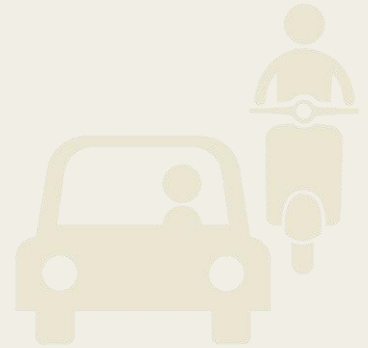


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→ TEMPLATE



Safe Streets and Roads for All (SS4A): Request-for-Qualifications (RFQ) Template

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This Request for Qualifications (RFQ) template is designed to help local governments receiving [Safe Streets and Roads for All \(SS4A\)](#) funding from the U.S. Department of Transportation (USDOT) write an inviting, results-driven RFQ that attracts high-quality Statements of Qualifications (SOQs) from consultants to develop [Comprehensive Safety Action Plans \(CSAPs\)](#).

For many government staff, writing an RFQ can feel daunting. As you face an upcoming need to secure a consultant to draft a CSAP for your government, you may be tempted to fall back on a previously issued version of an RFQ or simply mimic what a peer city or state has done. The pitfall of this approach is that you may end up procuring a consultant that is not well-suited to your context or using an old document that doesn't fully meet current USDOT requirements.

In our work across the country, we have helped state and local governments create greater public value by developing procurement solicitations that focus on improving outcomes. With this RFQ template, we offer a tried and tested format that will help your government release an effective, streamlined, and well-organized RFQ that invites better responses, and helps you select a consultant who is better aligned with your project goals. Key features of this template include:

- Clearly identified outcomes to be achieved through the contracted service.
- A logical organizational structure with project-specific information at the beginning of the RFQ.
- Easy-to-navigate section headers and table of contents.
- Checklists to help proposers know what to submit as a part of their SOQ package.

While this template offers general language and best practices and guidance, you should tailor it to reflect your project's specific priorities. Ultimately, your CSAP, and the contractor you select to develop it, should focus on the characteristics of your streets and your safety goals. You should also seek guidance from your purchasing office and/or legal team to align your RFQ with jurisdiction-specific requirements.

What is a Request for Qualifications (RFQ) and how does it differ from a Request for Proposals (RFP)?

An RFQ asks consultants to demonstrate their experience and capacity to complete the project. In contrast, an RFP asks consultants to describe how they will complete the project and generally includes a proposed price. In an RFQ, governments evaluate only factors such as a firm's background, relevant experience, technical expertise, staff qualifications, references, and project approach. Only after selecting the most qualified firm will a government negotiate a price with the winning firm.¹

Why will most SS4A recipients use an RFQ?

First, your community may be required to use an RFQ under applicable law. While federal regulations ([2 CFR 200](#)) generally allow SS4A grant recipients to use an RFP to procure a consultant to develop a CSAP, over 40 states require the use of qualifications-based selection when procuring professional services involving architects, engineers, and surveyors.

For example, in North Carolina ([§ 143-64.31](#)), state law requires political sub-divisions to select architectural and engineering firms based on qualifications and demonstrated competence, without regard to proposed fees or unit prices. Only after selecting the most qualified firm are political sub-divisions allowed to negotiate a fair and reasonable fee. Similar qualifications-based procurement requirements exist in Texas ([§ 2254.004](#)), Washington ([§ 39.80.030](#)), Nebraska ([§ 81-1715](#)), and Florida ([§ 287.055](#)).

Additionally, even in states that do not require qualifications-based procurement for architects, engineers, and surveyors, governments may still benefit from using an RFQ when procuring a consultant to develop a CSAP for two reasons. First, SS4A award amounts are fixed and publicly disclosed by USDOT, and governments are often largely constrained by available funding. As a result, evaluating price through an RFP may provide limited additional value relative to qualifications, as there is limited flexibility for price competition to meaningfully affect procurement outcomes. Second, SS4A requirements establish a consistent framework for CSAP development, including defined plan components and expectations. This narrows the range of viable technical approaches, meaning differences between proposals are more likely to be driven by team experience and execution than by fundamentally different methodologies. An RFQ therefore allows governments to focus on selecting the firm best qualified to deliver within that framework.

¹ Some jurisdictions may choose to issue an RFQ to prequalify a shortlist of firms (typically 3–5) for a subsequent RFP stage—an approach known as a two-step procurement. In this model, the RFQ is used to create a shortlist rather than to select a final firm. Shortlisted firms are then invited to submit a proposal in response to an RFP. Governments should carefully confirm that this two-step approach is permitted under applicable state and local laws before proceeding. For governments that choose to follow this process, we recommend using the Procurement Excellence Network's [RFP Template](#) and [RFP Response Workbook](#) as a guide for step two.

As a result, whether selecting an RFQ due to strict legal requirements, or because of the strategic benefits of using a QBS process, most local governments will end up issuing an RFQ when procuring a consultant to develop their CSAP. For governments that still prefer to use an RFP—and have approval from their legal teams to do so—we recommend using the Procurement Excellence Network’s [RFP Template](#) and [RFP Response Workbook](#) as a guide.

How does an RFQ work?

In general, the one-step RFQ procurement process works as follows:

1. The government publishes an RFQ describing the project and the required qualifications.
2. Interested firms submit a Statement of Qualifications (SOQ) describing their capabilities and experience relative to the project.
3. A selection committee evaluates submissions based on established evaluation criteria.
4. The selection committee ranks firms in order based on their evaluation score.
5. The government negotiates a price and contract with the highest-ranked firm. If negotiations fail, the government may terminate negotiations and move to the next-ranked firm.

What types of RFQs are a good fit for this template?

This template is most useful for governments that have an [SS4A planning grant](#). While this template can be adapted for governments awarded an SS4A demonstration and/or implementation grant, the purpose of this template is to support cities seeking to solicit SOQs from consultants for developing or updating CSAPs.

How should I use this template?

This template contains all major sections of a results-driven RFQ. In some sections, you will need to supplement our suggested language with text specific to your government (e.g., your government’s specific protest process). We have indicated instructional text as follows:

As you tailor the RFQ to your jurisdiction, please note that you can easily remove headers and footers or add your own jurisdiction’s branding.

RFQ template guidance key:

Highlight = Instructions for developing content specific to this template. Delete before finalizing.

Highlight = Filler text that you should replace with information specific to your contract or jurisdiction.

Remember to remove all highlights and brackets in the document before finalizing!

[Add Your
Government's Logo
(Optional)]

Request for Qualifications (RFQ) for

[Name of RFQ]

[Name of Department, Agency, or Division]

[Name of Government]

RFQ # XXXXXXX

RFQ SUMMARY: The [Name of Government] is soliciting Statements of Qualifications (SOQs) from qualified firms to develop a Comprehensive Safety Action Plan (CSAP) in accordance with the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program. The CSAP will apply a [Safe System Approach](#) to identify and prioritize strategies, projects, and policies aimed at eliminating serious injuries and fatal crashes for all roadway users within the [Jurisdiction] (the name of the jurisdiction may be different from the name of government. For instance the Cloud City Metropolitan Planning Organization (CCMPO), the named government agency, may be overseeing this project in Cloud City, the jurisdiction). The plan will be data-driven, resident-focused, and developed through robust stakeholder and community engagement. The CSAP will also position the [Name of Government] to pursue future funding and implementation opportunities that improve road safety outcomes for all road users within the [Jurisdiction].

