



## **Request for Letters of Interest**

### **Consultant Services for Development of a Safe Streets and Roads for All (SS4A) Safety Action Plan**

#### **Introduction:**

The Franklin County Engineer's Office (FCEO) is seeking Letters of interest from qualified consultants to develop a comprehensive safety action plan. The plan should be tailored to FCEO's specific needs and comply with all requirements listed in Federal Highway Administration's (FHWA's) SS4A Self-Certification Eligibility Worksheet. This plan will provide a framework to reduce fatalities and serious injuries within the County's transportation system. This plan should address safety for all users including those driving, walking, or biking. Additionally, this plan is a necessary first step to allow the FCEO to apply for future federal implementation grants related to the SS4A program. This project is funded through a SS4A grant from the United States Department of Transportation (USDOT) and is subject to 2 CFR 200. ***The due date for responses is 3/10/2025 at 4:30pm.***

#### **Communications Restrictions**

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited. There shall be no discussions or marketing activities related to this specific project. Technical or scope of services questions specific to the project or Letter of Interest requirements will be permitted.

#### **Background and Project Information:**

Over the past five years (2017-2021) in Franklin County, Ohio, 42 people have lost their lives on County-maintained roadways. The responsibility of the FCEO for the 259 miles of these roadways led us to request \$150,000 from the Safe Streets and Roads for All grant program

with the goal of replacing our Local Road Safety Plan with a Safety Action Plan. With the creation of this new plan, we have the opportunity to expand how we respond to crashes, to prevent crashes proactively with a Safe Systems Approach, to analyze safety infrastructure and to invest in disadvantaged communities in our County.

The FCEO currently uses procedures described in our Local Road Safety Plan to identify crash trends at priority intersections that exhibit higher than average crash rates. FCEO staff members meet annually to discuss low, medium, and high-cost countermeasures to address safety concerns at each priority location. Selected countermeasures are implemented and assessed over the following year for effectiveness in reducing crashes. While these efforts have improved safety at dangerous intersections, our current procedures do not address crashes in other locations.

Adding roadway segments and curves to the FCEO's safety analyses is one of the actions we would like to be included in the updated plan. The update will also assist the FCEO in setting up a procedure to evaluate the portions of our system that overlap with the Central Ohio High Injury Network identified by the Mid-Ohio Regional Planning Commission (MORPC) as well as the Ohio Department of Transportation's High Injury Network. In addition, we can analyze areas of persistent poverty to help prioritize projects with the goal of significantly reducing fatalities and serious injuries on roadways that have been subject to historic disinvestment.

In addition to responding to crashes occurring on County-maintained roads, the FCEO will also begin implementing a Safe System Approach by identifying systemic countermeasures to prevent crashes before they occur. These can include low-cost, high-impact strategies that can be installed quickly by FCEO maintenance crews.

Many of these systemic countermeasures will improve pedestrian and bicyclist safety. Although not a traditional responsibility of county engineers in Ohio, diversifying transportation modes is becoming increasingly important in a growing urban community like Franklin County. To address the lack of facilities on County-maintained roadways, the FCEO has recently begun emphasizing projects that provide bicycle and pedestrian accommodations. It is our intent that the Safety Action Plan will include a non-motorized road user component to support the County's Complete Streets Policy. Prioritizing these improvements will be important to ensure the limited funding available for pedestrian and bikeway infrastructure goes to the areas with the greatest need for access.

Furthermore, Franklin County has 230 miles of trails known as the Central Ohio Greenways. Many County roadways could serve as first and last-mile connections to the trail system and fill gaps to provide access to nearby neighborhoods. The FCEO will consider regionally significant trail connections when identifying projects, particularly in priority safety locations and disadvantaged communities.

As part of this process the FCEO would like to communicate and collaborate with stakeholders throughout the planning process. The selected consultant will assist the FCEO with social media updates and will solicit comments from the public on various media platforms as well as hosting in-person meetings for residents to provide input on prioritization and project selection. In addition to public comments, the neighboring cities, townships, and villages throughout the planning process will be asked to identify projects that cross jurisdictional boundaries and accomplish joint safety goals. Regional partners including MORPC, the Central Ohio Transit Authority (COTA), and the Ohio Department of Transportation (ODOT) will also contribute to the renewed plan to ensure all regional goals and objectives are being met. The involvement of

residents and partner agencies will provide important context, identify needed safety projects, and ensure progress toward regional goals.

