

MONTACHUSTT REGIONAL PLANNING COMMISSION

**REQUEST FOR PROPOSALS
SS4A Regional Comprehensive Safety Action Plan
VISION ZERO PLAN**

SCHEDULE

RFP released:	Monday, September 25, 2023
Questions due:	Friday, October 6, 2023, by 4 p.m.
Answers to questions posted:	Monday, October 16, 2023, by 4 p.m.
Proposals due:	Monday, October 23, 2023, by 12 p.m.
Potential Interviews with Consultants:	October 24-31, 2023
Contract window:	November 2023

QUESTIONS

All questions regarding this Request for Proposals (RFP) should be directed to:

Brad Harris, Transportation Project Director
E-mail: bharris@mrpc.org

SUBMISSION

Submit responses electronically until Monday, October 23, 2023, by 12 PM to:

Brad Harris, Transportation Project Director
E-mail: bharris@mrpc.org

RFP advertised at: www.mrpc.org

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SECTION 1: INTRODUCTION

ABOUT MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

The Montachusett Regional Planning Commission (MRPC) is one of thirteen regional planning agencies located in Massachusetts and was established under Chapter 40B of the Massachusetts General Laws. Situated in north central Worcester County and western Middlesex County within Massachusetts, the MRPC serves 22 member communities with planning assistance and services from land use, economic development, and mapping to transportation/transit. MRPC member communities include the 19 towns of Ashburnham, Ashby, Athol, Ayer, Clinton, Groton, Harvard, Hubbardston, Lancaster, Lunenburg, Petersham, Phillipston, Royalston, Shirley, Sterling, Templeton, Townsend, Westminster, and Winchendon and the 3 cities of Fitchburg, Gardner and Leominster. As part of state and federal transportation planning requirements, the MRPC also serves as staff to the Montachusett Metropolitan Planning Organization (MPO) that encompasses the same 22 community jurisdictional area as the MRPC.

As part of the SS4A application, the Montachusett Regional Transit Authority (MART) was a joint applicant for this grant. Also located in the north central section of the Commonwealth, MART provides public transit services through contracts with private operators. Services include fixed route bus; ADA complementary services for the disabled; Councils on Aging (COA); Subscription services; Job Access Reverse Commute (JARC) night service, regional bus/shuttle routes; and Dial-A-MART services which contract services for various human service agencies. MART serves 25 communities in total of which 19 communities are in the MRPC region. Six communities are outside of the MRPC jurisdiction are Barre, Bolton, Boxborough, Hardwick, Littleton and Stow.

The total jurisdiction for this SS4A Safety Action Plan grant is illustrated in the following Figure 1.

