



## WILLIAMSON COUNTY GOVERNMENT

July 10, 2024

To Whom It May Concern:

Williamson County is accepting qualifications related to the development of a countywide Safety Action Plan (SAP) pursuant to a FHWA Safe Streets and Roads for All (SS4A) grant that was awarded to the County for this purpose.

Qualifications must be received no later than August 15, 2024, 2:00 p.m. Qualifications must be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main Street, Suite 125, Franklin, TN 37064. Each envelope must be plainly marked: **Statement of Qualifications, Safety Action Plan- Community Development, August 15, 2024, 2:00 p.m. Envelope must also include proposer's company name. IF THE SEALED PACKAGE IS NOT LABELED EXACTLY AS SPECIFIED ABOVE, THE PACKAGE WILL NOT BE OPENED.**

If you have any questions, please you must e-mail [leslie.mitchell@williamsoncounty-tn.gov](mailto:leslie.mitchell@williamsoncounty-tn.gov). All questions must be submitted in writing by 4:30 p.m. CST on August 8, 2024. No addenda will be issued within 48 hours of the bid opening date and time.

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB  
Purchasing Agent



# WILLIAMSON COUNTY SAFE STREETS AND ROADS FOR ALL (SS4A) SAFETY ACTION PLAN

## REQUEST FOR QUALIFICATIONS (RFQ)

Williamson County Government is issuing a Request for Qualifications (RFQ) to prepare a countywide Safety Action Plan (SAP) that complies with all federal requirements related to the Safe Streets and Roads for All (SS4A) grant that Williamson County received for this purpose. The County is seeking firms whose combination of experience and expertise will provide timely, high quality professional services.

### Required Scope of Services

- Develop a publicly available Comprehensive Safety Action Plan, that addresses all key components for such plans as identified by the U.S. Department of Transportation, which include leadership commitment and goal setting, planning structure, safety analysis, engagement and collaboration, equity, policy and process changes, strategy and project selections and progress and transparency. The SAP will be delivered in both draft and final formats for County review and comment.
- Evaluate data to identify areas of safety-related needs.
- Identify project recommendations to address safety-related needs.
- Prioritize safety-related projects.
- Provide data collection and analysis as deemed necessary for the needs and objectives of the SAP.
- Identify measures to ensure goals and objectives identified in the SAP can be achieved.
- Organize and attend public outreach meetings and present information at such meetings.
- Attend and present at other meetings, such as advisory committee meetings and meetings of official governmental bodies as necessary.
- Follow all federal guidelines for the development of the project.
- The contract shall be hourly with a not-to-exceed amount agreed upon between the County and the consultant.

### Estimated Schedule

Milestone	Schedule Date
Planned NEPA Completion Date:	December 31, 2024
Planned Draft Plan Completion Date:	September 15, 2025
Planned Final Plan Completion Date:	December 15, 2025

Planned Final Plan Adoption Date:	February 15, 2026
Planned SS4A Final Report Date:	March 15, 2026

### **Submittal Requirements**

The qualifications package shall consist of the following:

- Table of Contents
- Letter of Interest
- Identification of project manager
- Identification and resumes of key project team members, including names, titles, experience, education, and the project assignment or role the person would serve.
- Evidence of understanding the County's needs as anticipated by this RFQ.
- Identify past experience with developing transportation plans specific to road user safety.
- A summary of the firm's approach to meeting the anticipated scope of work.
- References (3 minimum)
- **Include 3 copies and 1 electronic copy.**

### **Evaluation Criteria**

- **Strength of consultant team (up to 30 points)**  
Qualifications and experience of key team members assigned to the project
- **Experience in completing similar scopes of work (up to 30 points)**  
Specialized experience in the type of work to be performed, specifically including previous work developing Safety Action Plans for other communities that conform to federal guidelines and requirements.
- **Understanding and approach to project (up to 20 points)**  
Demonstrated understanding of the project scope and the approach/methodology to be utilized.
- **Capacity of firm to adhere to proposed schedule (up to 20 points)**

Williamson County will select the firm which it deems to be in the County's best interest. The County may require firms to make oral presentations of their proposals and to answer specific questions about them. The County will negotiate the final scope of work and budget with the top-ranked firm.

## Signature Page

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Remittance  
Address: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_