



Request for Qualifications/Proposals

To Provide

Safety Action Plan

For

Cherokee County

RFQ/P# 2023-045

**Cherokee County
1130 Bluffs Parkway
Canton, Georgia 30114**

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I. GENERAL PROJECT INFORMATION:

A. OVERVIEW

The Cherokee County Board of Commissioners Purchasing Department is soliciting Statement of Qualifications (SOQs) from qualified firm(s) or organization(s) in support of the Cherokee County Safety Action Plan.

This Request for Qualifications (RFQ) seeks to identify potential providers for the Scope of Services for the project/contract listed on page 9. Firms that respond to this RFQ and are determined by Cherokee County to be sufficiently qualified, may be deemed eligible, and invited to offer a technical approach and/or possibly present and/or interview for these services. All respondents to this RFQ are subject to instructions communicated in this document and are cautioned to completely review the entire RFQ and follow instructions carefully. Cherokee County reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of Cherokee County.

B. CHEROKEE COUNTY STANDARD SOLICITATION T&Cs & FORMS

This Request for Opportunity Description is one of two documents making up this solicitation. The second document is Cherokee County Standard Solicitation Terms and Conditions, which contains all the standard forms potentially required to accompany a submission. Both of these documents together constitute the entire solicitation at the time of issuance.

C. CONE OF SILENCE

No contact or discussion of any kind regarding any aspect of this RFP with any Cherokee County personnel other than those in the Procurement Department. Contacts made with anyone outside the Procurement Department from the posting of this solicitation until approval for award by the Cherokee County Board of Commissioners may result in disqualification of the contacting organization.

D. COMMUNICATION VIA BIDNET

All general communication of relevant information regarding this solicitation will be made via BidNet Direct. All firms are responsible for checking BidNet Direct on a regular basis for updates, clarifications, and announcements. Cherokee County reserves the right to communicate via electronic mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

E. SUPPLIER ETHICS AND STANDARDS

Cherokee County holds itself and its business relationships to the highest standards and endeavors to conduct its solicitations and evaluations of proposals impartially. Participants in this RFQ process are expected to follow the Supplier Ethics and Standards located on the Vendor Resources section of the Procurement page of the Cherokee County Web Page; Cherokeeega.com.

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II. SELECTION METHOD:

A. PHASE 1 – SELECTION OF FINALISTS

Based on the Statements of Qualifications (SOQ) submitted in response to this RFQ, the Selection Committee will review each submittal per the criteria listed in **SECTION III. SELECTION CRITERIA FOR PHASE 1.**

The Selection Committee will discuss the top submittals and the final rankings of the top submittals will be determined. The Selection Committee will select the finalists from the top ranked submittals.

B. PHASE 2 – FINALISTS

Finalists will receive notification and final instructions from Cherokee County. Cherokee County will request a response from the Finalists covering the topics in **SECTION IV. SELECTION CRITERIA – PHASE 2.** All members of the Selection Committee will review the responses (and will attend the presentation/interview if so chosen). Timing of Finalist selection is in **SECTION VI. SCHEDULE OF EVENTS.**

Cherokee County reserves the right to request a presentation/interview on any project as determined in its best interests; however, this additional requirement shall typically be reserved for the most complex projects.

C. PHASE 2 – FINAL SELECTION

Final selection will be determined from final scoring of Finalists based upon Phase 2 Scoring.

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III. SELECTION CRITERIA PHASE 1 (Statement of Qualifications)

A. SIMILAR PROJECT EXPERIENCE AND KEY STAFF CAPABILITIES – 60%

Provide the firm's previous experience developing a countywide safety action plan and transportation planning. This includes relevant experience and qualifications of the principal professional(s) and lead staff, and evidence of relevant competencies for this project. Provide information on the firm's experience on similar projects. Provide any information that may serve to differentiate the firm from other firms in suitability for the project.

Provide five examples of related projects of similar scope along with customer contact names, titles, contact information for each project and any unique features of the project(s) that are relevant to this project.