RFQ ISSUE DATE	[Date]
SOQ DUE DATE	[Date and time]
PRE-SUBMITTAL CONFERENCE	A pre-submittal conference will be held on [date] at [time] [time zone]. It is [mandatory/highly recommended] that all proposers attend. [Insert location/virtual meeting link]
DEADLINE FOR QUESTIONS	The deadline for questions is [date] at [time] [time zone]. Questions and/or inquiries must be submitted in writing to [name and contact information]. If applicable, include instructions for how to submit questions via your government's e-procurement system.
SOQ SUBMISSION PROCESS	Include a brief description of your government's SOQ submission process, including the submittal web link.
RFQ WEBSITE	Link to any websites proposers should be aware of to access materials and view updates for this procurement.
RFQ OFFICIAL CONTACT	[Name, Title, Contact Information]

Cover Letter (Optional)

For many governments, developing a CSAP is both a new and strategically significant effort. To underscore its importance, consider including a short cover letter from a commissioner or department head that outlines the jurisdiction's commitment, priorities, and vision for the project to the consultant community. This cover letter may include:

- A description of the overall vision for this service or program.
- Any related plan or adopted documents you want consultants to be aware of as important context for your community.
- Acknowledgement of recent challenges or events related to the service or program.
- A high-level summary of strategic direction, outcome goals, and/or target population.
- A description of any pre-RFQ processes conducted to gather feedback from residents, service recipients, subject matter experts, and/or the consultant community.
- A statement of the government's intention to collaborate with consultants.
- If applicable, mention an upcoming pre-submittal conference.
- Gratitude to the consultant community for their interest in the opportunity.

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1. The Opportunity

1.1 Summary

The [Name of Government] is soliciting Statements of Qualifications (SOQs) from qualified firms to develop a Comprehensive Safety Action Plan (CSAP) in accordance with the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program. The [Name of Government] will use this funding and opportunity to develop a strategic, data-driven roadmap to eliminate traffic fatalities and serious injuries using USDOT's [Safe System Approach](#).

The finalized CSAP will analyze crash data, roadway conditions, and systemic factors to identify high-priority opportunities to improve safety for all users in the jurisdiction, including pedestrians, bicyclists, drivers, and transit users. The CSAP will include a comprehensive safety analysis, robust public and stakeholder engagement, focused attention to more vulnerable road users and communities (e.g., youth, older adults, low-income families), clear and measurable goals, and a prioritized set of projects, policies, and programs that position [Name of Government] for future funding and implementation opportunities.

1.2 Background

The [Name of Government] was awarded a [Insert Dollar Amount] SS4A planning grant by the USDOT in [month, year] to develop a Comprehensive Safety Action Plan (CSAP). The finalized CSAP will provide a roadmap for the [Name of Government] to eliminate traffic fatalities and serious injuries within the jurisdiction. **Include a timeline that enables your agency to complete and adopt the final CSAP before the end of the period of performance identified in your agency's signed grant agreement with USDOT.**

[Needs Statement/Problem Description] (Choose most appropriate header)

- Describe the problem or challenge your government seeks to address through this procurement. Provide sufficient background to help proposers understand the underlying need for a CSAP. This may include information about past incidents (e.g., notable crashes, fatalities, or serious injuries), relevant safety trends, or supporting data such as statistics, charts, or high-injury network maps. The goal is to clearly communicate the conditions that prompted this effort and the outcomes your government hopes to achieve.
- If there is no single precipitating event, articulate the broader desire to improve road safety. In some cases, the need for a CSAP may not stem from a specific incident but from a proactive commitment to reducing or eliminating traffic fatalities and serious injuries and improving overall community safety. In these situations, describe the systemic risks or long-term safety trends that motivate the creation of the plan.

[Name of Service or Program] Overview

Share concise, relevant background and historical information that may inform the development of a CSAP. This section may include:

- Information related to any [Vision Zero](#) policies adopted by your government.
- Descriptions of other major initiatives that might inform the development of a CSAP. This could include, but is not limited to, ongoing construction projects, future capital improvement projects, a roadway, bikeway, or sidewalk master plan, or a safe routes to school strategic plan.
- Relevant reports, or technical studies previously conducted that address high-injury networks, crash trends (including pedestrian and bicycle safety), roadway conditions, or traffic congestion.
- Relevant planning, design, or construction standards adopted by your government that may impact the analysis and recommendations included in a CSAP.

[Name of Department or Agency] Overview

Share concise (fewer than 400 words), relevant background information about the departments or agencies involved, including an overview of key aspects of their strategic vision or operations that relate directly to the RFQ. Use hyperlinks to direct the reader to relevant websites for additional information.

You may also want to include a list of other government agencies (i.e., transit agencies, neighboring cities) that are a part of this work or who might have a stake in this project.

1.3 Outcome Goals

Include 1-5 outcome goals that define for proposers what it looks like to successfully solve the problem you are hoping to address through the development of a CSAP. Your goals should describe the changes you expect because of the successful completion and implementation of the CSAP (e.g., to eliminate traffic fatalities or reduce bike deaths in a high-injury network).

In some cases, your goal will closely connect to agency-wide strategic outcome goals. For instance, many of the goals listed in this RFQ may mirror goals already established through your agency's Vision Zero policy. Regardless, make sure you aren't letting program requirements masquerade as goals (e.g., stay away from "our goal is to conduct X activity" or "our goal is to complete a CSAP"). Instead, you should think about what will be achieved from your CSAP (e.g., "X% reduction in deaths or serious injuries in X location").

Ultimately, you want to make sure your RFQ is drafted with your final goals in mind, just like you would for an RFP. The consultant selected needs to be hired based on the change you desire to see in your community and this needs to be seamlessly integrated throughout the RFQ. Your problem or background statement should lead you to your goals, which should lead you to your scope of services, which should lead you to your requirements and evaluation criteria. This should ultimately lead you to hiring the right capacity. In other words, you need to hire the right consultant based on the right experience, qualifications, and capacity for your project. Don't just hire the most experienced consultant based on the evaluation criteria used for other projects or by other jurisdictions. See Graphic A below for a helpful visualization.

Graphic A (Delete graphic before distributing RFQ)

RFQs and RFPs Both Anchor on a Goal

Both processes must be driven by clearly defined outcome goals.



