

# **REQUEST FOR PROPOSALS**

## **Safe Streets For All Action Plan**

**Deadline for Submission: Thursday, October 3, 2024, 10 a.m.**

**Return Proposals to:**

City of Pleasantville

18 N First Street

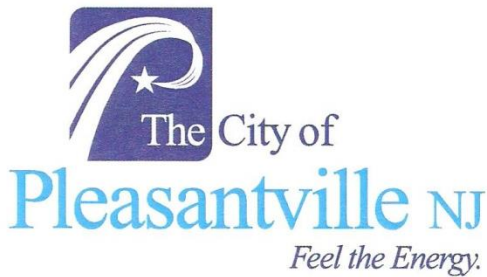
City Clerk's Office

Attn: Davinna King-Ali, City Clerk

Pleasantville NJ 08232

(609) 484-3611

[dking-ali@pleasantvillenj.us](mailto:dking-ali@pleasantvillenj.us)



## PUBLIC NOTICE

**PLEASE TAKE NOTICE** that the City of Pleasantville hereby solicits proposals from qualified engineering consultants to prepare a Safe Streets for All Action Plan (Action Plan) to identify, prioritize, and recommend future safety projects. The Consultant selected will utilize the most recent 5-year collision history available to identify emphasis areas, analyze current configurations and traffic safety devices, recommend strategies, and prioritize potential projects. The study will include, but is not limited to, analyzing existing timing at signalized intersections, sight visibility, adequate lighting, roadway alignments, bump outs, crosswalks, bikeways, trails, revising the Pleasantville Bike Pedestrian Circulation Study (January 2013), and recommending safety improvements and traffic calming devices. The Action Plan will primarily identify and address distracted driving, speeding, aggressive driving, roadway departure, head-on collisions, and collisions involving pedestrians and bicyclists. The selected consultant will be expected to provide complete, professional, high-quality services in coordinating with City personnel, and others who engage in the projects; and to provide the technical expertise, guidance, advice, and assistance in accomplishing the work. The Action Plan will identify safety projects for the City to submit for future USDOT SS4A funding consideration for implementation, as well as other potential funding sources.

Sealed proposals must be submitted to the City Clerk' Office, **on or before October 3, 2024, 10:00 am, City Hall, 18 N First Street, Pleasantville, NJ 08232.** All proposals must be contained in a sealed envelope with the name and address of the party submitting the proposal and marked "sealed proposal" and the position sought. **Please provide two (2) copies of proposals.**

**Each bid must include a fee amount that the successful bidder will be paid for services rendered.**

If interested, please obtain the request for proposal from the City Clerk's Office and/or the City's website at: [www.pleasantville-nj.org](http://www.pleasantville-nj.org), under "Forms."

For questions or further information, please contact Barry Ludy, CFO at (609) 484-3622, email to: [bludy@pleasantvillenj.us](mailto:bludy@pleasantvillenj.us).

Davinna P. King-Ali, RMC  
City Clerk

**CITY OF PLEASANTVILLE**  
**SAFE STREETS FOR ALL ACTION PLAN**  
**REQUEST FOR PROPOSAL**

**Introduction**

The City is soliciting proposals from qualified engineering consultants to prepare a Safe Streets for All Action Plan (Action Plan) to identify, prioritize, and recommend future safety projects. The Consultant selected will utilize the most recent 5-year collision history available to identify emphasis areas, analyze current configurations and traffic safety devices, recommend strategies, and prioritize potential projects. The study will include, but is not limited to, analyzing existing timing at signalized intersections, sight visibility, adequate lighting, roadway alignments, bump outs, crosswalks, bikeways, trails, revising the Pleasantville Bike Pedestrian Circulation Study (January 2013), and recommending safety improvements and traffic calming devices. The Action Plan will primarily identify and address distracted driving, speeding, aggressive driving, roadway departure, head-on collisions, and collisions involving pedestrians and bicyclists. The selected consultant will be expected to provide complete, professional, high-quality services in coordinating with City personnel, and others who engage in the projects; and to provide the technical expertise, guidance, advice, and assistance in accomplishing the work. The Action Plan will identify safety projects for the City to submit for future USDOT SS4A funding consideration for implementation, as well as other potential funding sources.

