

SAFE STREETS FOR ALL: A COMPREHENSIVE
REGIONAL SAFETY ACTION PLAN
REQUEST FOR QUALIFICATIONS



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Request for Qualifications (RFQ)

Safe Streets: A Comprehensive Regional Safety Action Plan for Assumption, Lafourche, and Terrebonne Parishes, Louisiana

Introduction

Assumption, Lafourche, and Terrebonne Parishes in Louisiana invite qualified firms to submit their qualifications for the development of a Comprehensive Regional Safety Action Plan. The objective of this plan is to enhance safety on the region's roadways, reduce fatalities and serious injuries, and achieve the vision of Destination Zero Deaths by 2030. The plan development process will emphasize transparency, public and stakeholder engagement, and equitable strategies to engage underserved communities.

Background

Between 2016 and 2020, the region experienced a total of 209 fatalities in motor vehicle crashes. Impaired driving and distracted driving were identified as the primary causes of these fatalities. Alcohol played a contributing role in over 5% of all crashes, resulting in seven out of ten fatalities within the metropolitan area. To address this pressing issue, the South Central Planning and Development Commission (SCPDC) is committed to reducing roadway fatalities and serious injuries through evidence-based initiatives.

Minimum Qualifications

- At least one principal or responsible member of the firm shall demonstrate experience in responsible charge of, or major expertise in the field involved in this RFQ.
- The offeror must show minimum experience of one project of similar scope.
- Experience working in the development of safety action plans.

Scope of Services

The selected firm will be responsible for developing a Comprehensive Regional Safety Action Plan encompassing the following components:

Task 1: Stakeholder and Public Engagement

- Prepare a plan for public engagement, including holding public meetings in member communities.
- Ensure representation and feedback from communities disproportionately impacted by traffic risks.

Deliverables:

Provide a memo outlining received feedback and how it will be incorporated into the plan.

Task 2: State of Practice & Data Review and Resources

- Review existing programs and policies related to roadway safety.
- Assess the quality and completeness of available data, including exploration of big data sets.
- Demonstrate the need and capabilities of using big data (aside from State Crash Data) in enhancing transportation safety.
- Make recommendations based on literature, data review, and extensive dataset research.

Deliverables:

Provide technical memos on literature and policy review and data assessment.

Provide a short summary of each recommended large scale dataset resource.

Task 3: Crash Data Analysis

- Collect and analyze crash, traffic, and roadway data.
- Identify trends, causes, and patterns of transportation safety.
- Prioritize Engineering, Enforcement, and Education measures.
- Identify emphasis areas, high-risk corridors, and intersections.

Deliverables:

Technical memo on data analysis and findings for emphasis areas and high-risk locations
Tool or methodology to recreate regional crash distribution.

Task 4: Countermeasure Toolbox

- Identify countermeasures for addressing emphasis areas and high-risk locations.
- Include strategies, performance measures, and correlations with federal measures.
- Develop toolbox for addressing safety in emphasis areas.

Deliverables:

Systemic Countermeasure Toolbox
Emphasis Areas Toolbox

Task 5: Implementation Plan & Programs

- Develop a strategy for implementing safety measures.
- Monitor safety outcomes and evaluate effectiveness.
- Identify potential projects and updates to regional design standards.
- Create a publicly accessible tracking mechanism.

Deliverables:

Implementation Plan for priority projects
Education and Enforcement Programs

Task 6: Safe Streets Visualization & Destination Zero Death Toolkit

- Develop visualizations to communicate safety countermeasures.
- Provide a Destination Zero Death Toolkit for ongoing use and public education.
- Include outreach materials and an outline for public engagement.

Deliverables:

Safe Streets Visualization
Destination Zero Death Toolkit

Task 7: Comprehensive Safety Action Plan

- Develop a final plan based on stakeholder input and findings.
- Guide efforts to improve transportation safety.
- Include strategies for implementation and progress measurement.
- Discuss adoption of policies and standards.

