**Request for Proposal**

**SS4A Safety Plan Development**

**Accomack-Northampton Planning District Commission**

1. **Introduction**Accomack-Northampton Planning District Commission (A-NPDC} provides planning and community development services to Accomack County, Northampton County, the Town of Cape Charles, the Town of Chincoteague, and the incorporated towns on the Eastern Shore of Virginia. A-NPDC is committed to creating a safer community for all road users and aims to further this mission by developing a comprehensive regional safety action plan through the Safe Streets and Roads for All (SS4A) grant program. The resultant Safety Action Plan will incorporate the elements of the USDOT *Safe System Approach—Safer People, Safer Vehicles, Safer Speeds, Safer Roads, and Post-Crash Care*. The ultimate goal of the comprehensive safety action plan (SAP) is to identify and prioritize transportation safety improvements that consider the unique characteristics and road users of the Eastern Shore.

**2.0 General Information**Submittals are due no later than Friday, February 21, 2025 at 4:00 P.M. Potential consultants should deliver one complete electronic copy of their submittal in a “pdf” format via email or via hard copy to:

[hspurlock@a-npdc.org](mailto:hspurlock@a-npdc.org)

Harvey Spurlock, Regional Planner

Accomack-Northampton Planning District Commission

23372 Front Street

Accomac, Virginia 23301

This Request for Proposal (RFP) and any addenda are also available on the A-NPDC website at: <https://www.esvaplan.org>. Clarification of the terms and conditions of this RFP should be directed to Harvey Spurlock at 757-787-2936 or [hspurlock@a-npdc.org](mailto:hspurlock@a-npdc.org). All inquiries that affect the nature of the proposed contract or submittal contents will be conveyed to all perspective offerors by means of a *questions and answers* section on the A-NPDC website at<https://www.esvaplan.org>. A-NPDC will not be responsible for any information given by way of verbal communication.

**Discrimination and Disadvantaged Business Enterprises:**The Accomack-Northampton Planning District Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.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, 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.

The successful proposer, and any subconsultants, selected to perform work pursuant to this RFP will be required to submit a Title VI Evaluation Report (EEO-D2) within 10 workdays after notification of their selection when requested by VDOT or the A-NPDC.

**3.0 Scope of Work**Development of the safety action plan shall include a detailed analysis of historical crash patterns, trends, and contributing factors. This analysis will identify hotspots and major contributing factors. This data-driven approach, along with equity considerations and engagement from the public and key stakeholders, will be used to develop engineered solutions and strategic initiatives that target the source of crash. The final plan shall include a prioritized list of treatments that can be applied systemically across the region, as well as targeted treatments for high-injury areas. In keeping with the USDOT Safe System Approach, the plan will also identify strategic initiatives such as educational campaigns that promote safe roadway usage.

Specific deliverables shall include but may not be limited to:

1. Project coordination meetings, weekly updates, and client review of materials.

The consultant is expected to meet regularly with A-NPDC staff for project coordination that includes, but is not limited to, discussion of ongoing tasks; presentation or discussion of draft project deliverables; and addressing unforeseen development challenges and/or adjusting development process. When appropriate, these meetings may be via telephone or video conference. Additional project coordination expectations include:

* 1. Initial meeting with A-NPDC staff to review a project timeline, schedule meetings and to begin the process of data acquisition.
  2. Draft materials for review and comment by A-NPDC staff in accordance with a schedule developed at the beginning of the planning process.
  3. Provide, at a minimum, weekly updates, via e-mail or telephone, outlining work completed by the consultant and/or subconsultants. Periodic written status reports and status update presentations may also be required.
  4. Preparation of written quarterly progress and performance reports and final report addressing SS4A post award reporting requirements and performance measures.
  5. Meetings with the Safety Action Plan Steering Committee. The consultant will meet with the Steering Committee to collect input and provide updates. In addition, the consultant will solicit input and feedback from the Committee and provide interim reports, presentations, and updates to each as required and appropriate.

1. Engagement and Communications.

Public participation is essential to the planning effort. We expect robust engagement with the public and relevant stakeholders, including the private sector and community groups. Major stakeholders include Accomack County, Northampton County, VDOT, and the Eastern Shore Rail Trail Foundation. The consultant will interface with a regional steering committee composed of representatives of these organizations and state/local police, fire/rescue, and EMS. To engage the community at-large the consultant will utilize an approach that includes pop-up meetings in different geographic areas and online engagement tools that provide an opportunity to share existing challenges, concerns, and needs as they relate to the various modes of transportation.

