and collaboration in examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious crashes for all roadway users. The Van Buren Township is seeking the services of a Consultant with local understanding and presence to develop a Safe Streets Action Plan to advance the Township's goal of achieving zero roadway fatalities by the year 2028 and a 50% reduction in crashes resulting in injury along arterials, collectors and local roads in the Township. In partnership with the Township's

Downtown Development Authority, a steering committee representing residents, law enforcement, and Department of Public Services will oversee a full safety analysis of Township arterials, collectors, and neighborhood streets as part of the SafeVB Roads and Streets Action Plan.

The Action Plan will include significant public engagement to increase the awareness of traffic safety issues and create communications that address the behavioral causes of observed crashes and injuries. The engagement process will provide specific focus on the northwestern portion of the Township, an underserved community that is home to Willow Run Airport and two State highways. This area also features an environmental effect score in the 98th percentile and sensitive populations score in the 82nd percentile. Several public meetings will be held within this area to accommodate the unique needs of residents and stakeholders.

The scope of the Action Plan Project will encompass the entire Township, with emphasis areas identified through detailed crash analysis and public engagement. The focus will be placed on the Belleville Road Corridor, the primary north-south artery in the Township, featuring traffic volumes reaching 35,000 vehicles per day. Solutions and countermeasures will be developed to include, but not be limited to, geometric and operational improvements, nonmotorized accommodations, access management, and enforcement strategies that result in a comprehensive plan to achieve safety objectives. Progress will be reported to the public via printed and digital means and incorporated into an on-going safety awareness program based on the recommendations within the Action Plan.

The project will evaluate the following elements:

- Road/Corridor Safety Improvements
- Traffic Operations Improvements
- Public Education
- Traffic Enforcement

Outlined below is the scope of services that will guide the development of the Comprehensive Safety Action Plan. Firms submitting proposals are not discouraged from revising and improving the request for proposal, including the project tasks, and from making subsequent modifications of the proposal before submission as a demonstration of their expertise and competence with quality consulting work and procedures. The final Comprehensive Safety Action Plan must, at minimum, include the following components:

- **Leadership Commitment and Goal Setting.** The final presentation to the Board of Trustees should include a recommendation of one, or both, of the following: (1) the target date for achieving zero roadway fatalities and series injuries, OR (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and series injuries.
- **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 city. 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).
- **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 the Township remains open to the expertise of relevant firms to make recommendations.

Project Deliverables

1. Baseline safety analysis report.
2. Stakeholder and public engagement activities and summaries.
3. Regular meetings with Township Staff, 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 Action Plan
6. All data and study products, meeting summaries, public feedback, and technical analyses.
7. Final presentation to the Board of Trustees to give an overview of the Action Plan, provide recommendations for implementation projects, and encourage commitment from the Township to the Action Plan.

Budget

Van Buren Charter Township received a Safe Streets and Roads for All Action Plan grant from the U.S. Department of Transportation, which will fund, in part, this project. The budget is \$481,900.00 for this effort.

Anticipated Project Timeline

Project Start	Late Fall of 2023
Baseline Analysis Report	Spring of 2024
Anticipated Planned Draft Action Plan (<i>staff review</i>)	August 31, 2024
Final Action Plan Completion	September 30, 2024
Trustee Presentation and Adoption	October 15, 2024
Final Invoices Received	October 31, 2024 (<i>unless mutually agreed upon to extend the project timeline</i>)

Questions or Information Regarding the RFP

The following individual will answer questions or provide additional information regarding this project between the hours of 8 a.m. to 5 p.m. EST, Monday through Thursday. Questions will be accepted through 5 p.m. on Wednesday, August 30, 2023. All questions must be submitted in writing and clearly labeled, "Written Questions/RFP-2023-VBT SS4A - 001).

Merrie Coburn, Executive Director for the Van Buren Charter Township DDA
mcoburn-dda@vanburen-mi.org

Any questions received after the deadline will not be answered.

Van Buren Township Rights & Responsibilities:

Van Buren Township has the right to amend this RFP by one or more written addenda. Van Buren Township is responsible only for that which is expressly stated in the RFP document and any authorized written addenda thereto.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to vanburentownship.com and MITN.info and it shall be the prospective offeror's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the Township shall become part of the RFP and must be incorporated in the proposal where applicable.

The Township reserves the right to amend this RFP by an addendum at any time prior to the date set for receipt of proposals. Addenda or amendments will be sent to all Consultants electronically as soon as available. It shall be the responsibility of the Consultants to include any modifications to the project from all addenda. If revisions are of such a magnitude to warrant, in the Township's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Should any such addendums requesting additional information not previously requested, failure to address the requirements of such addenda may result in the response not being considered, as determined in the sole discretion of Van Buren Township. Van Buren Township is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf, other than the stated contact for the solicitation.

Clarifications, modifications or amendments may be made to the RFP at any time prior to the Response Deadline at the discretion of the Township. It is the respondent's responsibility to periodically check the source of the RFP until the posted Response Deadline to obtain any issued addendums, however Van Buren Township will make reasonable efforts to inform all respondents of any clarifications, modifications, or amendments.