Provide original budget and final cost, original schedule and actual completion timing.

Provide business background; years in business, type of business (incorporated, partnership, etc.), size of business (number of employees, locations, etc.), listing of principles, design awards won for similar projects, provide CV's for key functional roles managed internally and describe firm's unique value proposition as it relates to this project.

B. PROJECT MANAGER, KEY STAFF AND FIRM' WORKLOAD CAPACITY – 40%

The Selection Committee will evaluate the firm on their resource's availability and workload capacity. Criteria used include the Project Manager workload, workload capacity of Key Staff and the firm's resources dedicated to delivering the project on schedule.

Project Manager - Provide information pertaining to the project manager, including but not limited to:

- Education.
- Relevant project management experience for projects of similar complexity, size, scope, and function.
- Current Workload and workload capacity.
- Percentage of time that will be dedicated to this project.

Experience as a Team:

- Provide the proposed project team, provide project roles and responsibilities and provide relevant experience including professional references and contact information for the project lead and key principle responsible for the project.
- Also provide the percentage of time for each that will be dedicated to this project.
- The experience of this team working together.
- Current Workload and workload capacity.

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IV. SELECTION CRITERIA PHASE 2 (Proposals)

A. TECHNICAL APPROACH, SCHEDULE AND SCOPE OF WORK – 80%

Demonstrated understanding of project based on proposed scope of work, methodology and proposed project schedule. Firm shall identify potential areas of concerns, alternative approaches, innovative ideas for public outreach and their approach to avoiding unnecessary change orders. Proposer shall provide preliminary project schedule and identify major milestones. Proposer shall demonstrate why they would be the most competent firm and/or team to complete this project.

Provide any unique technical approaches your firm offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.

Identify any unique challenges of the project and how your firm intends to mitigate these challenges, including quality control, quality assurance procedures.

Provide any specific qualifications, skills, knowledge of the project and project area which may uniquely benefit the firm and project, and your ability and willingness to meet time requirements.

Provide a work-plan and schedule of events supporting the requirements defined in the scope of work:

- Each task shall define the objective, the input required and the output product.
- Each task shall assign proposed responsibility for performing the work, who's input is necessary and who will approve the work.
- Each task shall contain dates for the initiation of the tasks and the planned completion.
- The critical path shall be identified.
- All assumptions will be identified.

B. PAST PERFORMANCE - 20%

The Selection Committee may consider information provided via references provided for relevant projects and knowledge any selection committee member has of performance on relevant projects. The Selection Committee will consider all factors in their totality when arriving at a final score for the Past Performance.

C. PRICE SUBMISSION

1. Negotiation will occur with the Firm considered as best qualified and will be based on their submission. Failure to reach an agreement will result in negotiating with the next highest scoring Firm.
2. Price should include the total cost of the services up through the design, through the completion of the building and required documentation. Consultant shall submit pricing as a lump sum fee with breakdown of all major tasks.

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V. SUBMITTAL INSTRUCTIONS:

PHASE 1 - SELECTION OF FINALISTS

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This "SUBMITTAL INSTRUCTIONS" page and all the items listed below are required to be completed and included as part of this solicitation and your submittal:

Please indicate by placing an ☒ in the box next to the items that are included in your submittal.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <u>Appendix A:</u> Information and Addenda Acknowledgement Form |
| <input type="checkbox"/> | <u>Appendix B:</u> Non-Influence and Non-Collusion Affidavit |
| <input type="checkbox"/> | <u>Appendix C:</u> E-Verify Affidavit |
| <input type="checkbox"/> | <u>Appendix D:</u> References* |
| <input type="checkbox"/> | <u>Appendix E:</u> Acceptance of County' Standard Professional Services Agreement** |
| <input type="checkbox"/> | <u>Appendix F:</u> Suspension, Debarment and Litigation Affidavit |
| <input type="checkbox"/> | <u>Certifications, Licenses or Registrations:</u> as required by law and/or as requested. |
| <input type="checkbox"/> | <u>Insurance:</u> Evidence of/ability to provide Insurance at the limits identified herein,*** |

NOTE: PHASE - 1 actions and deliverables will be SUBMITTED VIA BIDNET.

