



**REQUEST FOR PROPOSALS**  
**FOR**  
**SAFE STREETS AND ROADS FOR ALL (SS4A) COMPREHENSIVE SAFETY**  
**ACTION PLAN**  
**FOR**  
**SAINT PAUL ISLAND, ALASKA, SAINT GEORGE ISLAND, ALASKA, AND**  
**PRIBILOF ISLANDS REGION**  
**FOR THE**  
**CITY OF SAINT PAUL, ALASKA**  
**AUGUST 29, 2023**

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## **I. REQUEST FOR PROPOSALS (RFP)**

The City of Saint Paul, Alaska (CSP) is seeking requests for proposals from qualified consultants for preparing a SS4A Comprehensive Safety Action Plan for Saint Paul and Saint George Islands, and Pribilof Islands region.

Qualifications based selection criteria will be used to analyze proposals from responding consultants. The most qualified consultant teams will be invited to interview virtually. Upon completion of technical ranking and interviews, CSP will enter into negotiations with the top ranked firm. CSP reserves the right to reject any or all submittals. This project is funded by a Safe Streets and Roads for All (SS4A) Grant, Award No. 693JJ32340390 and has a not-to-exceed budget of \$200,000.

## **II. AGENCY OVERVIEW**

The City of Saint Paul, Alaska (CSP) is the grant awardee. CSP encompasses the entire Saint Paul Island located in the Bering Sea in the Aleutians West Census Area and within the Aleutians Islands Recording District. The CSP is a municipal corporation organized in 1971 under the laws of the State of Alaska and a second-class city managed by a City Manager and seven member elected Council. More information can be found at: [www.stpaulak.com](http://www.stpaulak.com).

The City of Saint George, Alaska (CSG) is a partner community with the CSP. CSG encompasses the entire Saint George Island located in the Bering Sea in the Aleutians West Census Area and within the Aleutians Islands Recording District. The CSG is a municipal corporation organized under the laws of the State of Alaska and a second-class city managed by a Mayor and seven member elected Council.

## **III. PURPOSE OF REQUEST**

A comprehensive safety action plan (CSAP) is a powerful way to prioritize safety improvements and justify investment decisions within area jurisdictions. These plans can serve as the basic building block to significantly improve roadway safety by reducing and eliminating serious injury and fatal crashes, communicating, and collaborating with stakeholders and community members, and providing information on funding opportunities.

The CSP as a recent recipient of a FY23 Safe Streets and Roads for All (SS4A) Action Plan Grant, this first-of-its-kind regional CSAP for Saint Paul and Saint George Islands and Pribilof Islands region will provide a framework of innovative strategies and implementation actions intended to reduce transportation-related fatalities and serious injuries while also supporting federal safety initiatives. The CSAP will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the Pribilof Islands region. The plan will develop recommendations for both motorized and non-motorized modes in the roadway network as well as other elements including land use, transit, freight, and other community factors to create a comprehensive course of action. The plan will address federal and state regulations, including design guidance as well as performance management goals, measures, and targets, and will promote equitable outcomes.

As noted, this plan will be funded in part through an Action Plan Grant through the Safe Streets and Roads for All (SS4A) discretionary grant program. The purpose of this program, established

by the Bipartisan Infrastructure Law (BIL), is to support local initiatives to prevent death and serious injury on roads and streets, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators. Once complete, the CSAP will allow the CSP and CSG to apply for implementation (capital construction) discretionary grant funds through the SS4A initiative.

#### **IV. PROJECT NARRATIVE**

The CSP and CSG understand our shared responsibility in eliminating fatal and serious crashes for all roadway users, including those who walk, bike, drive, ride transit, and travel by other modes in our community. We are committed to a holistic approach in how we think about transportation safety and how we prioritize investments across the entire transportation system so that we can build a safe and better system for all users of all modes.