Figure 1 – SS4A Safety Action Plan Study Area

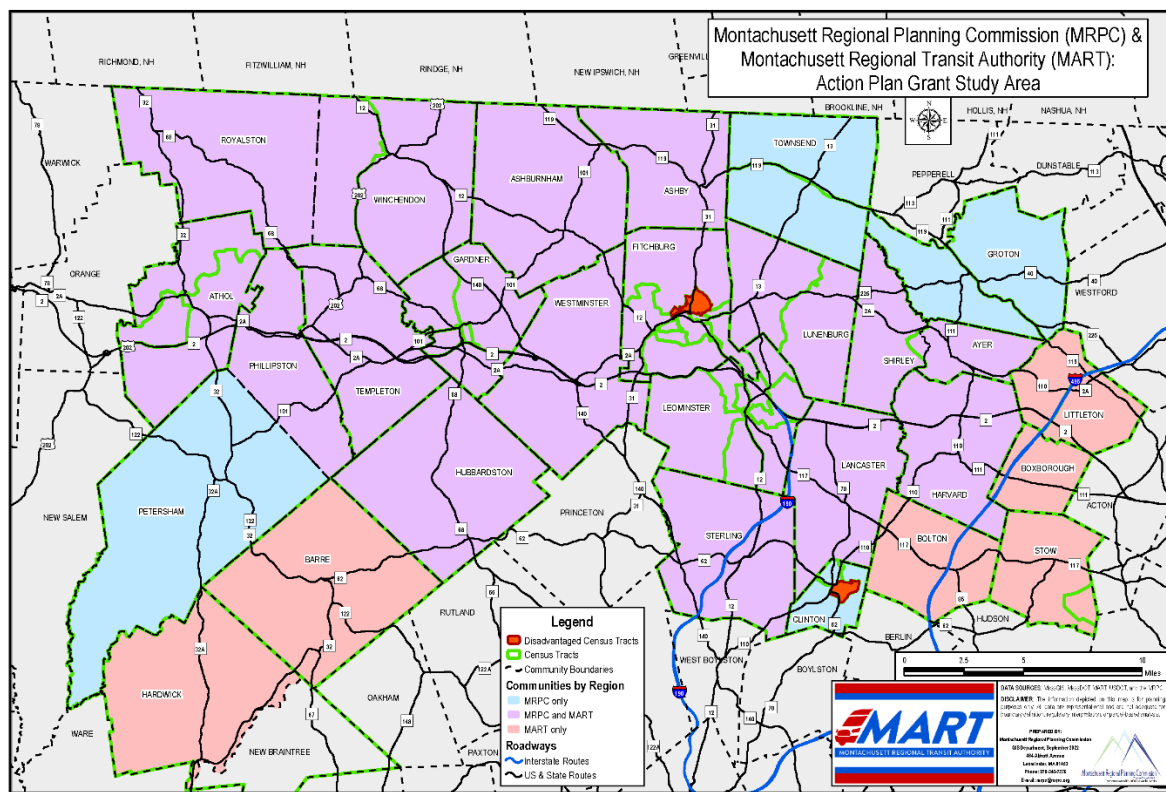


Table 1 - Listing of SS4A Montachusett Safety Action Plan Communities

MRPC Members	Ashburnham, Ashby, Athol, Ayer, Clinton , Fitchburg, Gardner, Groton , Harvard, Hubbardston, Lancaster, Leominster, Lunenburg, Petersham , Phillipston, Royalston, Shirley, Sterling, Templeton, Townsend, Westminster, Winchendon <i>Bold, Italic – Non-MART Communities</i>
MART Members	Ashburnham, Ashby, Athol, Ayer, Barre , Bolton , Boxborough , Fitchburg, Gardner, Harvard, Hardwick , Hubbardston, Lancaster, Leominster, Littleton , Lunenburg, Phillipston, Royalston, Shirley, Sterling, Stow , Templeton, Townsend, Westminster, Winchendon <i>Bold – Non-MRPC Communities</i>

SAFE STREETS AND ROADS FOR ALL (SS4A)

The Infrastructure Investment and Jobs Act or the Bipartisan Infrastructure Law (BIL)—established the Safe Streets and Roads for All (SS4A) discretionary grant program with \$5 billion dollars of funding appropriated over a period of five years.

The SS4A discretionary program supports the development of a comprehensive safety action plan (Action Plan) that identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues. Action Plans are the foundation of the SS4A grant program. SS4A requires an eligible Action Plan to be in place before applying to implement projects and strategies. The SS4A program provides funding for two types of grants:

- **Planning and Demonstration Grants** provide Federal funds to develop, complete, or supplement a comprehensive safety action plan. An Action Plan aims to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region.
- **Implementation Grants** provide Federal funds to implement projects and strategies identified in an Action Plan to address a roadway safety problem. Projects and strategies can be infrastructure, behavioral, and/or operational activities. Applicants must have an eligible Action Plan to apply for Implementation Grants.

BUDGET

The total grant award for both this Safety Action Plan is \$979,500. The SS4A program is an 80-20 program, meaning 80% of the award is federal aid and 20% is a local match. The Massachusetts Department of Transportation has agreed to provide matching funds of \$187,500 to support the MRPC. The MRPC and MART have also identified an additional \$42,000 in local funds in support of the grant. These local funds are derived from local assessments, and District Local Technical Assistance funding. It is also assumed that the time frame for completion of this Safety Action Plan will take 24 months from the start and signing of a contract between the selected consultant and MRPC.

The following table summarizes the total funding for this grant.

Table 2 – SS4A Funding Summary

Federal	SS4A Grant		\$750,000
Local Match	MRPC	Local Assessments	\$12,000
		DLTA	\$24,000
		Total MRPC	\$36,000
	MART	LTA	\$6,000
		Total MART	\$6,000
	MassDOT	State Funds	\$187,500
		Total MassDOT	\$187,500
Total Local Match			\$229,500

Federal SS4A Funds	\$750,000
Local Match	\$229,500
Total Grant Funding	\$979,500

MRPC entered an agreement with FHWA (No. 693JJ32340223) executed on September 5, 2023. Up to \$750,000 for consultant support is available for this award. Before the contract is awarded to the selected consultant, the consultant, and the MRPC will enter contract negotiations to determine the final scope, fee, and the fairest contract arrangement for all parties.

We ask that interested parties bid on this proposal and indicate a scope of work that closely aligns with the allocated consultant funds. Additionally, if specific tasks cannot be fulfilled based on this budget, please list those tasks as potential add-ons and indicate an approximate cost for the specific tasks. If additional funding becomes available, MRPC may be able to proceed with some of those activities.

ABOUT THIS REQUEST FOR PROPOSAL

MRPC submitted a SS4A grant application in coordination with its member communities and the Montachusett Regional Transit Authority (MART). This RFP solicits qualified transportation consultants to provide technical work supporting MRPC's regional Comprehensive Safety Action Plan. The geographic project area for this proposal consists of the MRPC's 22 member communities and an additional 6 MART member communities. Refer to Figure 1 for a map of the entire 28 community study area.

SECTION 2: STATEMENT OF WORK

Project Scope

The project will begin on November 1, 2023, and must be completed in 27 months (February 1, 2026). All respondents to this proposal shall have a working knowledge and be familiar with Vision Zero Planning as defined and stated by federal and state agencies.

The Safety Action Plan should follow the same guidelines as the Safe Systems Approach utilized by the U.S. Department of Transportation (USDOT) and the Federal Highway Administration (FHWA). The consultant may add any additional pertinent information to the scope as his experience and expertise so determine. This project will follow all required plan components and guidelines as stated in the Notice of Funding Opportunity (NOFO) by the USDOT Safe Streets and Roads for All Discretionary Grant Program. For more information on plan components, visit the FHWA [website](#).

In summary, the final product will visualize data that connects prevalent risk and crash characteristics to agency policy and processes, including implementing proven safety countermeasures, identifying projects or locations for priority funding, and supporting future local project development. This project will focus on all users, including pedestrians, cyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators. Consultants should review **Appendix F** and confirm the components presented in the eligibility checklist can be provided in compliance with the Safe Streets and Roads for All Grant.

Timeframe: The contract will begin on November 1, 2023, and end February 1, 2026.