This project is funded by the Federal Highway Administration (FHWA). All Phase 1 documents listed above are required to be submitted with complete and accurate information.

Notes:

*The County reserves the right to contact not only those references provided, but may also use previous performance for the County, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of County's Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the County's Procurement web page.

***Insurance levels requested are those identified in the County's Standard Agreement, section "I."

REPRESENTATIVE'S NAME

REPRESENTATIVE'S SIGNATURE

DATE:

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VI. SUBMITTAL INSTRUCTIONS PHASE 2:

FINANLISTS

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This "SUBMITTAL INSTRUCTIONS" page and all the items listed below are required to be completed and included as part of this solicitation and your submittal:

Please indicate by placing an ☒ in the box next to the items that are included in your submittal.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | <u>Letter of Transmittal</u> |
| <input type="checkbox"/> | <u>Proposed project team organization, qualifications, and availability</u> |
| <input type="checkbox"/> | <u>Proposed technical approach, and scope of work</u> |
| <input type="checkbox"/> | <u>Proposed project schedule</u> |

The developed plan must meet the requirements in the FY2022 SS4A Notice of Funding Opportunity (NOFO).

NOTE: PHASE - 2 actions and deliverables for the Finalists will be SUBMITTED VIA EMAIL:
purchasing@cherokeega.com

Price Proposal to be provided as a separate file in a sealed envelope at the interview, or via email at the address above if the County chooses not to conduct interviews.

REPRESENTATIVE'S NAME

REPRESENTATIVE'S SIGNATURE

DATE:

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VII. SCHEDULE OF EVENTS:

The following Schedule of Events represents Cherokee County's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Canton, Georgia. Cherokee County reserves the right to adjust the Schedule as Cherokee County deems necessary.

Phase 1	
Issued	September 26, 2023
Questions Due	October 4, 2023 by 4:00 PM
Answers Due	October 10, 2023
Statement of Qualifications Due	October 17, 2023 at 10:00 AM
Finalists List	October 27, 2023
Phase 2	
Finalist Questions Due	November 3, 2023 by 4:00 PM
Answers Due	November 9, 2023
Finalists Proposals Due	November 17, 2023 at 10:00 AM
Interviews (if necessary)	November 27, 2023
Negotiate	December 4, 2023
Anticipated Award Date	December 19, 2023

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VIII. THE EXPECTED PERIOD OF PERFORMANCE IS:

The base period of performance is broken down into two areas; Physical Delivery of Product(s) and Service Delivery. This is a function of the Statement of Work (SOW) and/or specification and reflects if there is physical item or items to be delivered and / or delivery of services. An X in the box corresponding to item 1 below, Physical Delivery indicates a physical item or items are to be delivered and an X in the 2. Delivery of Services indicates that Services are to be performed. Either or both may apply to the work contemplated by this solicitation.

Additionally, should there be and X in the box corresponding item 3. Option Grant, then the County requests the right to extend the period of performance beyond the Base Rate as specified.

1. ☐ NO PHYSICAL ITEMS ☒ PHYSICAL DELIVERY REQUIRED:

For Physical Delivery solicitations, the period of performance for an award shall begin with either the placement of Purchase Order or the date indicated on the Agreement. All items to be delivered are to be FOB Cherokee County at the address indicated in the solicitation. Performance shall be complete upon final acceptance by the County. Time is of the essence for the delivery of each item specified. Warranty requested as below:

☐ Warranty Term Requested: _____

2. ☐ NO SERVICES REQUIRED ☒ PERFORMANCE OF SERVICES:

For Performance of Services solicitations, the period of performance shall begin with the placement of either a Purchase Order or the date of the Agreement unless the Agreement, the SOW or the Solicitation Terms indicate that performance shall begin upon the issuance of an Authorization to Proceed (ATP), in which case the ATP would represent the beginning of performance. Term of services requested are as below:

Services Term:

- ☐ One Year
☒ Two Years
☐ Three Years
☐ Other: _____

3. ☐ OPTION GRANT:

This solicitation contains requested options; please see pricing sheet for details.

