

REQUEST FOR QUALIFICATIONS
Comprehensive Safety Action Plan Assistance
Date of Request: Thursday, June 29, 2023
Proposals Due: Monday, July 24, 2023 by 3:00 P.M. PDT

INTRODUCTION

Walla Walla County is requesting proposals from qualified consultants to develop a Comprehensive Safety Action Plan that meets or exceeds all Federal Highway Administration (FHWA) Fiscal Year 2022 Safe Streets and Road for All Grant Program (SS4A Grant) requirements.

The County's intent is to have a consultant assist with our leadership commitment and goal setting, and to take the lead on developing a planning structure, conducting safety analysis, conducting engagement and collaboration, addressing equity considerations, drafting recommended policy and process changes, identifying project strategy and selection criteria and developing a prioritized list of projects and strategies, developing methods to measure progress and document transparency, and drafting and finalizing a written Comprehensive Safety Action Plan that incorporates all of the aforementioned tasks.

BACKGROUND

Walla Walla County was awarded a FHWA Fiscal Year 2022 SS4A Grant, with a period of performance of June 7, 2023-February 28, 2025. FHWA has published extensive guidance on required Comprehensive Safety Action Plan elements on their website: <https://www.transportation.gov/grants/SS4A>

REQUIRED PROJECT DELIVERABLES

- Recommended Task Force membership list, and at least 3 Task Force meetings
- Project website
- Draft and Final Technical Safety Analysis Memorandum
- Draft and Final Project and Strategies List, including evaluation of existing Walla Walla County codes and standards
- Draft and Final Accountability and Transparency Memorandum
- Draft and Final Comprehensive Safety Action Plan

ANTICIPATED BUDGET

Not to exceed \$200,000.

WALLA WALLA COUNTY CONTACT

For further project information or questions please contact Seth Walker, Chief, Engineering and Construction at (509) 524-2710 or by email at swalker@co.walla-walla.wa.us.

ANTICIPATED SCHEDULE

- June 29, 2023 – Issue RFQ
- July 24, 2023 – RFQ Responses Due
- July 28, 2023 – County provides consultant selection notifications
- August 7, 2023 – Negotiations completed
- August 21, or August 28, 2023 – Award/execution of contract if necessary
- Kick-off meeting – by September 15, 2023
- Final Comprehensive Safety Action Plan adopted by County – by October 2024

PROPOSAL SUBMITTAL

The proposal response shall be limited to 6 pages. Submittal shall be printed on 8 ½" x 11" papers with margins set at 1" minimum and have a text font of 11 pt minimum. The proposal shall consist of a statement/understanding of the scope of work, relevant experience, three applicable references, and the resumes of the people assigned to the project team. The submittal shall include four paper copies.

The following additional information is required, but is not included in the six-page limit:

1. Resumes
2. Cover letter

Those desiring consideration shall submit a complete proposal by **July 24, 2023 at 3 PM**, to the office of Walla Walla County Public Works, Attn: Seth Walker, 990 Navion Lane, Walla Walla, Washington 99362. Proposals must be submitted in a sealed envelope and clearly marked **"Comprehensive Safety Action Plan Assistance."**

Proposals received after the deadline and/or not responsive to the content requirements noted may not be considered. The County reserves the right to reject any or all proposals, or portions thereof, and waive minor irregularities.

SELECTION OF CONSULTANT

Proposals will be evaluated by Walla Walla County Public Works. Proposals will be evaluated on the basis of experience, qualifications, and past success developing transportation safety action plans. The Consultant determined best qualified to perform this work will be recommended for contract award. Pursuant to county, state, and federal regulations, a qualifications-based selection process will be used to select a consultant. The following information and criteria will be used to evaluate and rank responses:

- **Qualifications and Experience of Engineering Firm and Qualifications and Experience of the Individuals assigned as County's Main Representative(s)**
- **Similar Experiences, Quality of Past Work and References.** Provide a brief description of similar projects describing the relevant experience obtained within the last three years. List (3) clients with name, address, phone number and email from this list of projects that the County may contact.
- **Project Understanding and Approach to the Work.** Describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute them based on the information provided herein and on the FHWA SS4A website. Describe how the firm plans to collect or verify required data and complete the Comprehensive Safety Action Plan in a timely and cost-conscious fashion.
- **Location considerations and strategies for effective communication**
- **Scheduling**
- **Knowledge and understanding of Walla Walla County**
- **Overall Quality of Proposal.** Overall perception of the proposal and may include but is not limited to: flow and readability, spelling and grammatical errors, presentation, etc.

Note: All categories will be rated on a scale of 0 to 10. These categories will be used to create a ranking of consultants. If interviews are held, the criteria for selection will be identified to those consultants

involved in the interviews. In the event of tied rankings, selection shall be based on the discretion of the contracting agency.

Upon selection of the consultant, the County will negotiate a contract, scope of work, fee, schedule, etc. If unable to reach an agreement, the County reserves the right to terminate negotiations and begin discussions with the next highest finalist. Work performed under the contract will be on a time and material basis with a negotiated not to exceed amount. If such approval is not granted, this agreement shall be void and neither party shall have any further obligations or liabilities hereunder.

Walla Walla County is an equal opportunity and affirmative action employer. Minority- and women-owned firms are encouraged to submit proposals.

TITLE VI STATEMENT

Walla Walla County, 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 in any contract entered into pursuant to this advertisement, 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, or national origin in consideration for an award.

LIMITATIONS

Walla Walla County reserves the right to modify or withdraw the RFQ at any time without prior notice. Walla Walla County reserves the right at its sole discretion to reject any and all proposals received without penalty. Walla Walla County may reject submittals without providing the reason(s) underlying the declination. Walla Walla County also reserves the right to not issue a contract as a result of this RFQ. A failure to award a contract will not result in a cause of action against Walla Walla County. The RFQ does not obligate Walla Walla County to contract for services described herein.

Proposals may be withdrawn prior to the due date. Proposals shall be valid for a period of 30 days after the due date.

PRE-CONTRACTURAL EXPENSES

Walla Walla County will not be liable for any costs incurred by applicants in the preparation or submittal of a proposal in response to this RFQ, in the conduct of an interview presentation, or any other activities related to responding to this RFQ.

ADVERTISED: Walla Walla Union Bulletin June 29, 2023 and July 6, 2023