

TAZEWELL COUNTY, VIRGINIA
REQUEST FOR PROPOSALS (PROFESSIONAL SERVICES)
SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

The Tazewell County Board of Supervisors (“the Board”), on behalf of Tazewell County, Virginia (“the County”) is soliciting **PROPOSALS** for **PROFESSIONAL SERVICES** from qualified professional engineering firms and consultants with relevant experience to prepare Comprehensive Safety Action Plans in relation to the *Safe Streets and Roads for All Grant Program* (“SS4A”).

The objectives of the County in seeking such professional services are:

- Develop a data-driven Comprehensive Safety Action Plan for the County;
- Improve safety for all users of the transportation system;
- Ensure equitable access to safe transportation options; and
- Identify potential funding opportunities for safety improvements.

Interested firms and consultants shall submit six (6) bound copies of their proposal to the Tazewell County Engineering Department, located at 135 Court Street – Suite 318, Tazewell, VA 24651 by **January 3, 2025 at 2:00 PM**. Proposals must be submitted by sealed envelope marked “SS4A Safety Action Plans”. In accordance with Section 2.2-4303(A) of the Code of Virginia (1950), as amended, online submissions will be honored; however, the submission of six (6) bound copies of proposals is material to the proposal.

Prospective candidates will be selected and interviews held shortly after the January 3, 2025 deadline.

A complete copy of this Request for Proposals will be available for download at the County’s website: <https://tazewellcountyva.org/bid-information>. The County reserves the right to reject all proposals; waive informalities; and contract with the applicant whose proposal is in the best interests of Tazewell County, Virginia. Minority-owned, women-owned, and disadvantaged businesses are encouraged to apply.

Please direct all inquiries to Kenneth E. Dunford, Jr. – Tazewell County Director of Engineering, at kenneth.dunford@tazewellcounty.org by January 3, 2025 at 2:00 PM. All questions and responses will be posted on the County’s website: <https://tazewellcountyva.org/bid-information/>.

Per Order of the Tazewell County Board of Supervisors:
C. Eric Young – Tazewell County Administrator

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I. Project Overview

The Tazewell County Board of Supervisors (hereafter, “the Board”), on behalf of Tazewell County, Virginia (hereafter, “the County”) is soliciting **PROPOSALS** for **PROFESSIONAL SERVICES** from qualified professional engineering firms and consultants with relevant experience to prepare Comprehensive Safety Action Plans (hereafter, “CSAP”) in relation to the *Safe Streets and Roads for All Grant Program* (hereafter, “SS4A”). These Plans will guide future transportation safety efforts in the County.

II. Project Goals

The objectives of the County in seeking such professional services are:

- Develop a data-driven Comprehensive Safety Action Plan for the County;
- Improve safety for all users of the transportation system;
- Ensure equitable access to safe transportation options; and
- Identify potential funding opportunities for safety improvements.

III. Scope of Work

The successful applicant will be responsible for the following tasks:

- **Project Management and Coordination:** Develop a detailed work plan; manage the project timeline; and coordinate with a Study Review Committee and subconsultants (if applicable).
- **Stakeholder and Public Engagement:** Develop and implement a comprehensive outreach program to gather input from community members, with a focus on marginalized and disadvantaged populations.
- **Data Collection and Review:** Collect and analyze data relevant to safety concerns in the SS4A corridor(s). Tazewell County Administration staff will assist with data collection.
- **Safety Analysis:** Conduct a safety analysis of the SS4A corridor(s), focusing on areas identified by the Study Review Committee.
- **Transportation Equity Review:** Assess the impact of current transportation systems on different user groups, including underserved communities.
- **Public Accessibility:** Establish a mechanism for the public to monitor the development and implementation of the CSAP.
- **Implementation Matrix:** Develop a matrix that identifies potential safety projects, funding opportunities, conceptual infrastructure improvements, and implementation schedules.

- **Draft and Final Plan:** Prepare a draft CSAP for review by the County; incorporate feedback; and finalize the plan.
- **Summary:** Create a clear, concise summary of the final CSAP.
- **Deliverables:** Provide a high-resolution PDF of the final CSAP, including meeting summaries and technical analyses as appendices.

IV. Proposal Requirements

The successful proposal should address the following:

- **Company Overview:** Briefly describe the firm's experience and qualifications.
- **Project Team:** List proposed personnel for the project and their relevant experience.
- **Project Approach:** Explain your methodology for completing the project and meeting RFP requirements.
- **Project Timeline:** Provide a detailed schedule for completing the CSAP.
- **Relevant Project Experience:** Showcase past projects relevant to transportation safety planning, public engagement, and equity considerations.
- **Local Experience:** Describe your experience working on similar projects in Virginia or the surrounding region.

V. Submission Instructions

- Interested firms and consultants shall submit six (6) bound copies of their proposal to the following:

Tazewell County Engineering Department
 ATTN: Kenneth E. Dunford, Jr.
135 Court Street – Suite 318, Tazewell, VA 24651

- Proposals must be received by **January 3, 2025 at 2:00 PM.**
- Online submission of proposals are permitted; however, the submission of six (6) bound copies is material to the proposal
- Proposals must be submitted by sealed envelope marked “SS4A Safety Action Plans”.
- Minority-owned, women-owned, and disadvantaged businesses are encouraged to apply.

VI. Selection Process

- Prospective candidates will be selected and interviews will be held shortly after the January 3, 2025 Deadline.
- The County reserves the right to reject all proposals; waive informalities; and contract with the applicant whose proposal is in the best interests of Tazewell County, Virginia.

VII. Questions

- Please direct all inquiries to Kenneth E. Dunford, Jr. – Tazewell County Director of Engineering, at kenneth.dunford@tazewellcounty.org by **January 3, 2025** at **2:00 PM**.
- All questions and responses will be posted on the County's website: <https://tazewellcountyva.org/bid-information/>.

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