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IX. SCOPE OF WORK:

A. General: The Board of Commissioners is soliciting proposals to develop the Cherokee County, Georgia Safe Streets for All (SS4A) Action Plan from firms or team of firms experienced in transportation planning and engineering. This project is funded by the federal Safe Streets and Roads for All Action Plan Grant with matching dollars coming from Cherokee County, the City of Canton, the City of Woodstock, the City of Holly Springs and the City of Ball Ground. Therefore, all activities must be performed in strict adherence to applicable federal regulations and the developed plan must meet the requirements in the FY2022 SS4A Notice of Funding Opportunity (NOFO).

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	November 1, 2024
Planned Action Plan Completion Date:	February 7, 2025
Planned Action Plan Adoption Date:	February 18, 2025
Planned SS4A Final Report Date:	March 31, 2025

B. Background and Objectives:

Cherokee County, GA and the cities of Canton, Woodstock, Holly Springs and Ball Ground will develop an Action Plan with the goal of eliminating roadway fatalities and serious injuries by a certain percentage and date determined by the plan. Area representatives and a selected consultant/moderator will plan meetings and combine public input, data analysis, and statistics into a plan. A Task Force will be charged with supervising the implementation and monitoring.

A baseline will be developed from studies of the frequency of crashes, severity of injuries, areas, times, driver ages, law violations, weather conditions, lighting, traffic volume and prevailing types of crashes. A consideration of systemic and specific safety needs will also be performed to employ low cost, high impact strategies that can improve safety.

Engagement methods will include gathering of information from holding public meetings at multiple Cherokee County locations especially within disadvantaged Census Tracts 903, 904, 906.01, 906.02, 907.02, 908.03, 908.04, 909.04, 909.05, 910.03 and 910.05 with a virtual attendance option, presenting to clubs and area groups, posting a survey and video on all participating government's websites, notifications of the survey in the local newspaper, and local neighborhood and nonprofit newsletters.

The Task Force will review and assess road development policies and guidelines, County strategies, comprehensive plans, economic development plans and other transportation manuals to identify standards and guidelines to prioritize transportation safety.

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Using local data, best evidence and practices, stakeholder input, and countermeasures that address prevailing crash types, strategies and projects will be developed with a timeline. Prioritization will be given to potential of reducing crash rates and eliminating safety concerns.

The Task Force will report quarterly on Action Plan evaluation data (baseline information, measurement methods and data) to the public via website and local media releases. An annual evaluation will be completed to confirm that safety concerns are addressed.

C. Work Tasks:

Specific objectives, which must be provided and are listed in Section B, Background and Objectives, are identified, but consultants may propose additional ones that contribute to the successful completion of the project and meet overall project objectives.

Below is the complete scope of work and schedule the Cherokee County, Georgia Safe Streets for All Action Plan:

Cherokee County, Georgia Safe Streets for All Action Plan

Scope of Work/Services

Primary Objectives

- a. Analyze existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across Cherokee County.
- b. Analyze the location where there are crashes, the severity, and contributing factors and crash types.
- c. Analyze the systemic and specific safety needs as needed, such as high-risk road features, specific safety needs relevant to road users, etc;
- d. Create a geospatial identification of higher risk locations.
- e. Engage with the public and all relevant stakeholders, including community groups and the private sector.
- f. Incorporate feedback received through public engagement into the safety action plan.
- g. Facilitate inter- and intra-governmental cooperation and collaboration amongst Cherokee County, Canton, Woodstock, Holly Springs, Ball Ground, GDOT, FHWA, ARC, etc;
- h. Create an equitable and inclusive representative process, including in project identification and access.
- i. Identify underserved communities through data.