Project Tasks

Task 1: Stakeholder and Public Engagement

Lead: Consultant

Supportive & Oversight: MRPC/MART

The MRPC will seek to build partnerships with all stakeholders to develop the MRPC SS4A **Vision Zero Action Plan** (Plan). Building partnerships will be based on the guidance set forth by the Federal Highway Administration under the SS4A grant program that will include but not be limited to the following activities:

- Engaging all communities within the combined MRPC and MART regions (see map above).
- Roles and responsibilities need to be defined.
- Data development and data sharing.
- Evaluate which projects and strategies are the most effective as well as equitable.
- Evaluate and change policies as needed.
- Establish accountability measures.

In this effort to improve upon and build relationships with the combined MRPC and MART communities, the Consultant will take the lead while the MRPC will fulfil a supportive and oversight role described below. The engagement will be effectively facilitated through in-person and remote meetings that will require participation from the Consultant MRPC and MART staff. The grant requires the development of a **Vision Zero Action Committee** (VZAC) that will inform and guide the development of the Plan, assist with a review and comment process that will consist of draft documents, key milestones, and the engagement process.

MRPC Role

In the supportive and oversight role, the MRPC Plan Manager MRPC and MART staff will oversee and support the engagement task with the following subtasks. The MRPC and MART:

1. Will review and comment on the Consultant subtasks presented below prior to subtask implementation.
2. Will participate in all VZAC meetings.
3. Will hold a seat on the VZAC.
4. Will schedule and coordinate all meetings (i.e., Consultant, VZAC, public, municipal committee).
5. Will hold monthly progress meetings with the Consultant.
6. Will conduct the administration of language translation and materials.
7. Will incur the costs of the language translation and materials.
8. Will update the Montachusett MPO at the key points of Plan development.

Consultant Role

In the lead role, the Consultant will be expected to present, for review and comment, the following subtasks to the MRPC Plan Manager and MART staff prior to implementation. The Consultant:

1. Will identify the VZAC members
2. Will develop materials (i.e. flyers, website, logo, social media posts) relevant to the Plan
3. Will prepare all materials for public and VZAC meetings. This will include presentation materials. The purposes of the meetings will be determined through collaboration with MRPC and MART. The meetings should effectively communicate the Plan status with the goal of achieving the desired outcomes.
4. Will handle all administrative support and outreach to the public.
5. Will participate in a minimum of four (4) in-person public meetings and a minimum of six (6) remote meetings.
6. Will participate in monthly remote progress meetings with the MRPC Plan Manager, MRPC and MART staff throughout the term of the contract.
7. Additional meetings will be added as needed.

Task 2: State of the Practice Review

Lead: Consultant

Supportive & Oversight: MRPC/MART

The Consultant will collect and review current transportation safety programs, policies, and activities and provide a summary of the efforts, including strategies other jurisdictions are using to address safety, identifying programs that have evidence of measurable success, and assessments of the most effective and efficient methods used to achieve outcomes. This review should be completed at the beginning of the project.

1. Review local and statewide Vision Zero plans, studies, and initiatives related to roadway safety and develop recommendations for improved collaboration to address safety analysis, project development, and implementation more effectively across the region.
2. Review local and statewide Vision Zero plans, studies, and initiatives related to **transit** safety and develop recommendations for improved collaboration to address safety analysis, project development, and implementation more effectively across the region.
3. Assess the quality and completeness of existing available data – including crash, transportation, land use, and demographic data. If analysis methods require more information, the Consultant may recommend additional data collection.
4. The Consultant will make recommendations, based on the literature, policy, and data review and input from the Vision Zero Advisory Committee Technical Advisors, on best analysis strategies and data requirements.

All material collected, reviewed, and the draft analysis completed by the Consultant will be provided to the MRPC Plan Manager, MRPC and MART staff for review and comment.

Task 3: Crash Data Analysis

Lead: Consultant

Supportive & Oversight: MRPC

The Consultant will work with MRPC staff and its' GIS Department to execute this task.

The Consultant will collect and review crash, traffic, and roadway data for at least the most recent 5-year period to understand critical safety issues and provide insight into trends, causes, and patterns of transportation safety throughout the combined MRPC and MART regions.

After building a strong base with data on fatalities and serious injuries, the Consultant will identify and develop a Trends-Based and Risk-Based High Injury Network (HIN). The Consultant should identify and map the HIN by analyzing where the high numbers of roadway deaths and severe injuries are occurring over at least a five-year period. Additionally, transit related crash and injury data should be compiled and analyzed in the same method in order to provide insight into trends, causes, and patterns.

MRPC Role

In the supportive role, MRPC staff and its GIS Department will provide the Consultant with any relevant data to support this analysis.

In the oversight role, the MRPC Plan Manager, MART staff and MRPC staff will review and comment on the draft Trends-Based and Risk-Based HIN.

Consultant Role

In the lead role, the Consultant will:

1. Develop a Trends-Based and Risk-Based HIN, establishing developed criteria and methodology for the analysis to provide to the MRPC and MART for future use.

2. Summarize crash characteristics effectively.
3. Determine the most likely contributing factors, matching crash activity with roadway characteristics such as speed limits, intersection controls, streetlights, pedestrian crossings, railroad crossings, etc., for each mode user (vehicles, motorcycles, bicycles riders, pedestrians, transit, etc.)
4. The data analysis and final recommendations will prioritize the “3 Es” of traffic safety: Engineering, Enforcement, and Education with a fourth “E” for Equity.

Through the analysis, the Consultant will identify:

1. Emphasis Areas (high-risk areas with the highest fatal and severe injuries crashes)
2. High-risk corridors (with the highest fatal and severe injuries crashes)
3. High-risk intersections (with the highest fatal and severe injuries crashes)
4. High-risk Transit locations (with the highest fatal and severe injuries crashes)

The Consultant will provide the MRPC Plan Manager, MART staff and MRPC staff with the draft Trends-Based and Risk-Based HIN for review and comment.