Here are some potential outcome goals you may consider including in your RFQ. We recommend selecting only 1–5 goals rather than using the full list. Be sure to tailor your selections to your specific context and needs—there may be additional outcomes not listed here that are more appropriate. The goals you choose should clearly align with your core objective, problem statement, scope of services, and evaluation framework:

- X% reduction in total annual roadway fatalities in the [jurisdiction].
- X% reduction in total annual serious injuries in the [jurisdiction].
- X% reduction in annual pedestrian fatalities in the [jurisdiction].
- X% reduction in crashes involving vulnerable road users (e.g., pedestrians, bicyclists, motorcyclists, etc.).
- X% reduction in the share of drivers exceeding the speed limit by >10 mph on priority corridors.
- X% increase in compliance with posted speed limits across the High-Injury Network.
- X% increase in safe access to transit stops (e.g., reduced conflicts, improved crossings near transit).
- X% reduction in crashes within school zones during peak arrival/dismissal times.
- X% reduction in crashes in downtown or activity centers with high pedestrian volumes.
- X% increase in safe walking and biking to school (where applicable).
- % increase in the share of the street network designed to safe system standards (e.g., traffic calming, protected facilities).

- X% reduction in disparities in traffic injury outcomes between priority populations and the general population.
- X mph reduction in 85th percentile speeds on priority corridors and high-injury network streets.
- X% increase in driver yielding rates at crossings and conflict points.
- X% reduction in pedestrian conflicts / near-misses at [specific locations].
- X% increase in pedestrian activity at improved locations, while reducing crash risk (i.e., safer exposure).
- Achieve measurable reductions in crash risk across all road user categories, disaggregated by mode.
- X% reduction in fatalities and serious injuries in High-Injury Network (HIN) corridors located in historically underserved communities.
- The [jurisdiction] is positioned to competitively pursue future USDOT grants to fund construction projects that improve road safety outcomes for all roadway users.
- X% of participants on the Safety Task Force who view the CSAP process as transparent and inclusive.
- X% of participants on the Safety Task Force report having an increased understanding of road safety.
- Adopt X new or updated policies, standards, or ordinances that institutionalize safer street design (e.g., Complete Streets, speed management policies).
- Achieve integration of safety criteria into X% of capital project selection and design processes.
- X% increase in funding allocated to proven safety countermeasures.
- X% improvement in the completeness and timeliness of crash and safety data used for decision-making.

1.4 Award Terms

Include the duration of the contract and number/term of renewal options. Also include the contract type expected (e.g., firm-fixed, cost-plus, not-to-exceed) and information about your budget. If relevant, provide any additional information about whether multiple awards will be made.

2. Scope of Services

General guidance: As the central part of the RFQ, the scope of services should be clear and specific, enabling the consultant to precisely understand what is being requested and what work activities they will be responsible for if awarded the contract. The scope of services will also become the basis for performance standards to be included in the contract.

Your scope of services should:

- Connect closely to your goals. Provide additional context that helps the consultant understand what they will need to do to achieve those goals.
- Be well-organized and clear. A clear, logical structure for your scope of services will help the consultant understand what you expect of them.
- Invite collaboration. The scope of services will set the tone for your working relationship with the selected consultant moving forward. It should create a positive impression of your government as a client and set expectations for how you will work together throughout the project.
- Be realistic. Match what consultants can provide with what is attainable given the time and budget.

We have provided some stock language below for both *Section 2: Scope of Services* and *Section 2.1: Project Requirements*.² However, we strongly encourage you to tailor the language to fit your context specific needs. Not every requirement or activity outlined below will perfectly fit the goals of your government's project.

The [Name of Government]'s grant application, titled "[Insert Grant Application Name]," is focused on creating a CSAP that establishes a cohesive vision for achieving a reduction in serious traffic injuries and fatalities. The purpose of this RFQ is to retain a consultant that will be responsible for conducting transportation safety analyses, developing associated data tools, and delivering a CSAP that identifies effective safety strategies for the [Name of Government] to implement as a part of future implementation projects.

The project requirements listed below will help ensure that the [Name of Government] completes all of the requirements listed by USDOT for developing a complete CSAP: <https://www.transportation.gov/sites/dot.gov/files/2026-03/SS4A-FY26-Self-Certification-Eligibility-Worksheet.pdf>

2.1 Project Requirements

To develop a comprehensive and meaningful CSAP, the selected consultant will be responsible for overseeing three core project tasks. These tasks include:

1. Overseeing project management & administration
2. Conducting an existing conditions inventory and analysis
3. Drafting plan recommendations and final deliverables, including a final CSAP that will be released to the public and adopted by [insert jurisdictions adopting body (e.g., City Council)].

Each major task is broken down into a series of sub-tasks as outlined below.

The format for Section 2.1 is just one way that governments can communicate scope of service requirements for this project. Governments are encouraged to adjust this section to ensure that tasks are added or deleted for their context-specific needs.

Ultimately, it is critical that your government clearly outline all the requirements that must be met to fulfill USDOT requirements for a CSAP. This includes following and articulating all of the items listed in USDOT's [SS4A FY26 Self-Certification Eligibility Worksheet](#).

² Section 2.1 is adapted from a scope of work included in an RFQ released by the Charlotte Regional Transportation Planning Organization (CRTPO): <https://www.charlottenc.gov/files/content/city/v/10/growth-and-development/doing-business/contract-opportunities/crtpo-safety-action-plan/ss4arfqfinalcombined.pdf>

Task 1: Project Management & Administration

The selected consultant will be required to deliver the following project management deliverables to the [Name of Government]'s appointed Project Manager (PM) to ensure the [Name of Government] can track and report progress to internal and external stakeholders. Adjust this language if your project is managed by a task force or committee rather than a dedicated PM. Please also adjust if your project is being implemented by a coalition of different government agencies. Additional adjustments may also need to be made for Tasks 1.1-1.4.

Task 1.1: Project Management

The selected consultant will provide proactive project management to ensure the CSAP is delivered on schedule, within budget, and in alignment with project goals. This includes setting up a project kick-off meeting with relevant stakeholders, maintaining a clear and up-to-date project schedule, tracking progress against key milestones, identifying and addressing risks or delays, and ensuring timely completion of action items.

The consultant will support effective coordination with the PM and other key stakeholders through regular communication and standing meetings, ensuring that project status, decisions, and next steps are clearly understood. The consultant will also prepare and equip the PM and other designated staff to deliver clear, accurate, and timely updates to leadership and governing bodies, as needed.

Throughout the project lifecycle, the consultant will facilitate productive meetings, provide strategic and administrative support for required engagements (e.g., City Council or Task Force meetings), and ensure that all project management activities contribute to efficient decision-making and successful project delivery.

Include other additional responsibilities that may be required for this project.

Task 1.2: Performance Monitoring, Reporting and Invoicing

The selected consultant will support ongoing performance monitoring and transparent reporting, with performance indicators developed collaboratively with the PM following contract award. The consultant will be accountable for clear communication, proactive risk identification and mitigation, and maintaining consistent visibility into project progress and outcomes.

To ensure the [Name of Government] and Federal Highway Administration (FHWA) expectations are clear and upheld throughout the study, the selected consultant is to abide by and report on project performance measures set in the contract. We strongly encourage governments to review their grant agreements and note any specific reporting requirements for their award here. This may require you to adjust some of the preceding language. For example, this might include requiring the consultant to submit a quarterly report detailing project performance and a final grant performance report at the end of the project.