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- j. Develop a plan that includes consideration for current policies, plans, guidelines, and standards, including consideration of how to improve safety.
- k. Develop targets within the plan to reach zero roadway fatalities and significant injuries or set targets that have a significant decline in roadway fatalities and significant injuries by a date set by the stakeholders.
- l. Develop a plan that discusses implementation through the adoption of revised or completely new policies, standards, and guidelines.
- m. Create a comprehensive list of projects and strategies to address safety, including time ranges for when projects and strategies can realistically be deployed. The projects should include low-cost incremental measures that can be deployed quickly that can be developed into larger projects.
- n. Create a project prioritization strategy.
- o. Research and develop funding recommendations for the list of projects and strategies.
- p. Discuss within the plan how progress will be measured over time, including utilizing outcome data.
- q. Create a project webpage for staff and public to monitor progress and provide input as needed.

Key Safety Action Plan Dates:

- : Planned Action Plan Kick Off Date
- : Planned Draft Action Plan Completion Date
- : Planned Action Plan Completion Date
- : Planned Action Plan Adoption Date
- : Planned SS4A Final Report Date

Schedule

1. Project Initiation

- i. Kickoff meeting
- ii. Review of previous plans and documents
- iii. Discuss stakeholder expectations
- iv. Review existing legislation and policy
- v. *Deliverables:* Kickoff meeting, summaries of meetings with stakeholders, final detailed scope, schedule, public outreach plan, and stakeholder engagement plan

2. Data Collection and Existing Conditions Analysis

- i. Collect base map data and information from local jurisdictions and the Atlanta Regional Commission, as needed
- ii. Collect and begin analysis of crash data
- iii. Complete inventory of existing roadways and pedestrian infrastructure
- iv. Complete inventory of existing and planned roadway and pedestrian projects

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- v. *Deliverables:* Base maps of existing roadway conditions, active and planned projects, crash trends and hotspots

3. Public Involvement

- i. Consultant is expected to host at least two informational meetings with the public in which local stakeholders will be in attendance
- ii. Consultant is expected to create an online survey to be used to engage with citizens on existing projects and issues as well as to engage on draft project lists created later in the project
- iii. Consultant is expected to establish a website for the project, where information on the project and schedule will be available to the public, and online public surveys will be hosted
- iv. Consultant will engage with the public through media releases and an e-mail list established on the project website
- v. *Deliverables:* Project website, online communications with public, informational meetings with the public, summaries of informational meetings with the public, public engagement schedule posted on project website

4. Stakeholder Involvement

- i. Consultant is expected to attend monthly check-in meetings with project team staff members representing all local jurisdictions and the Atlanta Regional Commission
- ii. Consultant is expected to create a stakeholder committee that will help guide the SS4A Safety Action Plan process
- iii. Consultant is expected to collaborate with GDOT and FHWA as needed
- iv. *Deliverables:* Monthly check-in meetings, stakeholder engagement strategy, summaries of monthly check-in meeting

5. Development of Draft and Final Cherokee County, Georgia Safe Streets for All Action Plan

- i. Consultant will develop Draft and Final Cherokee County, Georgia Safe Streets for All Action Plan
- ii. Final Cherokee County, Georgia Safe Streets for All Action Plan will be adopted by the Cherokee County Board of Commissioners in February 2025
- iii. *Deliverables:* Draft and Final Cherokee County Safe Streets for All Action Plan documents and supporting map packages, project lists, etc.

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Public Participation Strategy

Primary Objectives

- a. Provide an avenue for the public to learn about the developing plans on a central website.
- b. Provide both in-person and online public comment opportunities regarding the project objectives, project selection, etc.
- c. Continue soliciting community input on transportation desires and concerns throughout the agreed upon public involvement period.
- d. Specifically reach out to low income, minority, and non-English speaking communities, and.
- e. Gauge community reaction to potential new transportation and safety solutions for the area.

Deliverables

- Cherokee County, Georgia Safe Streets for All Action Plan document
- Safety Action Plan Executive Summary Provided in a PowerPoint format
- GIS project shapefiles for all identifies projects and crash data