Deliverables:

Comprehensive Regional Safety Action Plan (draft and final)

Qualifications Submission

Interested firms are requested to submit their qualifications that include the following information:

- Cover letter – The cover letter will provide a summary of the consultant team’s experience and demonstrate that the minimum qualifications are met. The letter must identify a point of contact and be signed by an executive qualified to commit the firm’s resources.
- The Scope of Services response should provide a detailed explanation of your firm's approach and methodology for conducting the technical analysis to identify trends and patterns, developing equitable strategies and projects, and implementing an inclusive public and stakeholder engagement process. This section should demonstrate your firm's expertise, clarity, comprehensiveness, and suitability in addressing these specific aspects of the project.
- Project Schedule, Staffing, and Deliverables - The respondent must provide a detailed work plan, including a staffing plan, in calendar days that describes the individual tasks to be performed and that outlines all deliverables. All deliverables must be identified.
- Project Team, Experience, and Qualifications - Briefly describe your firm's experience in developing regional safety action plans, emphasizing relevant project examples. Highlight the expertise of your team members in transportation safety, data analysis, community engagement, and equity. Include information on similar projects undertaken by your team, including dates of completion and the specific roles of team members. Provide a detailed organizational/project staffing chart, clearly identifying team members, their affiliated companies, and the percentage of time each team member will dedicate to this project. Additionally, specify the project manager responsible for overseeing successful project execution.
- DBE/MBE Participation - The consultant team should strive to hire and work with Disadvantage Business Enterprise (DBE) Minority Business Enterprise (MBE).
- Appendix/Resumes - One-page resumes for each team member shall be attached as an appendix to the Submission of Qualifications. Additional information or links to completed projects may also be attached to the appendix.
- MPO Standard Submittal Form - The respondent shall complete and submit the MPO Standard Submittal Form.

Evaluation and Scoring Criteria

Qualifications will be evaluated based on the Scoring Criteria: The criteria below will be used by SCPDC to evaluate and score the responses received. The weighting factors assigned to each criterion are indicated in parentheses.

1. Firm Experience on Similar Projects (Weight: 3) SCPDC will assess the firm's experience in developing comprehensive regional safety action plans or similar projects. This criterion will evaluate the depth and relevance of the firm's prior experience.
2. Staff Experience on Similar Projects (Weight: 4) SCPDC will evaluate the experience and qualifications of the proposed staff members who will be assigned to the project. Emphasis will be placed on their expertise in regional safety action planning or similar initiatives.
3. Firm Size as Related to Project Magnitude (Weight: 3) SCPDC will consider the size and capacity of the firm in relation to the magnitude of the project. This criterion will assess the firm's ability to effectively handle the scope and requirements of the project.
4. Past Performance on Similar Commission Projects (Weight: 6) SCPDC will review the firm's past performance on projects undertaken for the Commission or similar organizations. This criterion will evaluate the firm's ability to deliver high-quality results and meet project goals.



5. Current Workload with Commission (Weight: 5) SCPDC will assess the firm's current workload with the Commission. This criterion will consider the firm's availability and capacity to allocate the necessary resources to the project.
6. Approach and Methodology (Weight: 9) SCPDC will evaluate the proposed approach and methodology for developing the Comprehensive Regional Safety Action Plan. This criterion will assess the clarity, comprehensiveness, and suitability of the proposed strategies and methods.
7. MBE/DBE Certified (1 point) SCPDC will award 1 point to Certified Minority Business Enterprises/Disadvantaged Business Enterprises

Please ensure that your response addresses each of the above criteria, providing relevant information and evidence to support your qualifications.

Proposal Submission

Respondents shall submit 4 bound and 1 electronic copy of the proposal to:

South Central Planning and Development Commission
 Attn: Joshua Manning, Planner IV
 Post Office Box 1870
 Gray, LA 70359
 (Mail Delivery)

South Central Planning and Development Commission
 Attn: Joshua Manning, Planner IV
 5058 W. Main St.
 Houma, LA 70360
 (Hand Delivery, FedEx, and UPS)

The proposal must be received by the end of business, on **Thursday, July 27, 2023**. Please direct any questions to Lea Ann Rucker, Planner I via email at leaannr@scpdc.org. A list of received questions and responses will be posted on our website.

SCPDC will not pay for the development or submission of any proposals in response to this RFQ. Furthermore, SCPDC reserves the right to reject any or all proposals.

Timeline

RFQ Distribution (Website/Email)	June 27, 2023
Advertise RFQ (Newspaper)	June 29, 2023
RFQ Respondent Deadline by End of Business	July 27, 2023
Evaluations of Qualifications	July 28, 2023 – August 1, 2023
Notification of Selected Consultant (Approximate)	August 2, 2023

Note: This RFQ is not a request for a detailed proposal. The selected firm will be invited to submit a detailed proposal in a subsequent phase of the selection process.

We look forward to receiving your qualifications and appreciate your interest in assisting us in achieving our mission of Destination Zero Deaths on our region's roadways.