In addition, invoices must also be submitted to the PM on [insert frequency] via [insert means of collection (e.g., email)].

Task 1.3: Steering Committee Facilitation

Per USDOT requirements, your government must establish a steering committee or task force to oversee this work. This steering committee or task force should include both decision-makers and on-the-ground perspectives from within your government and community. You want a mix of people who can plan, fund, design, implement, and reflect community needs. This includes, but is not limited to:

1. Core city leadership (mayor's office, city manager's office, etc.)
2. Public works, transportation and/or infrastructure staff within your government
3. Public safety personnel (police, fire, EMS, etc.)
4. Public health officials
5. Data and analytics staff or professionals
6. School district and/or student representation
7. Business and economic stakeholders
8. Transit and regional partners (local MPO, county/state DOT, etc.)
9. Other key community voices (neighborhood associations, advocacy groups, faith-based or community organizations, etc.).

As a part of the consultant's scope of services, we recommend that you articulate the goal of the steering committee or task force and how you expect the consultant will facilitate meetings and communications with this body. This will enable prospective consultants to outline how they will fulfill your requirements within their SOQ.

Possible language could include: The goal of coordinating with the steering committee (or task force) is to support effective governance, informed decision-making, and alignment with community priorities throughout the development of the CSAP. The selected consultant will ensure the committee is equipped with clear, timely, and actionable information, facilitate productive engagement, and integrate committee feedback into project direction, key decisions, and final deliverables.

In addition, we suggest that you:

- Identify the name of the committee or task force.
- Identify the key people on the committee or task force, including titles and roles.
- The core goals of the committee or task force.
- Provide an overview of how the consultant will be required to interact, coordinate, and engage with the committee or task force to achieve the goals of the project.
- Articulate any minimum requirements regarding the number of times the consultant may be required to meet with the committee or task force in-person or online (e.g., via Zoom).
- Articulate how the committee or task force will ensure all items are completed on USDOT's SS4A eligibility checklist: <https://www.transportation.gov/sites/dot.gov/files/2026-03/SS4A-FY26-Self-Certification-Eligibility-Worksheet.pdf>

Task 1.4: Public Education & Outreach Coordination

Use this section to outline the expectations for public education and outreach for this project. This may include, but is not limited to, articulating the goal of public education and outreach.

Possible language could include: The goal of public education and outreach is to ensure that the CSAP is informed by meaningful, inclusive, and representative community input, particularly from populations disproportionately impacted by traffic safety risks. The selected consultant will design and implement an outreach strategy that builds public awareness, facilitates two-way engagement, and produces actionable insights to guide plan development, project prioritization, and implementation.

In addition, we suggest that you include:

- Any expectations or requirements you have regarding the type of public education and outreach that is expected. For example, what types of mediums or forums might you want them to use, and the quantity or proposed timeline/project schedule for when these activities are expected to occur?
- The goals of public education and outreach for this project. For example, what types of qualitative data or input are you hoping for by engaging the public?
- The names of key stakeholder organizations that should be involved or consulted as a part of the process to develop a CSAP.
- The best mechanisms for reaching and communicating with stakeholder organizations and the public. This may include working through the PM or consulting directly with community organizations, governmental bodies, or other local institutions.

Task 1.5: Leadership Commitment and Goal Setting

Please include this task if your agency or community has not adopted a target zero goal yet. The selected consultant will help deliver a public commitment to an eventual goal of zero roadway fatalities and serious injuries; the commitment should include either setting a target date to reach zero OR setting one or more targets to achieve a reduction in roadway fatalities and serious injuries by a specific date. Include other information here related to how you want your consultant to lead this work and when you expect this goal to be adopted.

Task 2: Existing Conditions Inventory and Analysis

The selected consultant will analyze the built environment and policy context in [jurisdiction] to pinpoint gaps hindering the [Name of Government] from implementing a Safe System Approach. Findings will be compiled into tools and reports outlined in *Task 3: Plan Recommendations and Final Deliverables*.

Task 2.1: Data Identification and Preparation

The selected consultant is expected to develop a comprehensive baseline analysis by obtaining crash data, disaggregated by mode, built environment, land use, and demographics. The selected consultant is also encouraged to adopt innovative technologies to generate new data insights. This data preparation may serve as the foundational attributes for *Task 3.5: Consolidated Data Interface & File Transfer*.

Data sources may include, but are not limited to:

- Roadway and other contextual data
- Existing local high-injury network datasets
- [Insert State DOT Name] crash data
- Adopted future land use shapefiles
- Hospitalization and transportation-related public health data
- Model inventory of roadway elements
- Transit stop, station, and route location data
- U.S. Census Bureau or other relevant authoritative datasets
- Zoning maps
- Other data sources as deemed appropriate by the selected consultant

Task 2.2 Planning Area Safety Policy Review

Include this section if relevant to your government. Many jurisdictions already have other complementary programs in place that are important to call out here. The selected consultant will conduct a dual policy review of current safety planning and programming efforts by [Name of Government]. Findings from these policy reviews are expected to be included in *Task 3.6: Final CSAP Development*.

At the conclusion of this study, the [Name of Government] will utilize this study's deliverables to ensure planning and programming processes contribute to the goal of eliminating serious injuries and fatalities within the [jurisdiction]'s transportation network. To support this, the selected consultant will be expected to review [Name of Government]'s current plans and programs and provide policy and process recommendations to meet this reduction goal. The review list should include at minimum:

- Insert a list of plans and programs relevant to your jurisdiction that need to be reviewed as a part of the dual policy review.

Task 2.3: High Injury Network Map

The selected consultant will use five years of the most recent crash data to produce an interactive High Injury Network (HIN) map to identify and prioritize high-crash corridors and intersections with a disproportionate concentration of fatal and serious injury crashes throughout the jurisdiction. The HIN will be used to inform project prioritization, investment decisions, and implementation strategies as part of the CSAP. The consultant will establish and document a clear, defensible methodology for developing the HIN, including data sources, analytical approach, innovative technologies, best practices, and prioritization criteria. Indicate if the methodology should first be reviewed by the PM or a committee before the full analysis is run.

The [Name of Government] expects that the HIN will incorporate data layers from *Task 2.1: Data Identification and Preparation* into the HIN data map to identify community areas most affected by safety gaps within the existing transportation network. This might include school zones, commercial districts, senior and adult care facilities, and recreational spaces.

Minimum data points for the HIN should include:

- Identification of prioritization of high-risk intersections and corridors based on fatal and serious injury crashes
- Baseline spatial data depicting the location and frequency of fatal and serious injury crashes
- **Optional for HIN:** Analysis of contributing factors (e.g., impairment, distraction, speeding, etc.)
- **Optional for HIN:** Analysis of crash conditions (e.g., weather, time of day) and relevant historical trends
- **Optional for HIN:** Characteristics of involved users (e.g., age, race, home zip code, licensure status)
- Mode-specific analysis (e.g., motorist, pedestrian, bicyclist, transit rider)
- **Optional for HIN:** Relevant roadway and infrastructure characteristics associated with crash locations (e.g., median, 4-way intersection, on/off ramps)

Data for the HIN should be built into an interactive, user-friendly map, accompanied by underlying GIS data and documentation sufficient to support ongoing use, updates, and integration into **[Name of Government]** systems, as described in *Task 3.5: Consolidated Data Interface & File Transfer*.

