

REQUEST FOR QUALIFICATIONS

Engineering Services for the Corbin Safe Streets for All Action Plan

I. INTRODUCTION

The City of Corbin invites consulting firms to submit their qualifications for engineering services related to the preparation of a Safe Streets for All (SS4A) Action Plan. The design firm selected will work with the City Manager and other staff to assess safety issues and the causes of accidents that lead to injuries and fatalities among motor vehicle users, bicyclists, and pedestrians within the City limits. The final deliverable will be an Action Plan with recommendations for improvements to the planning, policies, operations, and infrastructure of the City to reduce or eliminate accidents leading to deaths or serious injuries. The work shall be conducted in accordance with the requirements of the Federal Highway Administration (FHWA).

This Request for Qualifications does not commit the City to award a contract, to pay any cost incurred in the preparation of the submittal, or to procure or contract for services. The City reserves the right to negotiate with all qualified respondents, or to cancel in part or in its entirety this Request for Qualifications, if it is in the best interest of the City to do so.

II. PROJECT SCOPE

The scope of services for the project described in this RFQ may include some or all of the following:

- A. Coordination and participation with a steering committee of City staff and community stakeholders to oversee the Action Plan development.
- B. Safety analysis of existing conditions and historical trends to document factors that lead to serious accidents.
- C. Coordination of a public involvement process to provide community representation and feedback.
- D. Consideration of underserved portion of the population.
- E. Assessment of existing policies and guidelines, with recommendations for improvements.
- F. Identification of a comprehensive list of projects and strategies to address identified safety problems.
- G. Assistance with program reporting.

III. SUBMISSION REQUIREMENTS

Interested parties must submit their qualifications using the following format:

- A. A brief history of the firm and any sub-consultants indicating the ability of the firm or team to provide the personnel and disciplines required for the project. If a team or sub-consultant is to be used, identify the proposed contractual structure of the team (e.g. joint venture, prime consultant with subcontractors, etc.) and provide a clear identification of the functional responsibilities of each firm. Provide identification of the project manager who will be assigned to the project. Identify the location of the proposed office.

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B. Summary of Related Experience

The experience records of the firm or any subcontractors shall demonstrate experience with transportation safety initiatives.

Provide an outline and description of not more than three (3) relevant projects completed by the respondent. Information on each project should include: the client, location, associated firms used, summary of the scope of work, implementation status, and phone number for each project described.

C. Content

1. The names of key managerial and technical staff who will be assigned to the project including their technical, planning and public relations/communications skills shall be provided.
2. The submission should include a statement assuring that, once management and technical staff has been assigned to the project, there will be no replacement by any other personnel, unless they leave the company. And, in the event that any personnel originally assigned to the project is replaced, on account of leaving the company, the change in personnel will be of equal qualifications and will be subject to the concurrence of the City's project manager(s).
3. Provide the proposed project methodology related to or presented in the form of a series of tasks to be accomplished during the project.

D. The submittal shall be clearly labeled City of Corbin Request for Qualifications for Safe Streets for All Action Plan. RFQs will not be returned. The applicant shall submit five bound copies and one electronic copy of their proposal to:

Tori Brock, Corbin City Clerk
City of Corbin
805 South Main St.
Corbin, Ky 40701

The RFQ should be kept as concise as possible.

E. Submission Deadline

The Request for Qualifications must be received by 3:30 P.M. on **Wednesday, October 25, 2023**. The opening will follow at 4 P.M. RFQs received after that date and time will not be accepted. **No RFQs will be accepted by oral communication, telephone, electronic mail, or facsimile transmission.** Submissions may be withdrawn prior to the above scheduled time set for closing. Anything received after the

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date and hour specified will be rejected and returned unopened to the submitter. The City of Corbin reserves the right to postpone the date and time for accepting and/or opening the RFQ's through an addendum.

IV. INDEMNIFICATION

The City of Corbin reserves the right to reject any and all proposals, reject any particular item on a proposal, and to waive immaterial formalities. The City of Corbin reserves the right to negotiate with a selected Offerer the exact terms and conditions of the contract.

In connection with the performance of work under the contract, the contractor agrees to comply with the Fair Labor Standards Act, Equal Opportunities Employment Act, and all other applicable Federal, State and local laws, regulations and executive orders to the extent that the same may be applicable.