By developing the first regional comprehensive safety action plan for the CSP and CSG, our area will commit to providing a framework of innovative strategies and implementation actions that will ensure crash reductions and support federal safety initiatives. Through expanded collaboration with regional stakeholders and community members, as well as guidance from FHWA's Safe System approach and SS4A's Action Plan Components, CSP and CSG will develop a joint comprehensive safety action plan that is founded upon the following:

- Stakeholder and public engagement plan, with a strong emphasis on equity and outreach to historically marginalized community members, and economically disadvantaged community members.
- Data collection and review, including a summary of existing programs, policies, and studies as well as a peer review of comparable rural areas.
- Safety analysis, including an analysis of regional trends, contributing factors, and patterns of transportation-related accidents in the region.
- Transportation equity review, including an assessment of regional equity indicators related to accessibility, connectivity, environment, health, engagement, and effectiveness, and how transportation systems affect and/or influence safe and equitable outcomes.
- Dashboard and toolkit, including graphic visualizations that illustrate safety countermeasures, context-sensitive solutions, user educational components, and performance measure tracking.
- Implementation matrix for implementing safety measures including:
  - Policies, programs, innovative practices, and low-cost/high-impact strategies; and
  - Specific construction projects with scope, budget, and time frame.

#### **V. SCOPE OF WORK AND PERFORMANCE TASKS**

The CSP is seeking a consultant that can not only provide the typical qualifications necessary in the development of the CSAP but also can provide pro activeness, 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.

Outlined below is the scope of work that will guide the development of the CSAP. CSP has included the following scope of work to provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development. This outline is not necessarily all-inclusive, and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the CSAP. At a minimum, the consultant shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

### **Task 1: Project Structure and Work Plan**

Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and the achievable timeline for the CSAP anticipated to be completed by January 1, 2025. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

### **Task 2: Project Management and Coordination**

The consultant shall be required to manage the study and coordination with any subconsultants, as well as bear responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for CSP City Manager.

This task will include regular progress meetings with the Safety Action Plan Team (SAPT), the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submission of invoices. When submitting progress reports, the consultant will be required to outline the following:

- Work performed.
- Upcoming tasks or milestones.
- Status of scope and schedule.
- Any issues to be aware of.

Development of the CSAP will be guided by the SAPT, which will provide oversight and input into study assessments, analyses, policies, and recommendations. The consultant should expect up to five meetings with the SAPT.

The consultant shall be responsible for the preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the SAPT. CSP shall be responsible for coordinating and scheduling SAPT meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with CSP and CSG on the coordination and distribution of materials to the SAPT as applicable to consultant work tasks, as well as be responsible for the recording of meeting minutes.

The SAPT is scheduled to be comprised of representatives from the Saint Paul and Saint George Islands, which shall include:

For City of Saint Paul:

- City Manager
- City Clerk
- Public Works Administrative Assistant

For City of Saint George:

- Mayor
- City Clerk
- Public Works Employee

### **Task 3: Stakeholder and Public Engagement Program**

The consultant will develop and implement a detailed stakeholder and public engagement program that seeks to gain authentic and meaningful public input from community members of Saint Paul and Saint George Islands. The consultant, with assistance from the SAPT, will be expected to create a multi-stakeholder task force on each Saint Paul Island and Saint George Island. A strong emphasis shall be placed on equity and outreach to historically marginalized community members, and economically disadvantaged community members in each community. At minimum, the stakeholder and public engagement program should address the following:

- Identification of, and engagement activities for, key communities that may be disproportionately impacted by traffic risks and traditionally underserved by safety efforts.
- Specific activities for reaching identified stakeholder groups and engagement strategies that inform, involve, and empower stakeholders and the public.
- Examination of perceived safety culture and concerns on Saint Paul and Saint George Islands.
- Timeline for stakeholder and public engagement activities.
- Communication methods for sharing information with residents and community members.
- Strategy for effective and consistent messaging.

The consultant is encouraged to utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved. The consultant is also encouraged to review [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#) for additional insights.

### **Task 4: Data Collection and Review**

The consultant will collect and review existing programs, policies, and activities, and provide a summary of current efforts to address transportation safety on Saint Paul and Saint George Islands and Pribilof Islands region. The consultant should also review strategies that other rural Alaskan cities are using to address safety, identify programs that have evidence of measurable success, and provide an assessment of the most effective and efficient methods used to achieve outcomes. As part of this task, the consultant should at minimum:

- Review existing local, tribal, regional, state, and federal plans, studies, and initiatives

related to roadway safety improvements to identify opportunities to improve processes for prioritizing transportation safety and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation for jurisdictions on Saint Paul and Saint George Islands and Pribilof Islands region.