Minimum Mandatory Requirements

Interested and qualified respondents that can demonstrate their ability to successfully provide services requested under the RFP are invited to submit responses, provided they meet the outlined minimum requirements.

Freedom of Information Act (FOIA)

Responses, resultant contract(s) and all information submitted to Van Buren Township by respondents and contractors is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Disclosure of Contents

All information provided in the response shall be held in confidence and shall not be revealed or discussed with competitors, until after award of the contract except as provided by law or court decision. All material submitted with the response becomes the property of the Township and may be returned only at the Township's option.

Respondents must make no other distribution of their responses other than authorized by the RFP. A respondent who shares cost information contained in its response with other competing respondent personnel shall be subject to disqualification.

Disadvantaged Business Enterprise (DBE)

The Local Agency shall give consideration to the establishment of a contract participation goal in accordance with the FHWA approved MDOT DBE program. The use of quotas or exclusive set-asides for DBE consultants is prohibited. (www.michigan.gov/mdotdbe)

Suspension and Debarment

The Local Agency shall verify suspension and debarment actions and eligibility status of consultants and subconsultants prior to entering into an agreement or contract. All consultants and subconsultants should be vetted through the "System for Award Management" (<https://www.sam.gov/portal/SAM/#1>) and keep this documentation in the permanent contract file. (<http://www.fhwa.dot.gov/legregs/directives/orders/20002b.cfm>)

Contract Term

The term of the resultant contract shall be for a period of two (2) years from the date of Township Board approval, with one (1) additional year extension option, which may be exercised at the discretion of the Township.

Final Agreement Award Determination

The Township reserves the right to withdraw the RFP, to award to one Respondent, to any combination of Respondents, by item, group of items, or total response. The Township may waive informalities. The Respondent to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the response, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Respondent at the email address designated in the response. If, for any reason, a contract is not executed with the selected Respondent within a reasonable amount of time, as determined by the Township, after notice of recommended award, then the Township may recommend the next most responsive and responsible Respondent. Award of this RFP is contingent upon the availability of funds for this project, within the sole discretion of the Township. Acceptance of the Respondent's response does not constitute a binding contract.

There is no contract until the agreement is approved by the Van Buren Township Board of Trustees (if such approval is required by the Procurement Ordinance) and executed by the Township Supervisor.

The Township is not liable for performance costs until the successful Respondent has been given a fully executed contract.

Conflict of Interest

No Van Buren Township employee or agent whose position in Van Buren Township enables him/her to influence the selection of a Supplier for this RFP, or any competing RFP, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Respondent or have any other direct or indirect financial interest in the selection of a Supplier.

The Township will ensure compliance with the approved MDOT Conflict of Interest Policy. The policy can be found at the following link:

<https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Business/Vendor-and-Consultant-Services/Other/Conflict-of-Interest-Guidance.pdf?rev=e69a2e2482ca4e1aae4e3c92b5f7e868&hash=F5433A5F2313F5346C5B3FA3C98A73F5>

Gratuities

A Proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a Van Buren Township officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

Compliance with Laws

The Respondent must comply with all federal, state, and local laws and policies.

Contract Type & Method of Payment

The anticipated contract shall be a fixed fee contract with a not to exceed amount. The Township will also request an hourly rate schedule submitted from the selected consultant to evaluate progress payments based actual hours worked.

Progress payments may be made for reimbursement of amounts earned to date and shall include costs as specified in the contract. These payments will be made upon the submission by the CONSULTANT of a billing, accompanied by properly completed reporting forms and such other evidence of progress as may be required by the Township and/or County. Partial payments shall be made only one a month.

Final billing shall be submitted in a timely manner but not later than three (3) months after completion of the services.

Cost Proposal

A cost proposal will be requested from the most highly qualified consultant once all RFP's have been scored and ranked. Cost related items will not be considered in the selection process.

Reporting Requirements

As recipients of the FY22 Safe Streets and Roads for All (SS4A) Action Plan Grant, we will follow the Federal Highway Administration (FHWA) process and requirements throughout this project. This includes following required invoicing schedules and a detailed breakout of all costs.

Firms should be familiar with 2 CFR Part 200 requirement for Federal Awards and provide the necessary information and complete the reimbursement package such that the Township may easily submit for reimbursement. When submitting progress reports, the firm will be required to outline the following:

- Performed work
- Upcoming tasks or milestones
- Status of scope, schedule, and budget
- Risk assessment and proposed mitigation

Invoices and coinciding progress reports **must** be submitted to the Township **no later than** 15 days after the end of each reporting period. The FHWA requires quarterly reporting per the grant agreement. The following schedule is the minimum submission requirement from the selected firm, however, firms are encouraged to

submit invoices on a monthly basis.