Task 2.4: Planning Area Systemic Safety Analysis

The selected consultant needs to conduct a Planning Area Systemic Safety Analysis for the jurisdiction as defined by [FHWA's Quick Start Guide](#). The analysis should cover the entire jurisdiction, and all the data layers should be retained and transferred to the **[Name of Government]** according to *Task 3.5: Consolidated Data Interface & File Transfer*.

The analysis conducted should cover the entire jurisdiction and should include, at minimum:

- Five years of **[Name of Government]** crash data
- Target crash type identification: this represents the greatest number and type of severe crashes across transportation network, including datasets produced for the HIN
- Focus facility type identification: a breakdown of target crash types into groupings of similar roadway characteristics, such as the number of lanes or posted speed limits
- Roadway factor evaluation: a summary of built environment characteristics present at locations experiencing higher than anticipated frequencies of crashes and injuries

The selected consultant is expected to utilize tools and innovation to help scale and conduct the systemic safety analysis throughout the entire jurisdiction. Data is expected to be retained in the interactive data tool described in *Task 3.5: Consolidated Data Interface & File Transfer*.

Task 2.5: Road Safety Audits

This is an optional task when putting together a CSAP. There are several options that governments can take in lieu of completing RSAs as described below:

- **If an RSA is not something that your government wants to include, please remove this from your scope of services entirely.**
- **You may consider revising the language below if you only want the consultant to complete RSAs along the highest priority corridors within your community.**
- **You may want the consultant to complete more general field work that properly assesses road safety along major corridors and intersections. If this is the option you choose to select instead**

of requiring actual RSAs, you will want to describe the goals, expectations, and tools the consultant should employ.

Utilizing findings from the HIN and Systemic Safety Analysis, the selected consultant is expected to identify corridors and intersections throughout the jurisdiction for further assessment via a Road Safety Audit (RSA). The selected consultant is encouraged to use new and existing technology to support field data collection and analysis, including mobile applications to report deficient transportation facilities, speed feedback signage, intelligent video analytics systems, or other intelligent transportation systems.

The selected consultant is expected to develop a field observation methodology that follows best practices, such as those identified within the [FHWA's Road Safety Audit Guidelines](#). The methodology needs to be reviewed and approved by the PM, with the approved workflow clearly documented for later replication by the **[Name of Government]**. **Adjust who should review and approve the methodology if you have a different reporting structure. We strongly encourage governments to thoughtfully review the corridors and intersections selected for an RSA as they can be quite expensive.**

Site observations should consider, at minimum:

- Geometrics:
 - Clear zone hazards
 - Curve radius
 - Lane widths
 - Shoulder widths
 - Sight distance
- Operations:
 - Congestion
 - Posted vs operating speed behavior
 - Signal timing and phasing
 - Turning movements
 - Motorist yielding to crossing pedestrians
- Risk and aggressive behavior:
 - Aggressive passing
 - Near-miss instances
 - Red light and post regulation violations
 - Speeding
- User and mode share:
 - Commercial truck traffic
 - Cyclists
 - Pedestrians
 - School buses
 - Transit boarding/waiting

The selected consultant may support the selection of RSA field teams in conjunction with the PM. The selected consultant is then expected to facilitate RSA trainings prior to field audits to convey data collection and field safety expectations.

Field observations are to be summarized with memorandums, supporting imagery, and geolocated datasets and are to be retained and shared with the **[Name of Government]** as outlined in *Task 3.5*:

Consolidated Data Interface & File Transfer. Findings should also be embedded within Tasks 3.1-3.6 to recommend relevant countermeasures and funding mechanisms for safety improvements.

Task 2.6: Transit Access Safety Audits

Only include Task 2.6 if your government has a transit system or transit provider and is opting to complete an audit. Even for governments with a transit system, this task is not required.

We also suggest you adjust the language below based on the needs of your transit system. For example, smaller governments may not have fixed-route stations but may have designated bus pickup locations.

For governments opting not to complete a transit access safety audits, there are several options that governments can consider:

- If an audit is not something that your government wants to include, please remove this from your scope of services entirely.
- You may consider revising the language below if you only want the consultant to complete audits along the highest priority transit routes within your community.
- You may want the consultant to complete more general field work that properly assesses transit system safety. This could be in the form of a transit access safety review. If this is the option you choose to select instead of requiring actual audits, you will want to describe the goals, expectations, and tools the consultant should employ.

Concurrent with *Task 2.5: Road Safety Audits*, the selected consultant will coordinate with each transit agency within the jurisdiction to draft and document a methodology for reviewing transportation safety around fixed routes or frequented demand-response pick-up/drop-off locations. Transit agencies in [jurisdiction] include:

- List all of the relevant transit agencies for this project.

The selected consultant is expected to seek feedback on candidate audit locations from each respective transit agency and may screen this feedback against quantitative and qualitative data collected from the HIN, RSA, or public education and outreach events.

Field observations are to be summarized with memorandums, supporting imagery, and geolocated datasets and are to be retained and shared with the [Name of Government] as outlined in *Task 3.5: Consolidated Data Interface & File Transfer*. Findings should also be embedded within Tasks 3.1-3.6 to recommend relevant countermeasures and funding mechanisms for safety improvements.

Task 3: Plan Recommendations and Final Deliverables

After completing Task 1 and Task 2, the selected consultant is expected to consolidate all findings and recommendations into tools and reports outlined below, as well as an accessible, user-friendly, and illustrative CSAP.

Task 3.1: Prioritized and Comprehensive Project List

The consultant will provide a clear, prioritized, and comprehensive project list for [Name of Government]'s transportation network using a prioritization methodology, informed by the quantitative and qualitative data collected via Task 1 and Task 2.

This list should not only include the types of projects to be undertaken to improve safety, but also the exact project locations within the [jurisdiction]. In each project location, the consultant should provide a priority score and a summary of data findings. The selected consultant should identify appropriate countermeasures with interim quick build solutions, as well as longer-term solutions that require significant capital funding. The selected consultant should also identify additional planning that may need to be completed and potential funding sources for each future project.

Make sure to also describe who will review the prioritization methodology and scoring system. Is this going to be reviewed by the PM or an established committee or task force? Should this methodology be reviewed and approved before being incorporated into the CSAP?

Task 3.2: Safety Performance Measures Methodology

The selected consultant will develop a methodology, data tool(s), and a performance measurement system to create jurisdiction-specific road safety targets for the [Name of Government]. This includes tracking the following performance measure(s):

- Describe the performance measures that need to be tracked (e.g., number of crashes, severity of crashes, crashes types per annum, dollars invested in safety projects, etc.).