While ensuring that the Safety Action Plan will work with other agencies and their planning efforts, the selected consultant will also assess how current County policies, plans, guidelines, and regulations could benefit from coordination with the new plan. Examining the intersection with the FCEO's other plans will multiply its impact. Plans to be included in the assessment include but are not limited to:

- Complete Streets Policy
- 10-Year Capital Improvement Plan
- Thoroughfare Plan
- Township Comprehensive Plans
- Subdivision Standards
- Access Management Regulations

The new Safety Action Plan will lead to more cooperation with residents and local agencies, advancement of the FCEO's commitment to the pedestrian and bicyclist networks, and the increased effectiveness of existing plans and programs.

### **Scope of Services**

The detailed scope of work below describes the tasks that the Consultant will need to complete for this safety action plan. Since this is a collaborative planning process involving many agencies and stakeholders, tasks may change as the needs of the planning process progress, and the Consultant will need to be flexible in their approach and management of all work activities.

#### ***Task 1: Project Administration and Management***

This element includes project administration and coordination to include but is not limited to preparation of a project schedule with key deliverables; preparation of monthly invoices and progress reports; meetings and coordination activities; provision of meeting materials including agendas, sign-in sheets, and minutes; quality assurance/quality control (QA/QC); action item tracking; and other project management activities specified by the FCEO.

#### **Deliverables**

Materials to be produced include, but are not limited to:

- A project management plan with QA/QC protocol
- Project schedule
- Monthly invoices
- Monthly progress reports
- Meeting agendas, sign-in sheets, materials, and minutes
- Action tracking log
- Project files

#### ***Task 2: Planning Structure***

The Consultant will work with the FCEO staff to develop a committee, task force, implementation group, or similar body charged with oversight of the safety action plan's development and monitoring. This planning structure will need to include representatives from

various parts of Franklin County and include members from different disciplines with diverse perspectives.

The Consultant will brief this group at key milestones in the development of the safety action plan. This group will serve as a decision-making body to review and confirm planning scope and approach, provide feedback, offer guidance on project prioritization, assist with public engagement efforts, etc.

#### Deliverables

Materials to be produced include, but are not limited to:

- Committee roster
- Committee meeting schedule
- Committee guidelines

### ***Task 3: Leadership Commitment and Goal Setting***

This task will involve working with the FCEO to make an official public commitment in the form of a resolution or policy to establish an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both of the following:

- The target date for achieving zero roadway fatalities and serious injuries, or
- An ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway and serious injuries.

#### Deliverables

Materials to be produced include, but are not limited to:

- Review of existing safety goals memo
- Draft resolution and/or policy with a regional safety goal to eliminate or significantly reduce roadway fatalities and serious injuries

### ***Task 4: Engagement and Collaboration***

The Consultant will develop and execute a comprehensive and inclusive public involvement strategy that will lead to thorough and meaningful participation of various stakeholders in the development of the safety action plan. The Consultant will incorporate information received from engagement and collaboration into the planning process and the safety action plan.

The Consultant will develop a stakeholder outreach database that includes all relevant information such as a list of participants, contact information, method of engagement, etc.

The Consultant, with guidance from FCEO, will be responsible for researching, identifying, and conducting outreach to all stakeholders. The Consultant will engage and solicit feedback from stakeholders throughout the process and throughout the planning area.

The Consultant will hold public meetings/open houses both online and in-person at project milestone points to gain the perspectives of a range of stakeholders including but not limited to residents, advocacy groups, business and community leaders, school districts, and other interested parties. Additional engagement efforts in the form of focus groups, surveys, etc. may be used.

Throughout the study, the Consultant will develop online engagement tools, including but not limited to a project webpage, social media content, surveys, etc. to be deployed at key points during the planning process.

The Consultant will produce a public involvement summary to document all outreach activities and public input and involvement throughout the planning process. The summary will include documentation of all public events, committee meetings, presentations, as well as written comments and summaries of any surveys or other input collected. The document will be part of the safety action plan report.

#### Deliverables

Materials to be produced include, but are not limited to:

- A public engagement plan
- Outreach stakeholder database
- Public meeting/open house materials
- Online engagement media (web page content, social media materials, surveys, etc.)
- Public input and involvement summary report

#### ***Task 5: Safety Analysis and Issue Identification***

The Consultant will build on current FCEO roadway safety planning efforts and perform a safety analysis that includes the following elements: existing conditions and historical trends to set a baseline level for crashes involving fatalities and serious injuries across the region; identification of significant historical crash locations by total, severity, contributing factors, and other characteristics; identification of systemic and specific safety needs; and geospatial identification of higher risk locations based on historical, predictive, and systemic safety analysis methods.

