



**CITY OF ITHACA**  
108 East Green Street, Ithaca, New York 14850-5690

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Department of Public Works - Engineering Division  
Telephone: 607 / 274-6530 Fax: 607 / 274-6487

## **Advertisement for Professional Services on a Federal-Aid Transportation Planning Safe Streets and Roads for All (SS4A) Project**

Project Title: **Tompkins County SS4A Joint Safety Action Plan**  
Agency: City of Ithaca  
Office: Department of Public Works, 108 East Green St., Ithaca, NY 14850  
Contact: Erin Cuddihy, Transportation Engineer  
Phone: 607-375-7818  
Fax: 607-274-6587  
Email: [ECuddihy@cityofithaca.org](mailto:ECuddihy@cityofithaca.org)  
Date Sent: April 14, 2023

Notice is hereby given that the City of Ithaca is seeking to retain an engineering/planning firm to create a multi-jurisdictional transportation safety action plan. This is a call for Expressions of Interest.

### **Introduction**

The City of Ithaca has been awarded a USDOT Safe Streets and Roads for All (SS4A) planning grant, to create a joint safety action plan for the following municipalities in Tompkins County (in alphabetical order):

- City of Ithaca
- Tompkins County
- Town of Caroline
- Town of Danby
- Town of Dryden
- Town of Ithaca
- Town of Lansing
- Town of Newfield
- Village of Cayuga Heights
- Village of Dryden
- Village of Lansing

Many of the above municipalities are quite small in area and/or population – approximately 88,000 people in total reside in the area for which the joint Action Plan will be developed.

Although this project is not a NYSDOT “pass through” project (the City of Ithaca is entering into the grant agreement directly with FHWA), this project will be progressed largely in accordance with the NYS Local Project Manual, except any sections of the Local Project Manual that pertain to the roles/responsibilities of NYSDOT, and except any sections that pertain to State-Local agreements and State-project-specific requirements. It is expected that any design work will be in accordance with NYSDOT Standard Specifications, or another set of design specifications as agreed by City of Ithaca and in accordance with federal requirements.

## **Project Overview**

**The scope of work is to create a multi-jurisdictional transportation safety action plan that meets or exceeds the requirements of plans eligible to receive federal SS4A implementation funding. The requirements are stated in the FY 2022 SS4A NOFO, Section 2.i., Table 1: Action Plan Components.**

*(<https://www.transportation.gov/sites/dot.gov/files/2022-08/SS4A-NOFO-FY22-Amendment-1.pdf>). (Table 1 is also included in Appendix I of this document.)*

**The consultant will be responsible for the work described in Table 1 at a minimum.** This is a joint-municipality project and the intention is for the plan to identify transportation safety issues and propose solutions to safety concerns for each individual municipality in addition to cross-municipality issues and solutions. (The NOFO discusses Action Plan projects, Supplemental Action Plan projects, and Implementation projects. This project is to develop an “Action Plan”, not a “Supplemental Action Plan”.)

Expressions of Interest must include a detailed proposed task list, with task schedule, of the plan which will meet/exceed the requirements as stated in **Table 1** for each individual municipality named on p. 1 of this document, as well as for cross-jurisdictional issues.

The consultant shall assist the City of Ithaca with SS4A grant reporting, including any required quarterly reports, performance measure reports, and post-award reporting as required by USDOT/FHWA. The consultant shall assist the City of Ithaca with data collection requirements and reporting thereof as required by USDOT/FHWA.

The consultant selected must have a strong track record in transportation planning, preferably with creating multi-jurisdictional plans. The consultant selected should have experience with or a deep understanding of transportation safety issues and solutions in rural areas, as some of the municipalities on this project are rural.

## Municipal Collaboration, Advisory Group Meetings, and Public Workshops

During this project, the consultant will collaborate with representatives of each named municipality, both individually and in multi-jurisdictional meetings on a schedule sufficient to receive feedback and input from the municipal staff regarding known safety issues and any pre-identified potential safety projects in each municipality. The consultant will continue communicating with staff from each municipality during the process of developing the safety action plan. Multi-jurisdictional meetings may be planned as appropriate to save time and minimize overlapping work.