While most agencies choose to track performance measures in simple tools like excel, and pull relevant data in from their GIS systems or crash records databases, your government may be looking to software to track these performance measures. If this is what your government intends to do, include details on how the consultant should coordinate with the PM to identify the software that should be procured, used, and maintained by the [Name of Government] for performance measurement purposes. Insert any additional requirements you may have for software (e.g., compatibility with existing GIS or data visualization infrastructure).

Make sure to also describe who will review the methodology and proposed safety performance targets. Is this going to be reviewed by the PM or an established committee or task force? Should this methodology be reviewed and approved before being incorporated into the CSAP?

Task 3.3: Corridor Evaluation and Countermeasures Toolkit

The selected consultant is expected to develop a repeatable methodology for staff at [Name of Government] to use to evaluate safety within specific roadway corridors. Corridor evaluation will consider, at minimum, location identification, needs assessment, safety countermeasures, and future funding sources.

Make sure to also describe who will review the methodology. Is this going to be reviewed by the PM or an established committee or task force? Should this methodology be reviewed and approved before being incorporated into the CSAP?

Task 3.4: Transit Access Safety Plans

This is an optional task when putting together a CSAP. Only include Task 3.4 if your government has a transit system or transit provider and you are looking to actually put together transit access safety plans. If your government opts to include this in your scope of service, adjust the language below per the needs of your transit system. For example, smaller governments may not have fixed-route stations but may have designated bus pickup locations.

To support safe access to fixed-route stations and pickup locations, the selected consultant will develop a Transit Access Safety Plan (TASP) for each transit service provider in the [Name of Government]'s jurisdiction. These TASPs should propose a comprehensive approach to manage safety and match findings from the HIN data map, systemic safety analysis, and safety audits.

The TASPs will assist each transit provider in making critical transit stop-adjacent infrastructure safety improvements. The selected consultant is expected to collaborate with the PM to ensure there is consistent and collaborative communication with each transit provider throughout the development process.

Task 3.5: Consolidated Data Interface & File Transfer

After collecting and generating data for the project, how do you want all the information to be stored and transferred to your government. Do you want all the data to be packaged into a specific file type and shared with the City (e.g., ArcGIS map package) for later use and further analysis or do you want the information to live on your government website? This needs to be very specific to ensure that all the qualitative and quantitative information collected by the selected consultant is usable and digestible by your government after they have completed their work.

Task 3.6: Final CSAP Development

The [Name of Government] expects the selected consultant to integrate all project goals, data inventory and analyses, public outreach efforts, policy and planning recommendations, project prioritization, and identified next steps for implementation funding into one CSAP. All the tools and reports identified in *Tasks 3.1-3.4* should be included as appendices to the CSAP. The CSAP should also be designed to ensure that all the core elements of a plan are included as outlined in [USDOT's SS4A eligibility checklist](#).

The document is to be designed in collaboration with the PM to ensure consistent use of the [Name of Government]'s branding, as well as compliance with federal and local accessibility requirements. The CSAP must be prepared as a public-facing and accessible final plan suitable for online posting. The plan will also include the strategies and performance measures that will guide the planning, funding, and implementation of future projects, including a list of short-term and long-term actions for the [Name of Government] to pursue to work towards the goal of eliminating deaths and serious injuries within [jurisdiction].

Add any additional requirements that might be needed. Does your government want a cover letter page signed by a key city official? Are there other points of research that need to be included? Is there a specific format that should be used? Use this space to articulate what a good final CSAP looks like for your government.

2.2 General Requirements

Provide information about special requirements the proposer should be made aware of. Requirements can include:

- *Legal Requirements*, such as specific requirements around compliance with local ordinances or state/federal regulations.
- *Staffing and Organizational Requirements*, such as staffing model, location of staff, supervision/management, pre-employment screening, training, and credentials/ licensure.
- *Data and Technology Requirements*, such as computer hardware/software, e-mail/ internet capability, assessment of client satisfaction, program evaluation, and records/ data collection/ reporting.
- *Financial and Compliance Requirements*, such as insurance requirements, financial control procedures, financial status reports, and audited financial statements.
- *Budget Requirements*, such as cost standards, program funding sources, proration, third party reimbursement, flat fees, fee-for-service revenues, and sub-consultant cost schedules.
- *Federal Requirements, including compliance requirements and guidelines. Please refer to FHWA's guidance on costs and contracting for additional information that might be helpful: https://www.transportation.gov/sites/dot.gov/files/2025-06/SS4A-FY25_Cost-Contracting.pdf*

2.3 Role of [Name of Government]

Outline the role of your government, department, or agency in providing this service or program and supporting the consultant, including administrative and technical support, information access, or other responsibilities your government plans to retain for which the consultant will not be responsible. Make sure you also clearly describe the connection between the role of your government, and the outcome goals you outlined in Section 1.3. Ultimately, the main role of your government is to achieve the change you desire to see in your community.

You may also want to include the following language as a part of this section. These roles are required by USDOT for a CSAP and may be worth noting to an incoming consultant:

A key role of the [Name of Government] is to oversee the development of a CSAP that includes seven core components as outlined by USDOT. The [Name of Government] will work closely with the selected consultant to ensure these seven components remain of highest priority throughout the development of the [jurisdiction]'s CSAP:

1. **Leadership commitment and goal setting**, including a timeline for eliminating roadway fatalities and serious injuries.
2. **Planning structure**, such as a committee, task force, or implementation group responsible for overseeing Action Plan development, implementation, and monitoring.
3. **Safety analysis** of existing conditions and historical trends that establishes a baseline of crashes involving fatalities and serious injuries across the jurisdiction.
4. **Public engagement and stakeholder collaboration**, including the private sector and community groups, to ensure community representation and meaningful feedback.
5. **Policy and process review** to assess existing policies, plans, guidelines, and standards and identify opportunities to better prioritize transportation safety.

6. **Strategy and project selections**, identifying a comprehensive set of data-driven projects and strategies informed by evidence, notable practices, and stakeholder input to address identified safety issues.
7. **Progress tracking and transparency**, including methods to measure and publicly report outcomes over time after the CSAP is developed or updated.

3. Submission Instructions

Specify instructions for how SOQs shall be submitted. These instructions could include:

- Where and how to submit the SOQ (note: we recommend electronic submission over hard copy delivery whenever possible).
- Helpful tips for developing a successful SOQ.
- Maximum page counts for the entire SOQ or page/word/character counts for specific sections within the SOQ
- Rules regarding modifications of submissions.

Procedures for proposers to submit questions (and view answers) while the RFQ is open

3.1 Statement of Qualifications (SOQ) Content

Each respondent must submit a Statement of Qualifications (SOQ) as per the guidance below that provides clear, concise information demonstrating the proposer's qualifications, relevant experience, key personnel, organizational capacity, and understanding of the project.