**Scope of Work**

The successful Consultant will provide the necessary services to provide the City with a final Action Plan in accordance with provisions within this RFP and the requirements of Federal Highway Administration. The City is requesting the preparation of an Action Plan which identifies emphasis areas and recommends various solutions to limit collisions and improve roadway safety. This Action Plan will evaluate emphasis areas in the City and may include, but is not limited to, speed and traffic analysis, signage, collision and roadway analysis, and a review of the existing safety measures. The Action Plan will present these findings and provide recommendations for improvements. The project objectives are the following:

- Identify focus crash types and risk factors, particularly along main City corridors and areas of high-volume foot traffic.
- Identify gaps and barriers, both perceived and actual, in the existing network where high priority routes are disconnected;
- Develop a metric and methodology for prioritizing projects including identifying need in disadvantaged communities, family friendly routes, and a tiered network that serves experienced riders and less experienced riders;
- Incorporate design guidance into City road standards that can be applied to a typology of different streets and provide for a sustainable community;
- Encourage the use of walking and biking as viable alternative modes of transportation.
- Screen and prioritize candidate locations.

- Select potential low, medium, and high-cost countermeasures to mitigate safety issues at intersections, interchange, and on-road segments.
- Prioritize projects per benefit-cost ratios using the TIMS B/C Calculation tool or approved equal, and
- Identify an implementation plan starting with the low-cost measures that can be implemented in the near future, along with potential funding sources for medium- and high-cost improvement projects.

The following list includes a brief description of the major tasks the selected Consultant shall perform. This list is not intended to be all-inclusive or limiting.

#### Task 1 – Project Management

- 1) Consultant shall schedule and conduct a kick-off meeting with City staff to review the project in detail, determine report requirements, review the project schedule, and present a list of needed documents/data to assist in successful completion of the project.
- 2) Consultant shall maintain continuous communication with the City team, including meetings to review progress of the Action Plan. The Consultant will provide agendas for each project status meeting including items for discussion and prepare/submit meeting minutes for approval.
- 3) Consultant shall prepare monthly progress reports and supporting data. The progress report shall include accomplished tasks for the month, anticipated progress for the next month, pending issues, and schedule of completion of target dates. The Consultant will expedite the Action Plan preparation process in order for the City to qualify for the next round of Safe Streets for All Implementation Grant funding.
- 4) Consultant shall have a quality control plan in effect during the entire course of the project.

#### Task 1 Deliverables

- Meeting Agendas and Minutes
- Monthly Progress Reports including supporting data and Quality Control Plan.

#### Task 2 – Document Review

1) The Consultant shall review pertinent documents applicable to the Action Plan. These key documents will help to establish goals for improved safety accommodations for motorists and pedestrians. Listed below are the areas to be examined. In addition, work performed by the Consultant shall be based on, but not limited to, procedures, guidelines, and standards contained in existing documents.

#### Task 3 – Data Collection

This task involves the collection and organization of data for the Action Plan. The primary data elements of interest are collisions involving pedestrians and roadway data. Below are the expectations related to this task:

1) The Consultant will collect the latest available 5-year collision history. This data will be utilized to develop the Action Plan. Five years of collision data is required to adequately investigate before

identifying potential countermeasures. Collision data shall be collected through the Transportation Injury Mapping System (TIMS). The Consultant may need to work with the City's Public Works staff to access additional collision data.

2) Consultant will conduct a field review to gain an understanding of the City's roadway network and collect various roadway characteristics. Elements to be collected include, but are not limited to roadway classification, types of users, travel patterns, roadway width, speed (posted and actual), traffic volumes, curves, and traffic control types. Review of digital imagery such as arterial photography and/or "street view" may be used to supplement, but not replace, field review. Consultant will work with the City's staff as some of the previous elements will be provided by the City. The information collected is necessary to determine priorities and identify where countermeasures can be applied appropriately.

#### Task 4 – Collision and Roadway Data Analysis

1) Collision data will be reviewed, interpreted, and analyzed to identify predominant collision types and identify roadway features that may have contributed to those collisions.

2) Roadway characteristics will be reviewed, interpreted, and analyzed to determine risk factors associated with nominal safety design. Based upon the issues identified, a list of potential high-risk roadway characteristics will be developed through the systematic safety approach.

3) Infographic maps and tables shall be developed illustrating collision severity and location of collisions.

#### Task 4 Deliverables

- ArcGIS shapefiles of the mapped collisions and severity annotations.
- Microsoft Excel tables (database) showing the collision data.

#### Task 5 – Countermeasure Selection

1) Based on the types of collisions identified, roadway design, and conditions, Consultant will propose appropriate countermeasures. The list shall include all possible treatments, including driver behavior modification activities, potential collision reductions, and anticipated costs. Additionally, issues which may prevent implementation shall be listed.

2) Countermeasures shall be proposed for: signalized intersections, non-signalized intersections, and roadway segments (for arterial and residential streets). Use of the Crash Reduction Factors provided in the Local Roadway Safety Manual for improving safety performance is encouraged. Consultant will share proposed countermeasures with City staff for input and review.