The consultant shall arrange two Advisory Group Meetings including a wider group including other project partners such as Tompkins Consolidated Area Transit (TCAT), Ithaca Tompkins County Transportation Council (ITCTC), Cornell University, NYSDOT, local law enforcement agencies, and others as identified during the process. The Consultant shall be responsible for organizing and leading the meetings, and for providing a summary of input received, including summary notes from each Advisory Group Meeting.

The consultant shall organize public workshops to communicate the following: 1) gather input from the general public on existing conditions and perceived safety issues, 2) review the preliminary improvement recommendations, and 3) present the draft final plan. The Consultant shall be responsible for organizing, leading and providing a summary of input received, including summary notes from each public workshop/meeting. Expressions of Interest **must** include a detailed (tentative) proposal for how public workshops will be handled, including the number of total public workshops, considering that multiple municipalities' populations will be included, and considering that the communities vary from rural to urban.

### Expression of Interest (EOI)

Interested firms should submit **eight (8) hard copies and one (1) electronic copy** of their Expression-of-Interest (EOI) to the physical/email address at the end of this document no later than 3pm on Friday May 12, 2023.

An EOI consists of the federal General Services Administration (GSA) standard form SF-330<sup>1</sup> or a similar format providing the kinds of information as requested on the SF-330. (The SF-330 has replaced now-obsolete GSA standard forms 254 and 255.) SF-330 can be used both for the prime Consultant and all proposed subconsultants.

This is primarily a transportation planning project, and the SF-330 is a form typically used for projects led by primarily architects/engineers; nevertheless, we request that you use this form or similar even if your firm is primarily planning-focused. In using the SF-330 for this process, we are following the second definition of "Architect-engineer services" as defined in 40 U.S.C. 1102, which states "Professional services of an architectural or engineering

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<sup>1</sup> <http://www.gsa.gov/portal/forms/download/116486>

nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property”.

**Form SF-330 special notes:**

The instructions for completing the SF-330 are provided on pages 1-6 of the form. The SF-330 should include recent information dated no more than one year before the submission date. No more than ten additional pages may be used to provide information requested in the various sections of the Form. Each side of a two-sided page will count as a separate page. If more than 10 pages are included, those beyond the 10th will be removed.

**Additions and Modifications to Form SF-330:**

Section E, Resumes of Key Personnel Proposed for This Contract

The proposed Project Team should include only those full-time employees currently employed as of the date of the EOI. Part-time personnel, personnel not employed as of the date of the EOI, and personnel used on an as-needed basis should not be counted here but may be noted in a cover letter or included in subsequent presentations.

Specific project experience must also include the date when the experience occurred. Individuals listed who were not employed by the responding firm at the time of the experience must be identified as such. The starting date of employment must be given for individuals employed less than one year with the firm. Only resumes of key individuals need to be included and should be limited to a single (one-sided) page.

Section F, Example Projects Which Best Illustrate Proposed Team’s Qualifications for This Contract

This section of the EOI may include pictures or graphics relative to the text. The use of non-glossy color graphics is permitted. Graphics or photos must be printed on the page and may not be otherwise attached. This section may include web links (to publicly available websites or to file-sharing drives) to similar completed safety plans, especially multi-jurisdictional plans. This section may be up to 10 pages (double-sided pages count as two pages).

Section H, Additional Information

A brief description of a proposed project approach, as well as a schedule showing when each task will be completed, **must** be included in this section. Statements which address selection criteria to be used to evaluate the submission but are not covered by the information requested in other sections of the SF-330 should also be included in this section.

**Special Project Requirements**

The selection and retention of a consultant will be contingent upon the availability of the proposed key staff, unless substitutes are approved by the City of Ithaca during negotiations.

There is a **20% goal for Disadvantaged Business Enterprises (DBE)** for this project. DBEs are strongly encouraged to submit proposals in response to this solicitation. Other proposers are encouraged to engage DBE subconsultants where appropriate. The City of Ithaca is an Equal Opportunity Employer with a commitment to workforce diversification.

Designated firms must submit proof of authority to practice engineering, landscape architecture, and/or land surveying in NYS (as appropriate), and/or certification to practice planning, immediately upon designation. Subconsultants, subcontracting, and/or joint ventures are permitted.

## **Title VI Compliance**

In accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the U.S. Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, as amended, issued pursuant to such Act, the City of Ithaca, hereby notifies all who respond to this solicitation, invitation, request for qualifications or proposal that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap and income status in consideration for an award.