To support fair and efficient evaluation, the SOQ shall be organized in the order listed below. Proposers should provide only the information requested. The [Name of Government] encourages concise responses that adhere to [insert page and/or word limit]. Customize the following checklist based on documents the proposer must submit and the specific submission requirements of your government. Make sure the checklist aligns well with *Section 4.2: Evaluation Criteria*.

SOQ CHECKLIST	
<p>A. Cover Letter: (Not directly scored, but important for framing)</p> <ul style="list-style-type: none"> • Brief introduction of the proposer • Statement of interest in serving as the consultant for this project • Identification of the primary point of contact, including name, title, phone number, and email address 	<input type="checkbox"/>
<p>B. Minimum Qualifications:</p> <ul style="list-style-type: none"> • Please include a list of minimum requirements that must be met to submit a complete SOQ. This should match up with <i>Section 4.1: Minimum Qualifications</i>. This might include submitting a copy of a state-certified business license or a copy of a license from your state board of examiners for engineering and surveyors to practice engineering under the general statutes of your state. • Only include minimum qualifications that are mandatory, as these factors will be used to disqualify proposers. Avoid including requirements that might unnecessarily narrow the pool of eligible proposers, thereby limiting competition for the procurement. Keep in mind that many RFQs do not have minimum 	<input type="checkbox"/>

<p>requirements. You may want to also explicitly mention that minimum qualifications are pass fail and do not contribute to the score received during the evaluation criteria.</p>	
<p>C. Firm Profile, Experience, Qualifications and Capacity:</p> <ul style="list-style-type: none"> • Provide an overview of the organization, including mission, focus areas, and service locations • Summarize the firm’s history, staff size, and office locations • Describe the firm’s relevant resources, capabilities, qualifications, and areas of expertise related to: <ul style="list-style-type: none"> i. Transportation safety analysis ii. Planning and engineering iii. Community engagement • Highlight prior experience working with public sector clients and stakeholders on similar projects <ul style="list-style-type: none"> i. Describe experience coordinating multidisciplinary teams or stakeholders ii. Provide examples of how community engagement informed project decisions or strategies • Identify any proposed subconsultants (e.g., transportation safety, engineering, planning, or community engagement) and clearly define their roles on the project • Describe the firm’s current workload and overall capacity to successfully deliver the project • Explain how the firm will allocate sufficient personnel and resources to complete the project on time and within budget 	<input type="checkbox"/>
<p>D. Project Team and Key Personnel:</p> <ul style="list-style-type: none"> • Provide an organizational chart illustrating the proposed team structure and reporting relationships • Include resumes for key personnel assigned to the project • Describe each key team member’s role, responsibilities, level of authority, and availability for the duration of the project • Identify any key staff and personnel on sub-contractor teams 	<input type="checkbox"/>
<p>E. Project Understanding and Approach:</p> <ul style="list-style-type: none"> • Describe the firm’s understanding of the project, including key objectives, challenges, and opportunities. • Present a clear and concise approach to project management. • Describe the proposed methodology for stakeholder engagement and community involvement, including strategies to reach diverse and underserved populations. Describe how community input will be incorporated into final recommendations and deliverables. 	<input type="checkbox"/>
<p>F. Proposed Performance and Contract Management Approaches:</p> <ul style="list-style-type: none"> • Describe a proposed plan for performance and contract management, including any potential KPIs that could be tracked. Make sure these KPIs match the goals for this project outlined in <i>Section 1.3: Outcome Goals</i>. 	<input type="checkbox"/>

G. Past Performance and References:

- It is important that your government carefully evaluate your project needs and context before you determine the number of years of experience or the number of references you expect for each prospective consultant submitting an SOQ. You want to make sure your requirements are meaningful, but not overly restrictive. The more restrictive you are, the less competition you will have from prospective consultants.
- Provide descriptions of relevant project experience completed within the past **X years**.
- Describe the firm's experience designing and implementing effective performance and contract management standards.
- Include a minimum of **X references** for similar projects, including:
 - Contact name and title
 - Organization
 - Phone number and email address
 - Brief description of the project and services provided
 - Optional: May include past CSAPs as work samples
 - We highly recommend that you state in this section if the references provided by proposers will be contacted by your government.

**4. How We Choose****4.1 Minimum Qualifications**

List any minimum requirements firms must meet to bid on the opportunity. Minimum qualifications may include:

- Qualifications to conduct business in the jurisdiction
- Not having been debarred by federal, state, or local government
- Mandatory experience (necessary minimum experience or references)
- Mandatory license types (e.g., a license from your State Board of Examiners for Engineering and Surveyors to practice engineering under the general statutes of your state).

Only include minimum qualifications that are mandatory, as these factors will be used to disqualify proposers. Avoid including requirements that might unnecessarily narrow the pool of eligible proposers, thereby limiting competition for the procurement. Keep in mind that many RFQs do not have minimum requirements. **You may want to also explicitly mention that minimum qualifications are pass fail and do not contribute to the score received during the evaluation criteria.**

4.2 Evaluation Criteria

Create a set of custom evaluation criteria tailored to this specific RFQ that will allow your evaluators to objectively assess SOQs. Assign a percentage (or points) to weight each criterion based on the relative importance of each factor to your community.

While the criteria and weights listed below are not required by USDOT, they do represent possible criteria for evaluating qualified consultants for a CSAP. We do encourage governments to carefully consider their priorities before finalizing their evaluation criteria for their RFQ. The most important thing to note is that RFQs do not generally consider detailed designs or price as a part of the evaluation process. Cost is only considered during direct negotiations with the most qualified firm.

EVALUATION CRITERIA	ALLOCATION %
<p>Firm Experience, Qualifications, and Capacity</p> <p>You want to be as clear as possible when evaluating experience, qualifications, and capacity. It is important to articulate the type of experience required from prospective consultants and to be clear in how you are measuring that experience. For example, is leading an initiative required or can a prospective consultant describe the ways they may have supported on a project?</p> <ul style="list-style-type: none"> • Alignment of the organization’s mission, focus areas, and service locations with [Name of Government]’s priorities and project locations. • Demonstrated success working with public sector clients and stakeholders on similar projects, resulting in strong collaboration, effective project delivery, and outcomes that met or exceeded client and community expectations. • Demonstrated success of sub-consultants in contributing to past projects, including the specific value they added through their expertise, collaboration, and measurable improvements to project outcomes. <p><u>Transportation Safety Analysis Experience and Qualifications</u></p> <ul style="list-style-type: none"> • Proven ability to lead the development of Comprehensive Safety Action Plans, Vision Zero plans, or similar roadway safety plans—particularly those aligned with USDOT Safe Streets and Roads for All (SS4A) requirements—that were actionable, competitive for funding, and resulted in implementable strategies and measurable safety improvements. • Effective application of a Safe System Approach, including conducting systemic safety analyses and advancing evidence-based strategies that informed decision-making and contributed to measurable reductions in roadway fatalities and serious injuries. • Strong track record of conducting data-driven safety analyses—including crash data analysis, network screening, and identification of high-injury networks—and translating findings into clear, actionable insights that supported targeted investments and led to effective safety improvements. <p><u>Planning and Engineering Experience and Qualifications</u></p>	<p>40%</p>

- Proven ability to work with local governments of similar size, context, and capacity, resulting in strong partnerships and successful project delivery.
- Experience working with local governments of similar size, context, and capacity that led to effective collaboration, responsive project delivery, and outcomes aligned with community needs and priorities.
- Demonstrated effectiveness in coordinating and leading multidisciplinary partners—including transportation agencies, law enforcement, and public health agencies—to foster collaboration, align strategies, and achieve integrated, impactful project outcomes.