Task 4: Transportation Equity Review

Lead: Consultant

Supportive & Oversight: MRPC

The Consultant will work with MRPC staff and its’ GIS Department to execute this task.

The Consultant will conduct an equity analysis utilizing the [USDOT Justice 40 Initiative](#). This will include a transportation equity review to better understand how existing transportation systems, services, and decision-making processes impact the lives of all users, including underserved and underrepresented communities.

This will 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 communities. The MRPC and MART will provide support to the Consultant in assessing regional transportation equity indicators that measure transportation barriers in underserved and underrepresented areas and/or potential structural inequalities that different population groups may face.

MRPC Role

In the supportive role, MRPC staff, its’ GIS Department and MART staff will work with the Consultant to develop equity indicators based on available data sets.

In the oversight role, the MRPC Plan Manager, MRPC and MART staff will review and comment on the draft Equity Review.

Consultant Role

In the lead role, the Consultant will develop the combined MRPC and MART region-specific equity indicators and the Consultant will apply any findings of this task in the development of the final Plan.

The Consultant will provide the MRPC Plan Manager, MRPC and MART staff with the draft Equity Review for review and comment.

Task 5: Implementation Plan & Programs

Lead: Consultant

Oversight: MRPC

The Consultant will work with MRPC staff, its' GIS Department and MART staff to execute this task.

The Consultant will develop a strategy for implementing safety measures informed by the Trends-Based and Risk-Based HIN completed as part of **Task 3**. The Consultant should know FHWA's Proven Safety Countermeasures initiative. Relevant countermeasures and treatments should be applied as a strategy to effectively reduce roadway fatalities and serious injuries with respect to the Plan for the combined MRPC and MART regions and the means to monitor safety outcomes and evaluate the most effective measures.

The Consultant will identify potential projects for future grant applications. The types of countermeasures will be displayed on the web based final product. The web application should display countermeasures for recommended projects, which can be included in regular maintenance cycles and potential updates to current design standards to better align safety best practices.

The Consultant will identify potential projects based on the results of this task and develop an Implementation Plan and recommendations for Education and Enforcement Programs. Strategies, potential projects, and programs will be focused on the "3 Es" of traffic safety with a fourth "E" for Equity.

The Implementation Plan, Education, and Enforcement Programs will:

- Recognize the needs of all users of the multimodal transportation system.
- Include potential projects that are feasible and applicable for grant funding.
- Include conceptual infrastructure improvements with quantifiable costs.
- Include an implementation schedule.
- Address project evaluation and prioritization

Strategies and recommendations will consider and outline fiscal and employee resources necessary for a continued, sustained, and successful effort to achieve traffic safety goals. A project readiness timeline for each strategy and project should be included (i.e., short-term = up to five years; mid-term = five to ten years; long-term = 10+ years).

MRPC Role

In the oversight role, the MRPC Plan Manager, MRPC and MART staff will review and comment on the draft Implementation Plan and Programs.

Consultant Role

In the lead role, the Consultant will provide the MRPC Plan Manager, MRPC and MART staff with a draft of the Implementation Plan and Programs for review and comment.

Task 6: Final Plan

Lead: Consultant

Supportive & Oversight: MRPC

The Consultant will work with MRPC, its' GIS Department and MART staff to execute this task.

The Consultant will create an administrative draft of the MRPC SS4A **Vision Zero Action Plan**. The draft Plan should be in a shared document, which will allow MRPC and MART staff active editing and commenting. VZAC members will also receive a draft for their review and comment.

MRPC staff, in coordination with MART staff, will create a comment resolution matrix to gather all comments received and report on how they were incorporated or resolved in the draft. Upon final review and the consent of the VZAC, the Consultant will develop final materials that the MRPC and MART can share in an online format. The content should be visually appealing, easy for policymakers and stakeholders to understand, and clearly

communicate Plan strategies and recommendations. The final Plan will discuss implementation by adopting revised or new policies, guidelines, and/or standards.

MRPC Role

In the supportive role, MRPC and MART staff will assist the Consultant with the final approval process in their scope of work which will be accounted for in their proposal.

In the oversight role, the MRPC Plan Manager MRPC and MART staff will review and comment on the draft final Plan.

The MRPC will be responsible for presenting and achieving final recommendations and Plan approval. The Consultant will include assistance with the final approval process in their scope of work which should be accounted for in their proposal.

Consultant Role

The Consultant will assist the MRPC and MART with the final approval process per their scope of work accounted for in their proposal.

In the lead role, the Consultant will develop a final deliverable with materials that the MRPC and MART can share in an online format that achieves the following objectives:

1. Effectively communicates a clear message both graphically and with accompanying text.
2. Is easy to read, understand, and accessible.
3. Clearly conveys key implications as they relate to policies, programs, practices, strategies, infrastructure projects, funding, and other recommendations.

Using data, methods, and datasets identified in **Task 3** to inform the Plan and Project Prioritization, the final platform should include:

- a. A HIN displaying the **top two** priorities per municipality, if they exist (56 possible total)
- b. A final HIN, identify the **top 25** intersections.
- c. A final HIN related to Transit issues and locations.
- d. An interactive display of regional trends over time.
- e. Visualize the prevalence of crash types, especially those resulting in fatalities and serious injuries.
- f. Display the regional distribution of crashes, including geographic locations of crashes as well as road typologies or system characteristics for the combined MRPC and MART regions:
 - All listed elements (a-e) should be interactive and can be visualized with respect to the equity indicators developed in **Task 4**.