The Consultant will collect all necessary data to evaluate the safety of the Region's transportation facilities. This planning effort will rely on both traditional crash data sets and innovative and/or emerging data sources, which can help to fill in knowledge gaps related to the causes of crashes, near-misses, or issues of equity.

The analysis will primarily focus on the 259 miles of roadway maintained by the FCEO. The analysis will include:

- **Historical Crash Analysis:** Historical crash trends and characteristics will examine the location and severity of crashes, contributing factors, crash types, and other characteristics.
- **Systemic Safety Analysis:** This task will focus on the use of data to predict locations that are more susceptible to fatal and serious injuries using factors such as roadway design, operational characteristics, and known conflicts. Following a Safe Systems Approach, the analysis will be used to help identify locations that would both reactively and proactively help prevent future serious crashes, if improved. The Consultant should consider the Proven Safety Countermeasures developed by FHWA. This analysis will help the safety action plan proactively identify and address risks associated with the existing transportation system.
- **Hotspot and High-Injury Network Development:** This includes the geospatial identification of safety issues, including but not limited to high risk of fatal and serious injuries, traffic stress for active transportation, excessive speeding, and safe transit access.

#### Deliverables

Materials to be produced include, but are not limited to:

- Safety analysis and issue identification summary
- Static and web maps showing results from the Task 5 analyses
- Tabular and GIS databases and any relevant calculations

#### ***Task 6: Equity Considerations***

The Consultant will lead an effort to ensure that the planning process is inclusive and representative of the demographics of Franklin County, Ohio.

The Consultant will expand the FCEO's efforts to identify underserved communities and vulnerable populations in the County using tools provided by the U.S. DOT and supplemented with GIS-based analyses to identify disadvantaged populations. The results of this effort will be used to inform targeted engagement and will be a key part of the overall engagement and collaboration strategy identified in Task 4. This will need to include a robust and coordinated effort to engage individuals and populations that are traditionally underserved and under-represented in the planning process.

The Consultant will perform a baseline equity assessment to determine if there are disproportionate safety issues across the County's transportation system. Additionally, an equity analysis will be performed to assess the initial equity impact of proposed projects and strategies identified in Task 8.

#### Deliverables

Materials to be produced include, but are not limited to:

- Underserved communities and vulnerable populations assessment
- Existing conditions equity assessment
- Equity impact assessment

#### ***Task 7: Policies and Process Assessment***

This element will include a thorough review of the existing state of policies related to transportation safety in Franklin County, Ohio. The Consultant will assess current policies, plans, guidelines, and/or standards to identify opportunities to improve how local and regional processes prioritize safety. Additionally, the Consultant will develop recommendations to revise existing and/or develop new policies and processes, as appropriate.

#### Deliverables

Materials to be produced include, but are not limited to:

- Existing policies, guidelines and standards assessment summary
- Safety policies, guidelines, and standards recommendations

#### ***Task 8: Projects and Strategies Selection***

The Consultant will lead the development of a comprehensive set of projects and strategies that will address the safety issues identified through the planning process. The projects and strategies must be shaped by data, best practices, stakeholder input, and equity considerations. The strategies and projects should focus on a Safe System Approach, effective interventions, and consideration for multidisciplinary activities. The identified projects and strategies should

include interventions focused on infrastructure, behavioral, and/or operational safety. To the extent possible, projects and strategies will include timeframes for when they can be deployed, sponsor(s), relevant next steps, etc.

Once identified, the projects and strategies will be prioritized based on a methodology developed by the Consultant in conjunction with the FCEO and the project steering committee. The methodology should mirror goals and objectives set in the planning process and should be easily understood and communicated to policymakers and the general public.

#### Deliverables

Materials to be produced include, but are not limited to:

- Safety improvement projects and strategies list and maps
- Project prioritization and rankings methodology
- Project prioritization rankings and maps
- Tabular and GIS databases

#### ***Task 9: Safety Action Plan Report***

The culmination of this project will be the development of a safety action plan report. This plan will serve as a synthesis of the safety action planning process. The plan must be easy to read, visually appealing, and provide quick takeaways for elected officials, policymakers, technical staff, and the general public. The report should include visualizations to illustrate proven safety countermeasures, context-sensitive solutions, or other sample strategies identified through the planning process.