Community Engagement Experience and Qualifications

- Proven ability to design and implement fair and accessible community engagement processes that achieved broad, representative participation and meaningfully informed project outcomes.
- Experience engaging historically underserved populations and those disproportionately impacted by traffic safety issues, resulting in input that was clearly connected to project goals, priorities, and deliverables.
- Effective use of a range of engagement methods (e.g., in-person, virtual, pop-up, multilingual outreach) to reach diverse audiences and increase participation across community groups. You may want to consider editing this bullet to ensure that the evaluation fairly represents the type of community engagement experience you need for your context and project.
- Demonstrated ability to translate community input into actionable safety strategies that reflected community priorities and contributed to effective, implementable solutions.

The evaluation will also consider the proposer’s ability to dedicate sufficient resources and staff to successfully complete the project within the anticipated schedule:

- Demonstrated ability of the firm to commit sufficient personnel and resources to complete the project.
- Availability of the proposed project manager and key staff during the anticipated project timeline.
- Firm’s current workload and ability to deliver the project on schedule.

Project Team and Key Personnel

The evaluation will consider the qualifications and relevant experience of the proposed project manager and key team members assigned to the project:

- Relevant experience of the project manager and key staff in leading roadway safety planning efforts that resulted in actionable plans, successful implementation, and measurable safety improvements.
- Demonstrated expertise in transportation safety analysis, planning, engineering, and community engagement as applied to past projects, resulting in well-informed strategies and effective, implementable outcomes.

25%

<ul style="list-style-type: none"> • Proven ability of the team to collaborate effectively with government staff and stakeholders, leading to strong partnerships, aligned decision-making, and successful project delivery. 	
<p>Project Understanding and Management Approach</p> <p>While the initial evaluation criteria assess the experience of the prospective consultant, this criterion is forward looking. You want to anchor on what your prospective consultant proposes to do in your community and how well they understand the needs and goals of your project.</p> <p>The evaluation will consider the proposer’s understanding of the project goals and the clarity, feasibility, and effectiveness of the proposed approach to completing the work:</p> <ul style="list-style-type: none"> • Demonstrated understanding of the purpose and required elements of an SS4A Comprehensive Safety Action Plan. • Clarity and quality of the proposed methodology for completing the scope of work, including data analysis, safety strategy development, and plan preparation. • A clear approach to community and stakeholder engagement, including meaningful outreach to residents, community organizations, and vulnerable road users is aligned with the context, needs, and goals of [jurisdiction]. • Integration of community considerations, ensuring the plan reflects the needs of historically underserved communities and those most affected by traffic safety issues in [jurisdiction]. • A clear approach to developing prioritized safety improvements and implementation strategies, including near-term and long-term actions. 	15%
<p>Performance and Contract Management Approaches</p> <ul style="list-style-type: none"> • A clear, measurable approach for performance and contract management, including any potential KPIs that could be tracked. • Demonstration of how the proposed performance and contract management approaches clearly connect with <i>Section 1.3: Outcomes Goals</i>, <i>Section 2: Scope of Services</i>, and <i>Section 2.3: Role of [Name of Government]</i>. 	10%

Past Performance and References

The evaluation will consider the proposer's past performance on similar projects based on the references provided:

- Positive feedback from references regarding the firm's quality of work, responsiveness, and professionalism.
- Demonstrated ability to deliver projects on time and within scope.
- High client satisfaction with the firm's project management, collaboration, and communication.
- High quality overall performance on similar transportation safety or planning projects.
- Demonstrated experience implementing performance tracking and reporting practices that meaningfully produce accountability and transparency throughout project delivery.

10%

4.3 Selection Process, Award, and Protest Procedures**Selection Schedule**

Tailor the table below to reflect important upcoming dates, including the period for questions and answers, and estimated timing of contract negotiations. We recommend 4-6 weeks as the minimum time the RFQ is open and checking that the due date for questions and the pre-submittal conference date are not too soon after the RFQ issue date. We have also included interviews as a potential step in the process. Determine if this is a necessary step for your government in evaluating SOQs.

Schedule	
Event	Date(s)
RFQ issue date	[Date]
Pre-submittal conference	[Date]
Deadline for questions	[Date]
SOQs due	[Date]
Evaluation meeting	[Date]
Interviews	[Date]
Anticipated contract award date	[Date]
Anticipated contract execution date	[Date]

Selection and Award Process

The [Name of Government] has established a selection committee that will be responsible for evaluating SOQs against the evaluation criteria laid out in *Section 4.2: Evaluation Criteria*. The selection committee will be responsible for ranking all firms objectively based on their scores. The highest ranked firm will be invited to negotiate a final contract. If a fair and reasonable fee with the most qualified firm cannot be negotiated, then negotiations with that firm shall be terminated and initiated with the next best qualified firm.

Protest and Appeals Process

Explain the protest and appeals process or link to relevant website or code. Use your government's standard language and/or work with your purchasing or legal office to identify proper language for this section.

5. Terms and Conditions

With guidance from your purchasing or legal office, this section should include your government's standard terms and conditions. Consider organizing your terms and conditions by those that are specific to the solicitation period and receipt of SOQs versus those that will apply to the resulting contract term.

Terms and conditions that are common include:

- Duties and obligations of firm's submitting SOQs
- Language barring bribery, lobbying, or conflict of interest
- Insurance requirements
- Government rights and reservations
- Equal opportunity requirements
- Federal grant requirements ([2 CFR 200](#))

We also recommend reviewing your signed USDOT grant agreement, as it contains the binding federal terms and conditions that apply to your award. Some of these terms and conditions may also apply to the consultant selected through this RFQ.

6. Appendix

This appendix section should include 1) all required forms that proposers must fill out that are standardized by your government and 2) any additional documentation that can help inform proposers' responses. These attachments could include:

- A [Vision Zero](#) policy adopted by your government
- Documents that outline plans for other major initiatives. This could include ongoing construction projects, future capital improvement projects, a roadway, bikeway, and/or sidewalk master plan, or a safe routes to school strategic plan.
- Relevant plans, reports, or technical studies previously conducted addressing high-injury networks, crash trends (including pedestrian and bicycle safety), roadway conditions, or traffic congestion.
- Relevant planning, design, or construction standards adopted by your government that may impact the analysis and recommendations included in a CSAP.

[Partners for Public Good](#) (PPG), a 501(c)(3) non-profit organization that helps state and local governments use key operational levers—procurement, workforce, digital infrastructure, and budgeting—to drive public impact.

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