The Consultant must provide the MRPC with all data and study products for future Plan activities. All related methodologies for data tools should be provided to the MRPC upon completing this project. The MRPC will share information, data, products and related tools with MART as requested and needed.

SECTION 3: CONTENT FOR PROPOSALS

This procurement process complies with CFR Title 2, Subtitle A, Chapter II, Part 200, Subpart D, [§§ 200.317 through 200.327](#).¹

Respondents shall provide documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. The response shall be submitted according to the format set forth below. As previously stated, MRPC will review each proposal and make a determination as to the sufficiency and adequacy of the Respondent's qualifications. If the Respondent fails to provide or omits information, there will be no appeals process or acceptance of additional materials.

Contents of Proposals Response

Cover Letter / Letter of Interest (1 page)

The response will contain a letter of interest that declares that the Respondent is submitting the response without collusion with any other person or entity submitting a response pursuant to this solicitation. Letters should not contain links to other web pages, are not to exceed one (1) page in length, and will include, at a minimum, the following information in the following format:

1. Name, address, and contact information for the submitting person or entity.
2. Organization profile and qualifications: This section of the letter must describe the proposing firm and must also identify the primary individuals responsible for supervising the work, including their titles and/or their classifications.

Letters of Interest shall be signed by a representative of the Respondent who has the authority to negotiate and contractually bind the consultant/firm.

Table of Contents (1 page)

The table of contents should outline, in sequential order, the major areas of the Response Package as shown herein. All pages of the Response Package, excluding attachments, must be clearly and consecutively numbered and correspond to the table of contents.

Executive Summary (1 page)

Provide a complete and concise summary of Respondent Team's background, types of expertise and ability to meet the requirements of this RFP. The executive summary should briefly state why the Consultant Team is the best candidate for the project.

Statement of Organization & Personnel Qualifications (Not more than 10 pages)

Respondents shall include within their Submittal a Statement of Organization. The Statement of Organization should include the following information:

¹ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d>

1. **Project Approach** – Respondents should describe their approach to the project and requirements for fulfilling the Vision Zero planning process required by FHWA.
2. **List of Personnel with Stated Qualifications**

Respondents must first supply a summary list of personnel who will actually perform the work for the anticipated contractual services. The individuals listed must have at a minimum:

 - a. Professional licenses/certifications.
 - b. Experience performing transportation safety studies.
3. **Description of Relevant Experience**

Descriptions of relevant experience and other certifications for each of the individuals shall be provided. These descriptions should be limited to one page per individual. The following experiences should be included in the individual personnel descriptions:

 - a. Certified Road Safety Professional or Professional Traffic Operations Engineer
 - b. Experience with evaluation of safety data and/or conducting road safety assessments.
 - c. Applying Highway Safety Manual procedures for site evaluation, crash prediction, and countermeasure selection
 - d. Expertise in traffic operations and roadway design
 - e. Experience estimating costs for installing safety countermeasures.
 - f. Working with MassDOT’s Traffic and Safety Operations Section and District Offices
 - g. Any other experiences related to traffic safety analyses.
4. **Tasks and Timeline** – Respondents should provide details on achieving the tasks noted in this RFP and the timeline for providing deliverables, project milestones, reporting, and completion.

Relevant Prior Project Experience (5 pages)

Identify projects that demonstrate relevant project experience according to the Scope of Services in Section 2 of this RFP. The examples should come from relevant team members’ experience and should have been performed in the last five (5) years. References of transportation safety plans successfully conducted or underway, are preferred.

References (1 page)

Respondents shall provide names and addresses of a representative list of clients/references with which the Respondent has performed similar work. References shall include a contact person, current telephone number, and current email addresses.

Statement of Financial Stability

Respondents shall provide a statement in writing, signed by a duly authorized representative, stating the present financial condition of the Respondent, and disclosing information as to Respondent’s involvement in any current bankruptcy proceedings. The Statements of Financial Stability shall be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

Statement of Litigation History

Respondents shall provide a statement describing any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or political subdivision thereof or which may affect the performance of the services to be rendered herein, in which the Respondent, any of its employees,

subcontractors or sub-consultants is or has been involved within the last five years. The Statement of Litigation History shall be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

Disposition of Proposals

All proposals submitted in response to this RFP will become the property of MRPC and a matter of public record. The respondent must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure under Massachusetts' Public Records Laws. Any Respondent claiming such an exemption must also state that it agrees to defend any action brought against MRPC for its refusal to disclose such material, trade secrets or other proprietary information to any party making a request, therefore. Any Respondent who fails to include such a statement shall be deemed to have waived its right to an exemption from disclosure as provided by said action.

Disadvantaged Business Enterprises (DBE) Certification

MRPC seeks meaningful participation by qualified disadvantaged businesses in its procurement process. A DBE is defined as, "for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific, and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged." The proposal shall indicate the minimum percentage of the total contract value that is to be paid to any sub-consultant or supplier for which DBE status is claimed. DBE firms are requested to submit evidence of such classification with the Response Package (as Attachment F).

Attachments

Executed copies of:

- **Attachment A: Certification of Non-Collusion**
- **Attachment B: Certification of Contingent Fees**
- **Attachment C: Certification of Fair Employment Practices**
- **Attachment D: Conflict of Interest Disclosure**
- **Attachment E: DBE Certification** (if applicable)

MRPC recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women-owned/managed or Disadvantaged Business Enterprises (DBE). While there is no requirement for DBE involvement for this contract, DBE firms are requested to submit evidence of such classification with the Qualifications Package.

