



POB 383 / Dover, DE 19903 / <http://www.doverkentmpo.org> / 302.387.6030 FAX: 302.387.6032

DOVER KENT METROPOLITAN PLANNING ORGANIZATION (MPO)
REQUEST FOR PROPOSALS

USDOT Safe Streets and Roads for All Grant

Kent County DE Comprehensive Safety Action Plan Development

1. INTRODUCTION

Dover Kent Metropolitan Planning Organization (hereafter “Dover Kent MPO or MPO”) was awarded a US Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) Safety Action Plan Grant. Dover Kent MPO, with partners Delaware Department of Transportation (DelDOT) Kent County, and the various municipalities in Kent County, is committed to developing a comprehensive, well-defined strategy to prevent roadway fatalities and serious injuries through a public Comprehensive Safety Action Plan for Kent County, Delaware.

Responses to this Request for Proposal (RFP) will be used to identify qualified consultants to support the development process for the Safety Action Plan. This Safety Action Plan shall list and describe preferred safety programs, projects, strategies, and safety countermeasures to be carried out and implemented.

2. BACKGROUND

The project will develop a Comprehensive Safety Action Plan for Kent County, Delaware. The comprehensive Safety Action Plan will follow USDOT's eight-element planning model to identify improvements for the safety and resiliency of the transportation network, and to analyze the ability to respond, stabilize, and prevent serious injury or death for all users, as well as the [DelDOT Complete Street Design Guide](#). The SS4A project will efficiently leverage existing transportation plans. The SS4A project will collect/analyze data, fully involve the public, identify alternatives and innovative and cost-effective strategies. It will develop recommendations, to include

policy changes, that will result in system safety improvements for current and future transportation needs of all users. A plan that is rooted in data analysis; considers populations that are most vulnerable to serious injury or fatality; creates a prioritization framework for project implementation; and has leadership commitment to achieve zero deaths.

3. GENERAL INFORMATION

Dover Kent MPO seeks to procure a qualified professional consulting engineering firm (professional service provider) to provide professional services to develop a Kent County Safety Action Plan, focused on significantly reducing or eliminating roadway fatalities and serious injuries with projects focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro mobility users, and commercial vehicle operators.

The Proposal must be received by the MPO **no later than 3:00 p.m. local time, August 21, 2024.**

Questions should be directed to Marilyn J. Smith, MPO Executive Director, at 302-387-6030 or marilyn.smith@doverkentmpo.org

Dover Kent MPO shall not be held responsible for any oral instructions. Any changes to this Request for Proposals (RFP) will be in the form of an addendum, which will be posted on the Dover Kent MPO website, www.doverkentmpo.org

Dover Kent MPO reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the Proposals received.

The Provider will be selected on the basis of demonstrated experience, competence and qualification for the type of services required, and thereafter the MPO will negotiate the services agreement with what it deems to be the most qualified company.

4. GENERAL RFP REQUIREMENTS

Disadvantaged Business Enterprise. Pursuant to US Department of Transportation policy and 49 CFR Part 23, Dover Kent MPO supports the participation of DBE/MBE businesses in the performance of contracts financed with federal funds under this RFP. Consultants shall conduct and document good faith efforts to involve DBE/MBE

businesses in this project. If the Consultant is a DBE/MBE, a statement indicating that the business is certified DBE/MBE in Delaware shall be included within the proposal. If the Consultant intends to utilize a DBE/MBE to complete a portion of this work, a statement of the Subconsultant's certification shall be included. The percent of the total proposed cost to be completed by the DBE/MBE shall be shown within the proposal. Respondents should substantiate (within proposal) efforts made to include DBE/MBE businesses.

Efforts to Improve Racial Equity and Reduce Barriers to Opportunity. Dover Kent MPO adheres to all federal requirements relating to current Davis Bacon regulations and the Civil Rights Act through its personnel and procurement policies. The MPO takes proactive steps to engage all community members in public planning, to support non-vehicular modes of travel through shared use trail development and to retain local jobs to support social equity and reduce barriers to opportunity for those in underserved portions of the community.

Consideration of Climate Change and Environmental Justice Impacts. Dover Kent MPO supports a myriad of climate change and environmental justice efforts including but not limited to:

- Construction and maintenance of ADA compliant sidewalks and trails for non-vehicular travel in support of both transportation and recreational uses.
- Support for and construction of infrastructure improvements with reduced environmental impacts including air quality and stormwater impacts and projects built with materials to support longer useful lifespans.
- Utilization of the [Delaware Equity Analysis Tool](#) (DelDOT).
- Utilization of [Delaware's Climate Action Plan](#) (DNREC).

5. SERVICES REQUIRED

After being selected, the Professional Service Provider will execute a services agreement with the MPO to provide the scope of work set forth below. The Professional Service Provider and the MPO shall negotiate the exact scope of work after the selection. The chosen consultant will work with project partners to identify and develop the Safety Action Plan and identify specific strategies and measures to reduce roadway fatalities and serious injuries in Kent County through a set of comprehensive actions.

The Safety Action Plan must include the Components from Table 1 of the [NOFO](#). Additional details regarding the [Safety Action Plan Components](#) can be found on the USDOT Safe Streets and Roads for All (SS4A) Grant Program home page.

6. ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Plan Completion Date:	April 8, 2025
Planned Final Plan Completion Date:	June 8, 2025
Planned Final Plan Adoption Date:	July 8, 2025
Planned SS4A Final Report Date:	August 15, 2025

7. BUDGET

Dover Kent MPO applied for and received a Safe Streets for All Grant from the U.S. Department of Transportation. DelDOT provided additional funds for a total not to exceed amount of \$180,000.00 for professional services.

8. PROPOSAL SELECTION CRITERIA

The Professional Service Provider will be selected through a qualification-based selection process. Firms interested in providing requested scope of services to Dover Kent MPO must submit a Proposal that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the Proposal may be used to evaluate your firm as part of any criteria regardless of where that information is found within the Proposal. Information obtained from the Proposal and from any other relevant source may be used in the evaluation and selection process. The proposal shall at a minimum include the following:

(1) Cover Letter (1-page) containing at a minimum: Company name, contact name, physical and email address.

(2) General Information

1. Description of company
2. Lead firm's primary and secondary contact information
3. Legal company organization; organization chart with names
4. List of applicable Delaware licenses

(3) Relevant Company Experience (20 points)

Describe the firm's experience with SS4A Safety Action Plans or similar projects. For each project, provide a summation that addresses the following information:

1. Key project staff members to be assigned to this engagement, and their project role as it relates to SS4A Safety Action Plans.
2. Statement of experience with the following:
 - Experience developing a comprehensive, well-defined strategy to prevent roadway fatalities and serious injuries on major roadways.
 - Traffic modeling.
 - Socioeconomic and land use forecasting.
 - Traffic analysis and warrant studies.
 - Operational Analysis of intersections.
 - Examination of urban and rural traffic operations, road network, transit services, nonmotorized transportation alternatives, transportation demand management, and growth management techniques.
 - Identifying problems with various transportation systems and offering recommendations in the form of improvement projects and progressive programs that will relieve existing problems and/or meet the needs of the future.
 - Development of alternatives and recommendations for long- and short-range goals for the transportation system.
 - Cost estimations for recommended transportation system management improvements.
 - Intersection and street improvement engineering design experience for similar sized regions.
 - Innovative solutions to downtown traffic challenges including multimodal improvements for parking, pedestrian, bicycle, and vehicular movements.
 - Understanding of applicable environmental documents and amendments needed for project improvements.

(4) Public Participation (20 points)

Provide an outline of a public participation program detailing consultant's plan for collaborating with MPO staff in obtaining meaningful public input from residents residing or doing business within Kent County.

(5) Company Qualifications (10 points)

1. Describe the company's history in the industry. Provide resumes of key personnel and their availability to work on this project in Appendix A.

2. Briefly describe certifications and license held by the company in the state of Delaware.
3. List and briefly describe the relevant professional services the company provides to 3-5 other jurisdictions and the length of time the services have been provided.

(6) Contract Understanding and Approach (20 points)

1. Describe your understanding of the current needs of Dover Kent MPO for the professional services being requested.
2. Identify and discuss any potential difficult issues your company may face in providing services for Dover Kent MPO.
3. Identify and discuss methods to mitigate these difficulties.

(7) Approach to Contract Management (20 points)

1. Present a brief description of how the firm intends to organize and conduct the project.
2. Describe your company's approach in initiating and establishing the services that meet the needs and requirements of Dover Kent MPO.
3. Provide a narrative outlining a proposed scope of work that includes a description of each task and work product, and a concise explanation of the firm's approach to accomplishing the tasks.
4. Describe a proposed time schedule of work with key milestones and product deliveries.

(8) Other Factors (10 points)

1. Provide the firm's record of commitment to schedule as demonstrated on past projects.
2. Current contracts and ability to proceed promptly.
3. Relevant factors impacting the quality and value of service.
4. Firm's record of commitment to professional service budgets as demonstrated on past projects.

The Proposal shall include a one-page cover letter plus a maximum of twenty (20) single-sided or ten (10) double-sided pages to address criteria outlined above (excluding resumes). Covers, table of contents and section divider pages do not count toward the total page count.

Response to this RFP may be submitted via hard copy or email to michelle.vinson@doverkentmpo.org no later than 3:00 p.m. local time, August 21, 2024.

Failure to comply with the following criteria may be grounds for disqualification:

1. Receipt of submittal past the specified cut-off date and time.
2. Adherence to the maximum page criteria is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages.

9. SELECTION PROCESS AND SCHEDULE

Proposals will be evaluated according to the above criteria, as well as past performance evaluations, and select the top qualified firm. If minor clarification is needed regarding any information submitted, a phone call or email will be utilized. If more information is required to select the top qualified firm, interviews will be conducted. The purpose of the interview will be to expand on the information provided in the Proposal, not to repeat information already provided. Those firms not selected will be notified.

Dover Kent MPO will enter into negotiations with the selected firm and execute a contract upon completion of negotiations for the professional services. Contract negotiations will include, but not necessarily be limited to the following elements: scope of work, project timetable, products of work, and fees. If the MPO is unsuccessful in negotiating a contract with the top qualified firm, the MPO may then negotiate with the second or third highest ranked firm until a contract is executed. If the list of preferred firms is exhausted without a contract being awarded, the MPO may decide to terminate the selection process or re-advertise.

Dover Kent MPO will not reimburse any cost associated with the preparation, submittal, or presentation of any Proposal. Consultant design firms are advised that any information submitted may be subject to public inspection. Firms are further advised that, while Dover Kent MPO is constrained by a specific budget for this work, the MPO does not solely consider cost proposals or estimates of fees in its evaluation of qualifications.

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