Due Date	Reporting Period
October 15, 2023	Quarter 3: July 1-September 30, 2023
January 15, 2023	Quarter 4: October 1- December 31, 2023
April 15, 2024	Quarter 1: January 1-March 31, 2024
July 15, 2024	Quarter 2: April 1- June 30, 2024
October 15, 2024	Quarter 3: July 1 – September 30, 2024
<i>If applicable January 15, 2025</i>	Quarter 4: October 1 – December 31, 2024

Proposal Content and Format

Proposal submittals should be no more than twenty-five (25) pages, which excludes work product examples, that contains the following materials:

1. **Cover Letter:** The cover letter shall be prepared by a principal or representative of the firm authorized to enter into contracts. The letter shall list the name and contact information of the project manager and key personnel assigned to the project.
2. **Statement of Qualifications:** Qualifications of the firm to provide the services described herein. Include the number of years in business, number of employees, and location of office(s). Provide the project manager’s resume in addition to names, titles, responsibilities, and experience of principals or employees who will perform and complete the project. All proposed sub- consultants to be utilized must be listed and provide the same information addressed above.
3. **Approach:** Describe the firm’s process, planning methodology, and general approach to meeting the Township’s scope of services. Indicate what may be expected from the Township throughout the process. Identify specific assignments of key personnel and the time required to complete each step.
4. **Public Participation:** Describe the firm’s strategy and techniques to fulfilling the required community engagement portion of the project.
5. **Schedule:** The schedule shall include a timeline for the completion of the project, including an outline of the timing for critical tasks, milestones, and ‘presentations to the Board of Trustees and staff.
6. **Work Product Example:** A list of similar or relevant work, performed for municipal clients within the last four (4) years, budget for each project, and corresponding municipal contact information. Please include deliverables or action plans for three (3) municipal projects of similar scope as exhibits.

7. **Cost Proposal:** The cost proposal shall include the total fee for the preparation and delivery of the scope of services accompanied by a fee schedule, itemized according to tasks. Provide billing rates for team members and a table depicting the total hours dedicated to each member, if applicable. The total fee shall include other anticipated costs incurred and associated with completing the scope of services.
8. **Township Responsibility:** Identify all services that are expected to be provided by Van Buren Charter Township.
9. **Additional Information:** Provide any additional information that will aid in the evaluation of the consultant's qualifications with respect to this project.

Any changes, additions or deletions in this list shall be clearly mentioned and accompanied by an explanation.

Submittal Deadline

Proposal submittals shall be received no later than **2:00 pm EST on Monday, September 11, 2023**; late submittals will not be accepted.

RFP Anticipated Schedule

Advertise for Proposals	August 9, 2023
Deadline for RFP Questions	August 30, 2023
Proposal Submittals Due	September 11, 2023
Review Proposals and Identify Finalists	September 12-14, 2023
Anticipated Contract Executed (Trustee approval required)	October 3, 2023

Selection Process and Evaluation

After receipt of proposals, a Selection Committee comprised of representatives from the Township will use the following criteria in selecting the consultant for this project:

Weight Factor	Criteria	Standard
2.0	Qualifications and experience	Has the firm completed successful previous projects of this type, budget, and scope?
1.0	Related work of firm	Does the firm conduct work similar in nature to this project?
2.0	Assigned personnel	Do the personnel who will be working on the project have the necessary skills? Are sufficient staff of the requisite skills assigned to the project?

2.0	Project approach/ understanding	Does the proposal show an understanding of the project objective, budget, schedule, methodology to be used and results that are desired from the project?
1.0	Time frame	Can the work be completed in the necessary time? Can the target dates be met? Are other qualified personnel available to assist in meeting the project schedule if required?
2.0	Sample materials	Do the sample materials demonstrate a high quality of work? Do they show the firm has successfully completed relevant projects that align with the project scope?

Based on the criteria listed above, the Selection Committee will evaluate proposal responses and may select two (2) or more consultant finalists to interview. Finalists selected will be those believed to be best qualified and best suited to meet the Township’s needs.

After the evaluation and interview process is completed, the Selection Committee will nominate one (1) consultant/firm to complete the scope of services.

The Selection Committee will recommend the nominated consultant/firm to the Board of Trustees for their review and approval of a Professional Services Agreement (“PSA”).

Van Buren Charter Township reserves the right to reject any and all proposals. The Township may waive minor informalities or irregularities for any and all proposals. The Township may reject non-conforming and non-responsive proposals and choose to accept, in whole or in part, any proposal which in the Township’s judgment best serves the interest of Van Buren Charter Township and its residents.

General Conditions

1. Any person or agency on the U.S. Attorney General’s list of ineligible contractors will not be considered.
2. The consultant awarded this contract shall be required to comply with all Local, State and Federal laws and requirements related to the contract.
3. Proposals shall be considered public information unless advised otherwise by the proposer. Proposer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.
4. The submitted proposal will become an exhibit to the professional

services agreement for this project. A standard Township PSA may be provided upon request.

The Township shall not be responsible or reimburse any costs incurred in developing and/or responding to this proposal request.