- Conduct a peer review and comparison of the crash analyses of similar- sized communities. This review should include, but is not limited to, a comparison based on crashes per VMT and crashes per capita, and exposure to risk/crash risk.
- Assess the quality and completeness of existing available data including crash, transportation, land use, and demographic data.
- Develop recommendations based on literature, policy, and data review on best analysis strategies and data requirements.

### **Task 5: Safety Analysis**

The consultant will conduct an analysis of existing safety conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across jurisdictions on Saint Paul and Saint George Islands and Pribilof Islands region. This safety analysis shall include an examination of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (personal motorists, bicyclists, pedestrians, freight, etc.). An analysis of systemic and specific safety needs should also be performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways on Saint Paul and Saint George Islands and Pribilof Islands region, without regard for ownership.

### **Task 6: Transportation Equity Review**

The consultant will perform a transportation equity review to better understand how current transportation systems, services, and decision-making processes impact the lives of all users, including underserved and underrepresented community members on Saint Paul and Saint George Islands and Pribilof Islands region. This should include an analysis of systems, services, and processes that support safe and easy-to-use multimodal options, amenities that are accessible to all populations for reaching destinations independently, and strategies to reduce socioeconomic disparities experienced by underserved and underrepresented community members on Saint Paul and Saint George Islands and Pribilof Islands region.

As part of this task, the consultant should develop and assess regional transportation indicators that easily measure transportation barriers on Saint Paul and Saint George Islands and Pribilof Islands region and/or potential structural inequalities that different population groups may face.

These indicators should include, at minimum:

- Accessibility
- Connectivity
- Effectiveness
- Environment

- Health
- Mobility
- Safety
- Level of community engagement
- Other equity indicators, as required

### **Task 7: Dashboard and Toolkit**

The consultant will establish a process and create a publicly accessible tracking mechanism in the form of a dashboard or other appropriate format to monitor safety outcomes and evaluate which safety measures are most effective throughout community members Saint Paul and Saint George Islands and Pribilof Islands region. The consultant will also develop a safety toolkit with graphic visualizations that illustrate safety countermeasures, context-sensitive design solutions, and user educational components tailored for the Pribilof Islands region.

### **Task 8: Implementation Matrix**

The consultant will develop an implementation matrix that identifies potential projects, strategies, and recommendations for future grant opportunities, measures that can be included in regular maintenance cycles, and potential updates on Saint Paul and Saint George Islands and Pribilof Islands region to better align with safety best practices. The implementation matrix will recognize the needs of all users of the regional transportation system, potential projects that are feasible and applicable for grant funding, conceptual infrastructure improvements with estimated costs, and schedule for implementation.

Strategies and recommendations shall consider and outline fiscal and staff time resources necessary for a continued, sustained, and successful effort to achieve traffic safety goals and meet SS4A objectives after plan adoption. A project readiness timeline for each strategy and project should be included for short-term (0-5 years), mid-term (5-10 years), and long-term (10+ years).

### **Task 9: Administrative Draft and Final Plan**

The consultant will prepare an administrative draft of the CSAP for review and comment by the SAPT. This draft is to be provided as Microsoft Word document to SAPT members. Comments received from the SAPT will be incorporated into the final plan.

Upon final review and consent by the SAPT, the consultant will develop a final report that is visually appealing, easy for policymakers and stakeholders to understand, and communicates action plan strategies and recommendations. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats.

Specifically, the consultant should develop a final report that:

- Is organized and communicates a clear message both graphically and with accompanying text.
- Is easy to read and understand.
- Explains key implications as they relate to policies, programs, practices, strategies, infrastructure projects, funding, and other recommendations.

The consultant shall provide CSP and CSG with appropriate presentation materials for final review

and approval of the CSAP by CSP and CSGs City Councils. CSP and CSG shall be responsible for presenting and achieving final recommendations and approval of the study. If the consultant wishes to include assistance with the final approval process in their scope of work, this should be accounted for in the proposal.

**Task 10: Executive Summary/Fact Sheet**

Upon completion of the CSAP, the consultant shall develop a brief executive summary or fact sheet in Microsoft Word and PDF format which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting major assumptions, strategies, and recommendations.

**Task 11: Deliverables**

Upon final project completion, the consultant will be responsible for providing a high-resolution document in PDF format. The consultant is also expected to provide the SAPT with all data and study products. All meeting summaries and technical analyses should be included as an appendix of the study.