- **Attachment F: Safe Streets and Roads for All Self-Certification Eligibility Worksheet**

Proposal Packages submitted for consideration should be arranged following the format shown below:

Qualifications Package Structure	
1. Cover Letter / Letter of Interest	1 page-single sided
2. Table of Contents	1 page single sided
3. Executive Summary	1 page single sided
4. Personnel and Qualifications	10 pages single sided
5. Prior Project Experience	4 pages single sided
6. References	1 page single sided
Attachment A: Certification of Non-Collusion	
Attachment B: Certification of Contingent Fees	
Attachment C: Certification of Fair Employment Practices	
Attachment D: Conflict of Interest Disclosure	
Attachment E: DBE Certification (if applicable)	
Attachment F: Safe Streets and Roads for All Self-Certification Eligibility Worksheet	

NOTE: Proposal Packages should not exceed 20 pages (excluding attachments).

SECTION 4: SUBMISSION, EVALUATION, AND SELECTION

Submission

All materials submitted in response to this RFP become the property of MRPC upon delivery and are to be appended to any formal documentation which would further define or expand the contractual relationship between MRPC and the Respondent.

Inquiries - Respondents may submit written email inquiries for interpretation of this RFP to Brad Harris, Transportation Project Director, at bharris@mrpc.org no later than **Friday October 6, 2023, by 4:00 PM**. Questions made and answered will be summarized in writing for distribution on the MRPC website (www.mrpc.org) no later than **Monday, October 16, 2023, by 4:00 p.m.** All questions will remain anonymous. Addendums or amendments to this RFP, if required, shall also be posted to the website.

MRPC staff will not respond to verbal questions or meeting requests regarding this solicitation. Any email correspondence related to this RFP should refer to the appropriate RFP title, page, and paragraph.

Verification of Information - MRPC staff may verify all information submitted in a Proposal Package. Submission of information deemed to be inaccurate may result in a determination of non-response and a rejection of the Proposal Package.

Exceptions - Any desired exceptions to the terms and conditions of this RFP must be included in the Proposal Package and must address the specific page and paragraph of the RFP in which the conflict exists. A Respondent's preprinted terms and conditions will not be considered as exceptions.

Proposal Packages - The Proposal Package and other information received in response to this RFP shall be shown only to MRPC staff. After the award, the successful Proposal Package and evaluation document shall be open for public inspection.

Late Proposal Package - Late Proposal Packages will not be considered, and the Consultant/Firm shall be notified.

Withdrawal of Proposal Packages - Submitters may withdraw their Proposal Package by notifying MRPC at any time. They may withdraw their Qualifications Package in person or through an authorized representative. To withdraw a response, a submitter or authorized representative must disclose their identity and provide a signed letter for which a written receipt will be provided. Proposal Packages become the property of MRPC and will not be returned to the submitters. Upon receiving responses, they become a "public record" and shall be subject to public disclosure.

Evaluation Criteria

Proposals will be reviewed by a selection committee composed of MRPC and MART staff. Each member of the committee will evaluate each Proposal Package against the RFP selection criteria, as listed below. For each Proposal Package, the individual criterion will be ranked on a scale of 1 to X where X equals the number of total Proposal Packages received. As an example, if four Proposal Packages are received, the ranking scores will run from 1 to 4 with 1 being the first choice, 2 being the second choice, etc. If 12 Proposal Packages are received, the ranking scores will run from 1 to 12, again with 1 being the first choice, 2 the second choice, and so on until 12, which would be the last choice. These scores will then be multiplied by its assigned weight factor. The criteria scores will be added together for a total score for each Proposal Package. See below.

The scores from the written Proposal Packages will be summed based on the selection criteria to create a ranked list of Respondents. At this point the Respondent with the lowest score will be selected to conduct the work. The MRPC staff may also initiate a short-list interview process if necessary.

Selection Criteria	Priority	Weight
Project Approach	1	3
Description of Relevant Experience	2	2
List of Personnel with Stated Qualifications	3	1
Tasks and Timeline	4	1

Each Selection Criteria will be scored 1 through X, where X equals the number of Proposal Packages submitted.

Award of the Contract

Notwithstanding any other provision of this RFP, the MRPC expressly reserves the right to:

- Waive any immaterial defect or informality.
- Reject any or all Qualifications Packages, or portions thereof.
- Reissue a Request for Qualifications.
- Modify the number and types of tasks to be collected to meet budgetary limitations.
- Cancel the Solicitation.

Offer and Acceptance Period

A response to this RFP implies that there is a willingness on the part of the Consultant/Firm to contract with MRPC based upon the terms, conditions, tasks and specifications contained herein. Submitted Proposal Packages are deemed irrevocable for one-hundred eighty (180) days after the date and time that the proposal packages are due.

Respondent's Rights

All materials submitted in response to this RFP become the property of MRPC.

SECTION 5: MAJOR CONTRACT PROVISIONS

This section indicates the major terms and conditions a prospective Respondent should be aware of in the development of the Proposal Package. This is not “all-inclusive” but contains the major provision that might affect the development of the Proposal Package.

Payment

Payment will be made in arrears only after submission of proper invoices to MRPC. Billing shall represent work completed prior to the invoice date. The invoice shall identify the description of work performed at the contract rates. Payment of any invoice shall not preclude MRPC from making a claim for adjustment on any service found not to have been in accordance with the contract. Invoices may not be submitted more frequently than monthly.

Conflict of Interest

MRPC reserves the right to preclude offering a work assignment to a Consultant/Firm should a real, apparent, or potential conflict of interest exist as determined by MRPC.