3) Consultant will develop a prioritized list of countermeasures to serve as the basis for projects developed in the final Action Plan. The methodology to determine a prioritized list shall be documented and included in the final Action Plan.

#### Task 5 Deliverables

- List (Microsoft Excel Format) of proposed countermeasures as related to types of collisions, data, and prioritized list.
- Draft of methodology used to determine the prioritized list in Microsoft Word.

## Task 6 – Develop Safety Projects

- 1) The Consultant shall develop a recommended list of safety projects using the list of countermeasures developed in Task 5.
- 2) The recommended projects shall take into consideration fiscal constraints and limitations associated with acceptable deployment within the City roadway network.
- 3) A cost/benefit ratio analysis shall be performed for these projects by using the most current Highway Safety Improvement Program (HSIP) calculation methodology.
- 4) Develop a prioritized list of safety projects documenting the methodology used.
- 5) Provide a detailed summary of prioritized safety projects. The summary will include, but is not limited to, for each project: description of projects, location(s), vicinity map, type of safety improvement(s), estimated cost, and cost/benefit ratio.

## Task 6 Deliverables

- Prioritized list of safety projects and methodology.
- Detailed Summary of prioritized safety projects.
- Cost estimates, mapping, and cost/benefit ratio of proposed safety improvements.

## Task 7 – Final Safe Streets for All Action Plan

1) The final Action Plan will summarize the results of the previous tasks. Consultant shall submit five (5) bound hard copies and an electronic copy of the final Action Plan. The Action Plan shall include data collection and analysis process, roadway and collision characteristics, countermeasures being applied, benefit summary, cost/benefit ratio calculations, and a final list of recommended priority safety projects.

2) The Final Local Roadway Safety Plan must include the following sections:

- Executive Summary
- Engineer's Seal
- Introduction
- Safety Data Utilized (Collisions, Volumes, Roadway)
- Data Analysis Techniques and Results
- Highest Occurring Collision Types
- Summary of History, Requirements, Policies and Goals – provide a brief history of the creation of the existing networks and previous master plans and summarize pertinent requirements and policies. Restate the City's Goals.
- Demographic Analysis – review and interpret demographic trends and characteristics of the City using available statistical information. City Staff will provide demographic information.
- Bike/Pedestrian Inventory – consultant shall revise the inventory of Bicycles and Pedestrians networks currently offered using the 2013 Pleasantville Bicycle and Pedestrian Circulation Study as a basis. The inventory shall also include existing support facilities and integration with other modes of transportation.
- Bike/Pedestrian Gap Assessment – provide a gap analysis of bicycle and pedestrian facilities and provide detailed recommendations.

- High-Risk Corridors and Intersections (Collision History and Roadway Characteristics)
- Community Needs Outreach – determine satisfaction levels of current offerings from users and non-users via staff approved survey method. Outreach methods shall also identify unmet needs in the community. Outreach may include:
  - Focus groups (3-5)
  - Web, electronic, or paper survey City Staff will provide recommendations on stakeholder groups to target for focus groups.
- Transportation Integration – review of existing conditions and recommendations regarding the integration of other transportation modes, such as links to bus lines, Park and Ride and train stops.
- Interagency and Program Communication – include an organization chart of current or improved systems to promote communication with the community, other agencies, and organizations.
- Wayfinding – prepare a separate wayfinding signage program.
- Bicycle and Pedestrian Support Facilities – review of existing conditions and recommendations regarding support facilities such as bike racks, bike stations, drinking fountains and benches.
- Countermeasures Identified to Address the safety Issues.
- Proposed Projects and Improvements – provide a detailed program of proposed improvements including design and construction of: paths needing repair, new paths, typical sections, lighting, signage, intersection controls, ROW issues, landscaping, and community outreach. Highlight proposals with photographs, graphs, charts, maps, and sketches.
- Promotion & Incentives – research existing and new programs educating and promoting walking and biking and create a strategy to utilize these programs within the City.
- Funding – create preliminary estimates and funding strategies including a list of recommendations of funding sources
- Tracking – provide a plan to track and monitor pedestrian and bicycle use
- Viable Project Scopes and Prioritized List of Safety Projects
- Attachments and Supporting Documentation

#### Task 7 Deliverables

- Five (5) bound hard copies of the Final Safe Streets for All Action Plan.
- Electronic Files of the Final Safe Streets for All Action Plan in Microsoft Word and PDF Format.
- Final Safe Streets for All Action Plan posted online.