REQUEST FOR QUALIFICATIONS

For

The Development of:

Osage County, KS

Comprehensive Safety Action Plan

for

Safe Streets for All (SS4A) Grant

OSAGE COUNTY
ECONOMIC DEVELOPMENT

SECTION I

GENERAL INFORMATION

A. OBJECTIVE

The purpose of this Request for Qualifications (RFQ) is to solicit and select a consultant to provide the following services:

- Osage County, KS has been awarded a federal grant to develop Comprehensive Safety Action Plan (CSAP) for the Safe Streets for All (SS4A) Program. The location covers these Osage County Communities: Burlingame, Carbondale, Lyndon, Melvern, Osage City, Overbrook, Quenemo and Scranton. The consultant will assist the Counties in developing a CSAP for the SS4A Program.
- The consultant will assist the County and list Cities in completing any and all forms required for compliance with the Grant Agreement with the US Department of Transportation Federal Highway Administration (FHWA).

As Osage County is the lead Recipient in the Grant Agreement, the consultant will be working with the County Name Here County Public Works Department to provide these services. It is the County's desire to have the CSAP completed by June 29, 2029.

B. ISSUING OFFICE

The RFQ is issued by Osage County Economic Development. All correspondence regarding this RFQ must emailed to Osage County Economic Development Director Colleen Mendoza at Cmendoza@osageco.org.

C. QUESTIONS AND ADDITIONAL INFORMATION

No pre-submittal meeting will be held. Please contact Osage County Economic Development Director Colleen Mendoza at Cmendoza@osageco.org with any questions regarding the RFQ.

D. RESPONSES

A digital copy of the Statement of Qualifications should be submitted. The information included should be as concise as possible. Please limit the RFQ to no greater than six (6) double sided pages (front and back), including the cover letter. Pictures or concept pages shall be limited to an additional four (4) pages (front and back).

To be considered, each firm must submit a response to the RFQ using the format provided in Section III. No other distribution of proposals is to be made by the submitter. An official authorized to bind the submitter to its provisions must sign the proposal.

E. SELECTION CRITERIA

Responses to this RFQ will be evaluated on a weighted system, using the criteria shown below. The Osage County Board of County Commissioners will complete the evaluation. A maximum of 100 total points will be given to each consultants using the breakdown shown below.

- Professional Qualifications and Experience (25 points)
- Statement of Availability (15 points)

- ❖ Approach to Completing the Work (15 points)
- ❖ Experience with Local Road Safety Plans, Local Road Safety Projects, and/or work with Department of Transportation Agencies on Federal Aid Projects for local road improvements (35 points)
- ❖ Quality Assurance (10 points)

F. PROPOSAL RECEIPT

Submit proposals by email only to:

Osage County Economic Development
Director Colleen Mendoza
Cmendoza@osageco.org

Proposals shall be received **December 11, 2026, at 4:00 pm.** Late submittals will not be accepted. All proposals received will become the property of Osage County.

SECTON II

BACKGROUND AND SCOPE OF WORK

BACKGROUND

Osage County has been awarded a grant from the United States Transportation Federal Highway Administration to develop a Comprehensive Safety Action Plan (CSAP) for the Safe Streets for All (SS4A) Program. This plan will help identify and include areas of disparity and ensure racial equity with the transportation infrastructure within the five included counties. The Federal Aid Grant, along with additional funding provided by the State of Kansas and Osage County (Local Public Authority) will give a total project budget of $745,000. Once the CSAP has been completed, submitted, and approved, these counties may be eligible for other grants to help with the construction or implementation of projects outlined in the CSAP.

Services to be completed under this agreement include, but are not limited to:

- ❖ Project start meeting
- ❖ Progress meetings
- ❖ Public engagement, including meetings with each community to align on project, timeline, resources needed
- ❖ Review of crash data
- ❖ Proposed Strategies & projects
- ❖ Safety analysis
- ❖ Equity consideration
- ❖ Commission Meetings
- ❖ Services determined to be important to the SS4A Program during scope of work meeting

Proposed timeline:

- SOQ's due by **December 11, 2026, at 4:00 pm**
- Consultant selection by December 15, 2026
- Agreement executed January 12, 2027
- Preferred completion of CSAP Date 6/29/2029

SECTION III

INFORMATION REQUIRED

A. PROFESSIONAL QUALIFICATION AND EXPERIENCE

1. State the full name and address of your organization and, if applicable, the branch office or other subordinate that will perform or assist in performing the work. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include the state in which it is incorporated. Indicate which state licenses are held.
2. Include the number of executive and professional personnel by skill and qualifications that will be assigned to the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify individuals who will do much of the work on this project by name and title. .
3. State history of firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
4. Qualifications and capabilities of any subconsultants shall also be included.

B. STATEMENT OF AVAILABILITY/APPROACH

Provide a description of how the consultant intends to provide the services requested in this RFQ. Include discussion of staff availability, ability to respond to requests, physical location of critical staff, how multiple tasks will be managed, and how accountability and quality control will be maintained. Also, include an approximate milestone schedule to complete the tasks required to complete the eight (8) components of the action plan.

C. EXPERIENCE WITH LOCAL ROAD SAFETY PLANS/SS4A ACTION PLANS/PROJECTS AND/ OR WORK WITH FHWA

Provide information on up to four comparable projects related to local road safety plans, local road safety projects, SS4A projects, and/or work done with State Department of Transportation Agencies on federal aid projects for local road improvements. The county is interested in the following information as it pertains to each project:

- Location
- Owner

- ❖ Funding sources
- ❖ Under/over budget
- ❖ Length of time for plan design
- ❖ Quality Assurance

D. QUALITY ASSURANCE

Describe what measures will be taken by the consultant to facilitate accountability to the county to ensure all operations are performed within industry standards, specifications, and yield survey data that is accurate and complete.

E. AUTHORIZED NEGOTIATOR

Include the name, address, and phone number of person(s) in the organization authorized to negotiate the professional services agreement with the county.

F. ADDITIONAL SERVICES

Describe any additional services, not listed in Section II, that would be provided by your firm to enhance the Comprehensive Safety Action Plan (CSAP) yet remain within the allotted budget amount. Any such additional services will be considered in the scoring for the Statement of Availability and Approach.

SECTION IV

PROFESSIONAL SERVICES CONTRACT

The Consultant selected as the Best Value Proposer will be expected to develop and enter into a professional services engineering contract with County Name Here County, including the terms and conditions required by the Grant Agreement, which includes but is not limited to compliance with 2 CFR Part 200, Appendix II and are located at General Terms and Conditions Under the Fiscal Year 2023 Safe Streets and Roads for All (SS4A) Grant Program | US Department of Transportation (October 1, 2024) and Exhibits to FHWA Grant Agreements Under the Fiscal Year 2023 Safe Streets and Roads for All Grant Program | US Department of Transportation.