Performance Standards

MRPC relies upon the Consultant/Firm to provide services in accordance with the contract and performance standards established for each work assignment in the Task Order. The Consultant/Firm agrees that time is of the essence, and that contractual commitments shall be met.

Delivery of Data and Work Projects

Unless specified otherwise, the final embodiment of deliverables (maps, charts, tools, reports, etc.) will be delivered in an electronic format to include editable originals, linked supporting graphics and images, and final portable document format (pdf) files.

Ownership of Data and Work Products

All deliverables and/or other products of the contract (including but not limited to all procedures, Qualifications Packages, reports, records, summaries, software documentation, original data, GIS data original and derived, and other matters and materials gathered, prepared and/or developed by the Consultant/Firm in the performance of this contract) shall be the sole, absolute, and exclusive property of the Montachusett Regional Planning Commission, free from any claim or retention of rights thereto on the part of the Consultant, its agents, its subcontractors, officers, or employees. No data acquired from or via the MRPC may be used by the Consultant/Firm for any other projects.

Cancellation

Failure to perform any or all of the terms, promises and conditions of the contract, including the specifications, may be deemed a substantial breach thereof. Default may be declared at any time if, in the opinion of the MRPC:

- Consultant/Firm fails to adequately perform the services required in the contract.
- Consultant/Firm attempts to provide service or workmanship which is of an unacceptable quality.
or
- Consultant/Firm fails to make progress in the performance of the requirements of the contract, and/or gives MRPC a positive indication that the Consultant/Firm will not or cannot perform to the

requirements of the contract.

After notice of cancellation, the Consultant/Firm agrees to perform the requirements of the contract up to and including the date of cancellation, as though no cancellation had been made, and notwithstanding other legal remedies which may be available to MRPC because of the cancellation, agrees to indemnify MRPC for its cost in procuring the services of a new Consultant/Firm.

MRPC shall give the Consultant/Firm written notice of default. After receipt of such notice, the Consultant/Firm shall have five (5) days in which to cure such failure. In the event the Consultant/Firm does not cure such failure, MRPC may terminate all or any part of the contract without further consideration by so notifying the Consultant/Firm in writing.

Contract Termination

By written notice, MRPC may terminate the contract, in whole or in part, when it is deemed to be in their best interest. If the contract is so terminated, the Consultant/Firm will be compensated for work performed up to the time of the notification of termination. In no event shall payment for such costs exceed the current contract price.

Availability of Funds

If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the Consultant/Firm will only be reimbursed for the reasonable value of any non-recurring costs borne but not amortized in the price of services delivered under the contract, or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

Confidentially

The Consultant/Firm acknowledges that information disclosed to it concerning governmental operations during performance of a contract is confidential and/or proprietary and shall not be disclosed to third parties without prior written consent of those governments.

- The Consultant/Firm shall establish and maintain procedures and controls for the purpose of assuring that no information in its records or obtained from jurisdictions and governmental entities in carrying out its functions under the contract shall be used or disclosed by it. MRPC reserves the right to review such procedures to ensure acceptability. Persons requesting such information should be referred to MRPC.
- All proprietary information and all copies thereof shall be returned to MRPC upon completion of the work for which it was obtained or developed.

Removal of Contract Employees

The Consultant/Firm agrees to utilize only experienced, responsible, and capable people in the performance of the work. MRPC may require that the Consultant/Firm remove employees from the project who endanger persons or property or whose continued employment under this project is inconsistent with the interests of MRPC.

Contract Term

The term of any resultant contract shall commence on the date of the notice to proceed, unless terminated, canceled, or extended as otherwise provided herein. Should a contract extension be required, MRPC reserves

the right to extend the contract for a specific time period beyond the stated expiration date.

Insurance

Without limiting its liability, the Consultant/Firm shall maintain, during the life of the contract:

- Worker's Compensation Insurance
- Comprehensive General Liability Insurance
- Automobile Liability Insurance
- Consultant's Professional Liability Insurance

As part of the contract developed from this RFP, the Consultant/Firm shall include a standard form "Certificate of Insurance" as evidence of this coverage. The amounts of coverage shall be negotiated as part of the contract but shall generally be sufficient to protect MRPC from liability as a result of this study. This coverage may not be canceled, reduced, or allowed to lapse without written notice to MRPC.

SECTION 6: REQUIRED FORMS AND ATTACHMENTS

The following forms (attached hereto) must be signed by a duly authorized representative and submitted with the Qualifications Package.

Attachment A: Certification of Non-Collusion

Attachment B: Certification of Contingent Fees

Attachment C: Certification of Fair Employment Practices

Attachment D: Conflict of Interest Disclosure

Attachment E: Disadvantaged Business Enterprise (DBE) Certification (if applicable)

ATTACHMENT A: CERTIFICATION OF NON-COLLUSION

The undersigned, having been fully informed regarding the accuracy of the statements made herein, certifies that:

- (1) This Qualifications Package was developed and submitted independently and without consultation, communication, collusion, understanding, or agreement with any other Respondent or potential Respondent.
- (2) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract.
- (3) This Qualifications Package is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- (4) _____ its affiliates, subsidiaries, officers, directors and
(name of firm)
employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

The undersigned attests that they are authorized to make this certification on behalf of the Respondent, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Respondent/Firm

Date

Business Address

ATTACHMENT B: CERTIFICATION OF CONTINGENT FEES

The Respondent acknowledges that no MRPC assistance has been paid or will be paid on its behalf to any person(s) for influencing or attempting to influence an officer or employee of the MRPC, member of the MRPC Commission, an officer or employee of any MRPC member jurisdictions, or officer or employee of any MPO member jurisdictions in connection with the award of any MRPC contract, the making of any MRPC grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any MRPC contract, grant, loan, or cooperative agreement.

