

**CITY OF LEBANON**  
**NOTICE TO CONSULTANT ENGINEERS**  
**REGARDING LETTERS OF INTEREST AND REQUEST FOR PROPOSALS**  
**Project Name: SS4A Roadway Safety Action Plan**

The City of Lebanon, Tennessee, an Equal Opportunity, Affirmative Action Employer, seeks to retain the services of a professional engineering consulting firm to provide services related to the development of a **Roadway Safety Action Plan** in Lebanon, Tennessee. The project shall be accomplished in accordance with the USDOT Safe Streets and Roads for All (SS4A) program.

The work to be completed may include:

- Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries, including collecting and analyzing crash data.
- Engagement and collaboration with the public and relevant stakeholders from a variety of disciplines including transportation, law enforcement, public health, public policy, and education to identify specific safety concerns through Lebanon.
- Develop a High Injury Network (HIN) to identify specific locations where fatal and serious injuries occur most often, providing critical insight to the safety action plan's target locations.
- Analyze the HIN alongside components contributing to the disadvantaged communities, such as equity, health vulnerability, social vulnerability, and transportation insecurity.
- Review existing planning documents and policies governing the jurisdiction to identify gaps in the processes, policies, and funding. Provide recommended changes within the safety action plan.
- Provide best practices and innovative solutions for developing proposed implementation projects within the safety action plan. Prioritize projects based on data, cost, and effectiveness.

Schedule for performance of work:

Safety Action Plan to be completed and adopted within 18 months of contract approval.

The successful firm will be determined using the Phase I and Phase II selection method. For Phase I Evaluation, Letters of Interest will be received until 2:00 p.m., January 3rd, 2024 at the offices of the City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, Tennessee. Letters of Interest received by said time will be opened and reviewed for consideration. Letters received after said time will not be evaluated. The letter of interest shall indicate the scope of services to be completed by any subconsultants.

Phase I Evaluation

For Phase I evaluations, firms shall submit letters of interest with contact information including name, address, and email of primary contact. The evaluation criteria to be considered for the Letter of Interest are listed below:

- Past experience with developing safety action plans for other municipalities (list specific projects/clients)
- Experience in performing roadway safety audits for TDOT or other state and local jurisdictions (list specific project/clients)
- Experience in designing roadway safety improvements (list specific projects)
- Summary of professional licensure and qualifications of key staff assigned to the project.

Three qualified firms will be selected to submit Phase II qualifications.

### Phase II Evaluation

For Phase II evaluations submit three (3) paper copies and one digital copy of the full proposal. Phase II evaluation criteria is listed below with the weight of importance:

- Past experience with developing safety action plans for other municipalities (include detailed project descriptions) (25 points)
- Experience in performing roadway safety audits for TDOT or other state and local jurisdictions (include detailed project descriptions) (20 points)
- Experience in designing roadway safety improvements (include detailed project descriptions) (20 points)
- Qualifications and availability of key staff and sub-consultants that will be assigned to the project (include resumes) (20 points)
- Proposed project schedule and ability to complete the project within the proposed schedule (15 points)

Letters of Interest can be mailed to Kristen Rice, P.E., City of Lebanon Engineering Department, 200 N. Castle Heights Ave., Suite 300, Lebanon, TN 37087 or can be submitted electronically at [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org). The submitter shall be responsible for their early delivery. Mailed and hand-delivered Letters of Interest should be labeled "SS4A Roadway Safety Action Plan, Proposal Enclosed – 1/3/24". Each firm shall provide three (3) copies of their submission as well as a digital copy. Electronically submitted Letters of Interest should be sent with the subject line " SS4A Roadway Safety Action Plan, Proposal Enclosed – 1/3/24" to Kristen Rice at [kristen.rice@lebanontn.org](mailto:kristen.rice@lebanontn.org).