***NOTE: If the consultant wishes to modify or include additional tasks deemed necessary to complete the study, this must be agreed to by the City Manager for CSP before issuing the notice to proceed.***

**VI. IMPLEMENTATION SCHEDULE**

Release of RFP	August 29, 2023
Proposals Due	October 6, 2023
Review of Proposals Completed	October 20, 2023
Selection of Contractor.	October 27, 2023
Negotiation of Contract	November 1, 2023
Draft CSAP Completion	July 30, 2024
CSAP Completion	January 1, 2025
CSAP Adoption	April 1, 2025

**VII. EVALUATION AND SELECTION PROCESS**

CSP will establish a selection committee to select a consultant. The selection committee will likely include representatives from CSP and CSG.

Proposals will be reviewed for completeness and qualifications. Final selection of a firm for contract negotiations will be made based on the following criteria:

<b>Criteria</b>	<b>Scoring</b>
The consultant’s related experience with similar projects, including the consultant’s ability, familiarity, and involvement in handling similar types of activities.	maximum score 20 points

Specific qualifications of the consultant’s project manager and key staff’s experience related to the development of similar studies.	maximum score <u>20</u> points
The consultant’s understanding of the project scope and knowledge of local/regional issues related to the study.	maximum score <u>20</u> points
The consultant’s project understanding, proposed project approach and methodology, project work plan, timeline, and project management techniques.	maximum score <u>20</u> points
The consultant’s proposed fee for all services.	maximum score <u>10</u> points
The consultant or subconsultant is documented as a Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE)	maximum score <u>10</u> points

The final contract for these Services shall be awarded only after negotiations with the selected firm to establish a fair and reasonable price.

The City actively encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The City does not discriminate based on race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award.

### VIII. PROPOSAL CONTENT AND FORMAT

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for CSP, in conformity with the requirements of the RFP.

The proposal should demonstrate the qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

At minimum, proposals shall include the following information:

1. **Cover Letter.** Contact name, telephone number, email address, mailing address, and other contact information for the consultant’s project manager. Letter shall be signed by an authorized member of the firm/project team.
2. **Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.
3. **Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:
  - a) Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP.

- b) Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks.
  - c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
  - d) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members (with resumes).
  - e) Breakout of hours for each member of the team by major task area, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task. Note that specific budget information is to be submitted in a sealed cost proposal as described in Section IX: General RFP Requirements.
  - f) List of any subcontracted agencies, the tasks they will be assigned, the percentage of work to be performed, and the staff that will be assigned.
  - g) List of client references for similar projects described within the RFP.
  - h) Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable.
  - i) Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.
4. **Budget.** Detailed budget to include a breakdown of personnel, fringe benefits, supplies, travel, subcontract, and other costs.

## IX. SUBMITTAL INFORMATION

To be considered, proposals must be received no later than Friday, October 6, 2023, at 5:00 PM Alaska Time.

Electronic proposals should be in PDF format and sent by email to [pazavadil@stpaulak.com](mailto:pazavadil@stpaulak.com). The full length of the proposal should not exceed 30 pages; including any supporting material, charts, or tables.

If you have any questions concerning this request, please contact Phillip A. Zavadil, City Manager at 907-341-3994 or [pazavadil@stpaulak.com](mailto:pazavadil@stpaulak.com). Thank you for taking the time to respond to this request.

## X. TERMS AND CONDITIONS

The following terms and conditions apply to all proposals:

The CSP reserves the right to reject all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, all RFP

project elements, requirements and schedules are subject to change and modification. The CSP also reserves the unqualified right to modify, suspend, or terminate at its sole discretion all aspects of this RFP process, to obtain further information from all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.

This RFP does not commit the CSP to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the CSP and CSG and all of their various agents, council members, consultants, attorneys, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP. Funding Agency Requirements. This project is grant-funded by the US Department of Transportation Federal Highways Administration SS4A Grant Program and as such, the selected bid which results in a professional services agreement (PSA) between the selected consultant and the CSP will require the selected consultant to follow conditions of the CSP Award No. 693JJ32340390.

## **XI. ADDITIONAL RESOURCES**

Respondents are encouraged to review project planning resources on the SS4A website at <https://www.transportation.gov/grants/SS4A/resources>.