The undersigned attests that they are authorized to make this certification on behalf of the Respondent, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Respondent/Firm

Date

Business Address

ATTACHMENT C: CERTIFICATION OF FAIR EMPLOYMENT PRACTICES

The undersigned states that _____ by its employment
(Respondent)
policy, standards, and practices, does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to race, creed, color, national origin, age, sex, religion, or disability.

The undersigned attests that they are authorized to make this certification on behalf of the Respondent, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Respondent/Firm

Date

Business Address

ATTACHMENT D: CONFLICT OF INTEREST DISCLOSURE

Instructions

MRPC, in keeping with State Ethics Law, asks that all persons or firms seeking contracts valued at \$50,000 or more complete and submit this form along with their Qualifications Package. This requirement also applies to any proposed subcontractors whose portion of the work is valued at \$25,000 or more. Failure to comply with this requirement may cause your Qualifications Package to be declared non-responsive.

Questions

1. Does your firm have an existing relationship any with employee(s) of the MRPC, and/or member(s) or officer(s) of the Commission or the MPO that could be construed as having a conflict of interest (i.e., financial interest), or which would give rise to a conflict if your firm became a recipient of a contract with MRPC?

YES ☐ NO ☐

If "yes," please list the names of employee(s), committee member(s), or officer(s) and the nature of the relationship:

Name: _____

Relationship: _____

2. Have you or any member of your firm been an employee of MRPC, served as a member of the Commission, or as an MPO officer within the last 24 months?

YES ☐ NO ☐

If "yes," please list name(s), position(s), and dates of service:

Name: _____

Position: _____

Dates of Service: _____

3. Are you or any manager(s), partner(s), or officer(s) of your firm related by blood or marriage/domestic partnership to an employee of MRPC, Commission member, or MPO officer that is considering your contract Qualifications Package?

YES ☐ NO ☐

If "yes," please list name and the nature of the relationship:

Name: _____

Relationship: _____

4. In the last 24 months, have you or any members of your firm been a business partner of, employed, or about to employ an employee of the MRPC, Commission member, or officer of the MPO?

YES ☐ NO ☐

If "yes," please list name and the nature of the relationship:

Name: _____

Relationship: _____

5. Have you or any manager(s), partner(s), or officer(s) of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contribution(s) (including political contributions) or gift(s) to any current employee of the MRPC, Commission member, or MPO officer?

YES ☐

NO ☐

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name: _____

Date: _____

Value: _____

The undersigned attests that they are authorized to make this certification on behalf of the Respondent, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Respondent/Firm

Date

Business Address

**ATTACHMENT E: DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION
(IF APPLICABLE)**

ATTACHMENT F: SELF-CERTIFICATION ELIGIBILITY WORKSHEET

Safe Streets and Roads for All

Self-Certification Eligibility Worksheet

Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the [SS4A website](#) for more information.

Instructions: The purpose of this worksheet is to determine whether an applicant's existing plan(s) is substantially similar to an Action Plan for purposes of applying for an Implementation Grant or to conduct Supplemental Planning/Demonstration Activities only. Use of this worksheet is required. Applicants should not adjust the formatting or headings of the worksheet.

For each question below, answer "yes" or "no." If "yes," cite the specific page in your existing Action Plan or other plan(s) that corroborate your response, or cite and provide other supporting documentation separately.

An applicant is eligible to apply for an Action Plan Grant that funds supplemental action plan activities, or an Implementation Grant, only if the following two conditions are met:

- Answer "yes" to Questions **3 7 9**
- Answer "yes" to at least four of the six remaining Questions **1 2 4 5 6 8**

If both conditions are *not met*, an applicant is still eligible to apply for an Action Plan Grant that funds creation of a new Action Plan.

Lead Applicant:

UEI:

1 Are both of the following true?

- Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?
- Did the commitment include either setting a target date to reach zero, OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date?

☐ YES

☐ NO

If yes, provide documentation:

2 To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan's development, implementation, and monitoring?

☐ YES

☐ NO

If yes, provide documentation:

3 Does the Action Plan include all of the following?

- Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;
- Analysis of the location where there are crashes, the severity, as well as contributing factors and crash types;
- Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users; and,
- A geospatial identification (geographic or locational data using maps) of higher risk locations.

☐ YES

☐ NO

If yes, provide documentation:



Safe Streets and Roads for All

Self-Certification Eligibility Worksheet

4 Did the Action Plan development include all of the following activities?

- Engagement with the public and relevant stakeholders, including the private sector and community groups;
- Incorporation of information received from the engagement and collaboration into the plan; and
- Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.

☐ YES

☐ NO

If yes, provide documentation:

5 Did the Action Plan development include all of the following?

- Considerations of equity using inclusive and representative processes;
- The identification of underserved communities through data; and
- Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.

☐ YES

☐ NO

If yes, provide documentation:

6 Are both of the following true?

- The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and
- The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.

☐ YES

☐ NO

If yes, provide documentation:

7 Does the plan identify a comprehensive set of projects and strategies to address the safety problems in the Action Plan, time ranges when projects and strategies will be deployed, and explain project prioritization criteria?

☐ YES

☐ NO

If yes, provide documentation:

8 Does the plan include all of the following?

- A description of how progress will be measured over time that includes, at a minimum, outcome data.
- The plan is posted publicly online.

☐ YES

☐ NO

If yes, provide documentation:

9 Was the plan finalized and/or last updated between 2018 and June 2023?

☐ YES

☐ NO

If yes, provide documentation:

