

**Request for Proposals
(RFP)**

**Safe Streets and Roads for All Planning Grant
UAACOG Rural Communities Project**

A Safety Action Plan Project for the Colorado municipalities of:

**Brookside
Coal Creek
Florence
Rockvale
Silver Cliff
Westcliffe
Williamsburg**

***RESPONSE DEADLINE: WEDNESDAY, MAY 13, 2026
4:30 p.m. MDT***

Prepared by:
The Upper Arkansas Area Council of Governments
3224 A Independence Road
Cañon City CO 81212

Section I. Summary Introduction

Introduction

The Upper Arkansas Area Council of Governments (UAACOG) seeks a qualified consultant team to lead the development of a multi-jurisdictional Safety Action Plan for the municipalities of Brookside, Coal Creek, Florence, Rockvale, Silver Cliff, Westcliffe, and Williamsburg. These rural communities located in Fremont and Custer Counties share common barriers in improving roadway safety. The resulting document will include information that can be used regionally as well as by each municipality.

Responses to this RFP will be used to select a qualified consultant team to lead the Safety Action Plan Process.

Terminology Used

“Client” – Upper Arkansas Area Council of Governments or UAACOG

“Consultant” – firm or team of firms selected and contracted to prepare the Action Plan

“Project Partners” – The multijurisdictional alliance of the Colorado incorporated municipalities of Brookside, Coal Creek, Florence, Rockvale, Silver Cliff, Westcliffe, and Williamsburg

Section II. Project Scope

Background

The purpose of this project is to prepare a multi-jurisdictional *Safe Streets and Roads for All Comprehensive Safety Action Plan with Public and Stakeholder Engagement Process* for the municipalities of Brookside, Coal Creek, Florence, Rockvale, Silver Cliff, Westcliffe, and Williamsburg.

The project will address issues related to, but not inclusive of SH 115, SH 67, and SH 96, within the municipalities; please refer to available data for municipal boundaries. In the multi-jurisdictional area, Colorado Department of Transportation reports in FARS data that three (3) fatalities were experienced between 2017 through 2021 with a fatality rate of 8.9% per 100,000 people. Unfortunately, four of the municipalities (Silver Cliff, Brookside, Rockvale, and Williamsburg), while incorporated, do not have data available. Data limitations exist for several municipalities; however, local observations suggest that crash incidents may be underreported.

Developing a better understanding of corridors with higher incidences of severe and fatal crashes and ways to mitigate the factors leading to injuries and fatalities is essential to assisting each town prioritize investments in safety and lead to a Vision Zero outcome.

The project area has a combined population of approximately 7,300 residents (U.S. Census, 2020) across 36.3 square miles, reflecting a rural context with limited in-house transportation or engineering capacity.

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USDOT “Safe Streets and Roads for All” (SS4A) grant funds for the project were awarded to Upper Arkansas Area Council of Governments (UAACOG) and the project will be managed by the UAACOG SS4A Project Manager. The consultant component of this project is budgeted at **\$275,000** and shall be completed within that budget.

The Consultant will work with the Project Partners to identify specific strategies and measures to reduce roadway fatalities and injuries on identified corridors through a comprehensive set of actions.

The Consultant should be aware of this actions list provided by USDOT Guidance:

- **Leadership commitment and goal setting** that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- **Planning structure** through a committee, task force, implementation group, or similar body charged with oversight of the Safety Action Plan development, implementation, and monitoring.
- **Safety analysis** of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- **Equity** considerations developed through a plan using inclusive and representative processes.
- **Engagement and collaboration** with the public and relevant stakeholders, including the private sector and community groups, which allows for both community representation and feedback.
- **Policy and process changes** that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- **Strategy and project selections** that identify 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, which will address the safety problems described in the Safety Action Plan.
- **Progress and transparency methods** that measure progress over time after a Safety Action Plan is developed or updated, including outcome data.

The Consultant shall study the USDOT guidance for development of SS4A Safety Action Plans and shall ensure compliance with intent of the USDOT program. See:

<https://www.transportation.gov/grants/SS4A>

This Safety Action Plan shall list and describe programs, projects, strategies, and measures to be carried out and implemented over the next several years by Project Partners.

This Safety Action Plan will be prepared in active cooperation and consultation with the Colorado Department of Transportation (CDOT), the Upper Arkansas Area Council of Governments, and

the municipalities of Brookside, Coal Creek, Florence, Rockvale, Silver Cliff, Westcliffe, and Williamsburg.

The process will engage community stakeholders, first responders, CDOT, and other governmental partners, including representatives from Fremont and Custer Counties. A plan that is rooted in data analysis; considers populations that are most vulnerable to serious injury or fatality; creates a unique prioritization framework for implementation projects for each municipality; and has leadership commitment to achieve zero deaths by 2045 will be developed through this process.

Section III. Process

Project Scope of Services

Prospective consultants' proposals shall describe how the services described below will be provided. Modifications, refinements, and additions to this task outline may be considered at Client's discretion.

Task 1. Public Engagement

The Project Partners will be directly involved in guiding engagement and collaboration with the public and relevant stakeholders in each jurisdiction. The selected consultant will coordinate with UAACOG staff in preparation for and conduct of meetings and events for that jurisdiction. A minimum of seven public engagement meetings is anticipated: at least one in each Project Partner locale.

Consultant shall support the Project Partners in coordinating with CDOT at key points throughout the project.

Consultant will not be expected to establish a stand-alone project website or social media presence but will coordinate with UAACOG staff and provide information and digital materials for their use on websites and social media accounts by Project Partners.

Task 2. Existing Conditions

The selected Consultant will conduct an analysis of existing traffic safety conditions and recent trends that provide a baseline level of crashes involving fatalities and serious injuries on and around the Safety Action Plan area. Crashes shall be summarized and shown on maps; information should be provided with plain-language summaries suitable for non-technical audiences. Crash data shall include information on severity, crash type and modes involved. Personal injury and fatality crashes shall include a brief assessment of potential for physical improvements that might prevent future crashes at that location.

Task 3. Programs, Projects, Strategies and Measures

The Safety Action Plan shall include a Master List of programs, projects, strategies, and measures to be carried out and implemented over the next several years by each of the Project Partners.

For each entry in the Master List, the Consultant shall provide a brief description, the intended benefit and the lead agency or entity for implementation. Consultant shall prepare interactive digital, user-friendly map(s) and a list reference system that can be posted on the websites of the Project Partners.

The Consultant will work with UAACOG staff and Project Partner to identify high priority capital projects in each jurisdiction from the candidate projects in the Master List of programs, projects, strategies, and measures. The Project Partners will be interested in identifying specific projects that would be candidates for funding with Implementation Grants in the SS4A program (see USDOT Guidance).

The Consultant will also identify low-cost, quick implementation programs, projects, strategies, and measures that could be undertaken by each Project Partner.

Task 4. High Priority Project Descriptions

For each high priority capital project in the master list the Consultant shall provide a project location and map reference, a description of proposed improvements and a programming level cost estimate in 2026/2027 dollars. (A programming level cost estimate relies on similar recent projects in Colorado to provide an initial project cost.) This work will be used by the Project Partners in preparing grant applications for those projects.

Task 5. Performance Monitoring and Reporting

The Consultant shall develop a simple performance monitoring and reporting system (PMRS) for the Project Partners' completed Safety Action Plan. Consideration must be given to the lack of technical staff. The PMRS is intended to:

- Meet requirements of USDOT's SS4A guidance.
- Strengthen efforts by the Project Partners to increase the visibility of traffic safety issues and opportunities with the public.
- Support Project Partners' future SS4A program implementation efforts.
- Build elected leadership support for ongoing programs, projects, strategies, and measures implementation.

The PMRS shall include:

- An update of crash data for the Safety Action Plan and instruction for updating.
- A status update of programs, projects, strategies, and measures implementation activities by each of the Project Partners.

- Any lessons learned or techniques perfected that would be of use to USDOT or CDOT.
- A before/after crash rate comparison and analysis for completed programs, projects, strategies and measures and instructions for updating.

Task 6. Safety Action Plan Report

The Consultant shall prepare one final report for this Safety Action Plan project. The report shall address results of each of the five tasks and shall be prepared in both print-ready and digital format. The digital version shall be designed for posting and interactive use on Project Partners' websites with hyperlinks and other relevant features. The final report will also be used by Project Partners in connection with applications for SS4A implementation grants. The Safety Action Plan Report should contain sections pertinent to each Project Partner.

Task 7. Project Administration

The Consultant shall provide project administration services (project management, invoicing, and progress reporting). This **will** be included in the NTE amount of the proposal as part of the overall project budget.

Section IV. Submission Requirements and Timelines

Firms submitting responses to this RFP solicitation must provide the following information and materials. Neither the UAACOG nor the Project Partners shall be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentation associated with the response to this RFP. Submission packages should include an electronic version of the proposal. Project Partners welcome creative and clear proposal formats.

Interest

In a brief statement, indicate your interest in the project, the area, and our organization.

Experience and Professional Qualifications

To assess the capability of the consultant to carry out a quality planning process, please provide the following information.

- The status of the organization (partnership, corporation, etc.).
- Identification of principals, partners, and subcontractors that would participate in the planning and deliverable process, the nature of each participant's interest in the proposed project, and a summary of relevant experience of all key individuals.
- Experience summary - identification of major planning projects in which the consultant has been involved, including location, scale, date completed, local references, and other relevant factors.
- Any material which further identifies experience or qualifications of the consultant.

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Budget

The Safe Streets and Roads for All Grant award was for a total consultant project cost of **two hundred seventy-five thousand dollars** (\$275,000). All Consultants shall provide a fixed price fee, as a “not to exceed” quotation for the total project.

Consultant Point of Contact

Please identify the person in your organization who will serve as the point of contact, including name, e mail, address, and telephone.

Proposal

Consultants’ proposals must include responses to all requirements outlined in this RFP. By submitting a proposal, your firm agrees to all applicable provisions, terms, and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

Timeline for services

Proposals must include a proposed timeline for completion of services. The anticipated Notice to Proceed (NTP) date is June 1, 2026. All work must be completed, and a draft of the Safety Action Plan must be submitted to Client by June 30, 2027. Final deliverables must be submitted by July 31, 2027.

RFP Contact

All questions should be directed to the UAACOG and should only be submitted in writing; **Project Partners will not answer any questions from potential respondents.** No questions will be answered after April 28th, 2026. No verbal responses shall be considered binding. All such questions and the answers provided will be provided upon email request. Please email questions to: **Beth Lenz, UAACOG Program Manager-SS4A**, at: ss4a@uaacog.com . Please allow 2-3 workdays for responses.

A meeting of Project Partners will be hosted **online and in person on April 29th, 1:00 p.m. MDT.** Please contact Beth Lenz for the meeting details and login information. Questions/answers received up until April 28th will be reviewed in the meeting. This is not a mandatory requirement, and no new questions will be answered during this meeting.

All proposals must be submitted digitally to:

UAACOG SS4A Program Manager

Beth Lenz

ss4a@uaacog.com

Proposals must be received no later than 4:30 p.m. MDT, May 13th, 2026.

Section V. Evaluation Criteria and Review Process

In addition to the qualifications of the consultant team, the evaluation of each proposal will be based to the degree to which the proposal meets the objectives outlined in this RFP. Representatives of the UAACOG and Project Partners will assess the degree to which each proposal meets the requirements and responds to the preferences stated herein. The Project Partners reserve the right to reject any or all proposals. The UAACOG and Project Partners reserve the right to consider alternatives, to waive irregularities and to re-solicit proposals on both an individual and general basis.

Proposals will be evaluated based on:

Understanding of project scope
Relevant experience
Approach and methodology
Public engagement strategy
Project team qualifications
Cost proposal: Project Partners are seeking the best value within the stated budget

Consultants should expect that submitted proposals would be public documents unless arrangements are made in advance for confidential financial information or other information which may be protected by state law. Bid tabulation that includes the Company name and NTE price will be publicly available without a CORA request.

As the grantee, final selection authority rests with the Upper Arkansas Area Council of Governments. Any resultant contract shall be awarded with reasonable promptness by appropriate notice to the best-value bidder, which may not necessarily be the lowest-price bidder. The program manager is authorized to attempt to negotiate an adjustment of the price and/or the Scope of Work with one or more of the bidders.

Section VI. General Conditions

Reserved Rights

The Client and Project Partners reserve the right to:

- Modify or terminate the selection process or contract at any time;
- Waive minor irregularities;
- Reject any and/or all responses to this RFP and to seek new proposals when it is in the best interest of the Project Partners to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;

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- Request any additional information or evidence from individual respondents, including but not limited to financial status;
- Judge the respondent's written or oral representations as to their veracity, substance and relevance, including seeking and evaluating independent information on any consultant team members;
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the Client and the respondent.

Retainage

The Client will withhold ten percent (10%) of all invoiced amounts as retainage. Release of retainage is contingent upon the Contractor's full and satisfactory completion of the project, including delivery and acceptance of all final deliverables, resolution of any outstanding issues, and compliance with all contract requirements.

Hold Harmless

By participation in this RFP process, consultants agree to hold harmless the Upper Arkansas Area Council of Governments, the City of Florence, and the Towns of Brookside, Coal Creek, Rockvale, Silver Cliff, Westcliffe, and Williamsburg, their officers and employees from all claims, liabilities and costs related to all aspects of the consultant selection process.

Public Information

All documents, conversations, correspondence, etc. between the Client and respondents are public information subject to the laws and regulations that govern Fremont County, Colorado, unless specifically identified otherwise.

Expenses

All expenses related to any consultant's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that consultant.

Indemnification and Insurance

Consultant shall indemnify and hold harmless the Client and all Project Partners from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Consultant, Consultant's sub-contractors or otherwise arising out of the performance of services by Consultant. No later than seven (7) days following the execution of a service contract between Client and Consultant, the Consultant shall provide the Client with certificates of insurance evidencing the types and amounts of insurance required by the Client, if applicable.

We appreciate your interest and look forward to reviewing the proposal from you.