## **Selection Process**

This will be a two-step selection process following the NYSDOT Local Projects Manual, Chapter 6, section 6.3.1.1. "One Committee Process". The committee will include staff from the City of Ithaca and the other named municipalities on this project. The project is being advertised through methods including but not limited to the NYS Contract Reporter and direct notification. The committee will read and review all the Expressions of Interest and will interview (virtually or in-person, in a method and at a time mutually agreed by the City of Ithaca and the consultant) the three teams with the strongest submissions.

The selection committee will select the most highly qualified firm according to the following criteria, listed in order of decreasing importance (100 points total):

1. Understanding of work to be done (25 points)
2. Experience with similar kinds of projects (20 points)
3. Quality of staff for work to be done (20 points)
4. Familiarity with Federal requirements (15 points)
5. Financial responsibility (10 points)
6. Logistics and familiarity with the project area. (10 points)

The consultant selected must have a strong track record with transportation planning and safety projects. The consultant selected should have experience with or a deep understanding of transportation safety issues and solutions in rural areas, as some of the municipalities on this project are rural.

Interested firms should submit **eight (8) hard copies and one (1) electronic copy** of their Expression-of-Interest (EOI) to the physical/email address at the end of this document **no later than 3pm on Friday May 12, 2023.**

Expected Contract Term: July 2023 to December 2024

Anticipated Date for Completion of Selection Process: June 9, 2023

Work is contingent on completion of a signed grant agreement between FHWA and the City of Ithaca. No costs may be incurred before the grant agreement is signed and Notice to Proceed is given. Any costs incurred prior to Notice To Proceed are the sole responsibility of the consultant.

Please submit proposals (Expressions of Interest) to:

**Erin Cuddihy**  
**Transportation Engineer**  
**City of Ithaca Department of Public Works**  
**108 E. Green St. Room 203**  
**Ithaca, NY 14850**  
**ECuddihy@cityofithaca.org**

# Appendix I

## Action Plan Grant Requirements

*Extracted from the Office of the Secretary of Transportation Notice of Funding Opportunity (NOFO) for the Safe Streets and Roads for All (SS4A) Discretionary Grant Opportunity - Amendment 1, <https://www.transportation.gov/sites/dot.gov/files/2022-08/SS4A-NOFO-FY22-Amendment-1.pdf>*

An Action Plan is the foundation of the SS4A grant program. Action Plan Grants provide Federal funds to eligible applicants to develop or complete an Action Plan. Action Plan Grants may also fund supplemental Action Plan activities. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Further information on eligibility requirements is in Section C.

The primary deliverable for an Action Plan Grant is a publicly available Action Plan. For the purposes of the SS4A grant program, an Action Plan includes the components in **Table 1**. DOT considers the process of developing an Action Plan to be critical for success, and the components reflect a process-oriented set of activities.

**Table 1: Action Plan Components**

Component	Description
Leadership Commitment and Goal Setting	An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following: (1) the target date for achieving zero roadway fatalities and serious injuries, OR (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.
Planning Structure	A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.

Component	Description
Safety Analysis	<p>Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).</p>
Engagement and Collaboration	<p>Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.</p>
Equity Considerations	<p>Plan development using inclusive and representative processes. Underserved communities are identified through data and other analyses in collaboration with appropriate partners.<sup>8</sup> Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.</p>

<sup>8</sup> An underserved community as defined for this NOFO is consistent with the Office of Management and Budget’s Interim Guidance for the Justice40 Initiative (<https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf>) and the Historically Disadvantaged Community designation, which includes U.S. Census tracts identified in this table **and mapping tool** <https://datahub.transportation.gov/stories/s/tsyd-k6ij> and <https://usdot.maps.arcgis.com/apps/dashboards/99f9268777ff4218867ceedfabe58a3a>; any Tribal land; or any territory or possession of the United States.



<b>Component</b>	<b>Description</b>
Policy and Process Changes	<p>Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.</p>
Strategy and Project Selections	<p>Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.</p> <p>Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.</p>
Progress and Transparency	<p>Method to measure progress over time after an Action Plan is developed or updated, including outcome data. Means to ensure ongoing transparency is established with residents and other relevant stakeholders. Must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan online.</p>