Information received from engagement and collaboration effort shall be analyzed and incorporated into the Plan.   
**Respondents should explain their approach and public participation plan in detail in their responses.**

The consultant will serve as the primary author of the plan and shall perform research and develop materials for the Plan, including but not limited to:

a. Develop Safety Action Plan vision, goals, objectives.

b. Review all existing plans, maps, documents, data and other materials relevant to the project. A-NPDC will provide all available existing documentation to the consultant. The consultant will study and consolidate applicable materials into the Safety Action Plan.

c. Analyze the latest available VDOT crash data to include locations, contributing factors and severity of incidents.

d. Develop policies and projects for the implementation of recommended strategies based on technical data and public input.

e. Analyze consistency of regional ordinances and policies in relationship to the Safety Action Plan goals and objectives.

f. Confirm the final Safety Action Plan conforms to existing Virginia General Statutes.

g. Prepare a draft document and present at all associated meetings and public hearings for review and comment.

h. Complete a revised draft of the Safety Action Plan and present to the Safety Plan Steering Committee for adoption.

i. Provide digital, editable, working and printable copies of all final documents including reports, maps, and final plan in a format and language that is user-friendly and easily understood by the general public.

**4.0 Submittal Content and Format**

Qualified Firms shall provide information in accordance with the content and format requirements of this RFP. The Firm’s submittal shall not exceed 20 pages and shall be organized in the following order:

1. Transmittal letter and statement on Firm’s understanding of Scope of Services
2. Evidence of familiarity with Virginia’s Eastern Shore region
3. Synopsis of the firm’s professional qualifications, staff and their relevant experience with the USDOT Safe Streets and Roads 4 All program’s safety action plan development
4. Listing of proposed subconsultants
5. Listing of Safety Action Plan development projects(no project older than five years) with proposed Firm staff’s experience
6. Demonstration of understanding of, and relevant experience with, federal funding programs
7. List of no more than ten references.

**5.0 Selection Policies**A-NPDC reserves the right to accept or reject any or all submittals received as a result of this request, or to modify or cancel in part or in its entirety the RFP if it is in the best interest of A-NPDC to do so. This RFP does not commit A-NPDC to award a Contract, to pay any costs incurred in the preparation of a submittal for this request, or to procure or contract for services.

A-NPDC will select a Firm to provide the services requested using the Competitive Negotiation procedure for Professional Services as outlined in the Virginia Public Procurement Act. The selected firm shall provide a completed Certification Regarding Debarment form, attached, within 10 workdays after notification of their selection.

A selection committee shall evaluate and rank each submittal based on the established selection criteria included within this RFP. The final ranking of the submittals shall be based on a majority decision. A-NPDC reserves the right to immediately enter into negotiations with the highest-ranking Firm deemed to be fully qualified and best suited among those submitting. In the event that negotiations with the highest-ranking firm cannot be concluded with agreeable terms, A-NPDC shall initiate negotiations with the next highest-ranking Firm until a satisfactory agreement is reached. A-NPDC shall select the offeror which, in its opinion, has the best qualifications and provides the best value, and shall award the contract to the offeror, as determined to be in A-NPDC’s best interests.

Interviews may be conducted based on the final scoring results. If consultant scores are closely matched, interviews with the top three consultants will be scheduled to make a final determination. However, if one consultant significantly outperforms the others, that consultant will be awarded the project without the need for further interviews.

Any offeror who desires to protest the contract award shall submit such protest in writing to A-NPDC no later than ten days after the announcement of the award.

**6.0 Selection Committee and Submittal Evaluation Criteria**A selection committee will be formed to review the submittals. The selection committee evaluation and selection process will be used to determine the most qualified Firm. The following criteria will be considered in evaluating the submittals:

6.1 Statement on understanding and technical approach to the Scope of Services **(30%)**

6.2 Experience with SS4A safety plan development projects **(25%)**

6.3 Firm and staff qualifications **(20%)**

6.4 Relevant experience with federal funding programs including discretionary grant projects **(15%)**

6.5Familiarity with the Eastern Shore region **(10%)**

**7.0 Inquiries**Clarification of the terms and conditions of this RFP should be directed to Harvey Spurlock at 757-787-2936.

**CERTIFICATION REGARDING DEBARMENT**

(To be completed by the proposer upon notification of selection)

1. The below-signed Proposer certifies to the best of its knowledge and belief, that it and its principals:
   1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
   2. Have not within a three-year period preceding this submittal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; and have not been convicted of any violations of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
   3. Are not presently indicted for or otherwise criminally or civically charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1) b) of this certification; and
   4. Have not within a three-year period preceding this application/submittal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the Submitter is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this submittal.

The undersigned makes the foregoing statements to be filed with the submittal on behalf of the Consultant.

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Signature Date Title

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Name of Submitting Firm

**CERTIFICATION REGARDING DEBARMENT**

(To be completed by a Subconsultant, if any)

1. The prospective subconsultant certifies, by submission of this statement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective subconsultant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this submittal.

The undersigned makes the foregoing statements to be filed with the submittal on behalf of the Consultant.

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Signature Date Title

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Name of Subconsultant Firm