The Consultant will prepare a draft report for review by FCEO staff and steering committee members. The Consultant will incorporate comments into a final version for review and adoption by the FCEO and Franklin County Commissioners. It is assumed that the report will primarily be viewed digitally (PDF format), but the document should be formatted for easy and legible printing.

#### Deliverables

Materials to be produced include, but are not limited to:

- A draft safety action plan report including an executive summary and full appendix in electronic format.
- A final safety action plan report including an executive summary and appendix in electronic and print format.
- All GIS, Photoshop, InDesign, Illustrator, MS Word, MS Excel, MS Powerpoint, photos, graphics, and other associated project files.

#### ***Task 10: Action Plan Progress Tracking***

The life of the safety action plan will go on past the plan's adoption and result in continued work, including the tracking of progress toward the plan's goals, objectives, performance targets, and recommendations. In consultation with the FCEO, the Consultant will develop a method to measure progress over time after the safety action plan is developed, including outcome data.

The approach must include, at a minimum, annual public and accessible reporting on progress towards reducing roadway fatalities and serious injuries, and public posting of the safety action plan online to ensure ongoing transparency is established with residents and other relevant

stakeholders. The progress tracking approach should be designed to be tracked by a GIS dashboard that is public facing.

#### Deliverables

Materials to be produced include, but are not limited to:

- Progress tracking methodology
- Recommendations for a public facing progress tracking interface template
- Relevant progress tracking data and calculations

The elements listed above are not exhaustive, and the FCEO remains open to the expertise of relevant firms to make recommendations.

#### **Selection Subfactors**

Selection subfactors include experience in developing roadway safety action plans for Metropolitan Planning Organizations (MPOs), counties, local jurisdictions, and other public agencies. Qualified firms should demonstrate an understanding of and experience with transportation safety plan development; best practices in safe systems, context sensitive design, and multimodal streets planning; federal and State of Ohio transportation planning, funding, and project development regulations; report writing and graphic design for public facing media; and inclusive and effective public outreach methods. Additional consideration will be given to firms that have experience in developing SS4A Safety Action Plans.

#### **Completion Schedule**

Consultant Authorized to Proceed – 04/01/25

Draft Plan Completion – 12/01/25

Final Plan Completion – 03/01/26

Final Plan Adoption – 04/01/26

SS4A Final Report Submitted – 06/01/26

#### **Suspended or Debarred Firms**

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

#### **Compliance with Title VI of the Civil Rights Act of 1964**

The Franklin County Engineer, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race,



color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

### **Selection Procedures**

The Franklin County Engineer's Office will directly select a consultant based on the Letter of Interest (LoI). The requirements for the LoI and the Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting one (1) electronic copy (.pdf) of the Letter of Interest to:

Mike Andrako, P.E.  
Mobility Engineer  
Franklin County Engineer's Office  
[mandrako@franklincountyengineer.org](mailto:mandrako@franklincountyengineer.org)

***Responses received after 4:30 PM on the response due date listed in the introduction of this notice will not be considered.***

### **Requirements for Letters of Interest (LoI)**

- A. Instructions for Preparing and Submitting a Letter of Interest
  1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
  2. Letters of Interest shall be limited to ten (10) 8½" x 11" pages plus two (2) pages for the Project Approach (Item B.5 below).
  3. Please adhere to the following requirements in preparing the electronic format (.pdf) of the letters of interest:
    - a. Please use a minimum font size of 11-point and maintain margins of 1" on all four sides.
    - b. Page numbers must be centered at the bottom of each page.
    - c. Use 8½" x 11" page layout only.
- B. Letter of Interest Content
  1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
  2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
  3. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.
  4. Address the experience of the key staff members on similar projects, and the

staff qualifications as related to subfactors listed for the project.

5. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
6. Provide a description of your Project Approach, not to exceed two pages.  
Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Qualifications for the project; 4) Knowledge and experience concerning relevant ODOT and local standards, procedures and guidance documents; 5) Innovative ideas; 6) Project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 through 5 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Consultant Selection Rating Form

Project:

PID:

Project Type: \_\_\_\_\_

District:

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
<b>Management &amp; Team</b>			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	15	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
<b>Consultant's Past Performance</b>	25	See Note 3, Exhibit 1	
<b>Project Approach</b>	25		
<b>Letter of Interest Presentation</b>	5		
<b>Total</b>	100		

## **Exhibit 1 - Consultant Selection Rating Form Notes**

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the FCEO and other agencies. Any subfactors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.

2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any subfactors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider FCEO consultant evaluation ratings if available and consult other agencies as appropriate.

The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.