



GEARY COUNTY

PUBLIC WORKS DEPARTMENT

Request for Qualifications

**Engineering Consultant Services for:
Safe Streets for All (SS4A) Safety Action Plan**

RFQ's due by 4:30pm on August 15th, 2025.

Please mail or hand deliver sealed RFQ's to the address below:

Geary County Public Works Department
Jeremie Myers: Public Works Administrator
310 E 8th Street
Junction City, KS 66441
785-238-3612

Request for Qualifications (RFQ)

Geary County Public Works is soliciting qualifications from qualified consulting firms to develop a Safety Action Plan in accordance with the US Department of Transportation's (USDOT) Safe Streets and Roads for All (SS4A) grant program. Interested consulting firms will use the County's current Local Road Safety Plan (LRSP) to enhance and expand the information currently available. The Safety Action Plan will detail findings from data analysis, provide actionable policy & project recommendations, and outline implementation strategies.

All qualified firms must submit a proposal detailing qualifications, technical expertise, management & staff capabilities, and related prior experience to be evaluated on. The intent of this process is to objectively select the firm that will provide the highest quality of service.

Scope of Work

Geary County had their LSRP completed in September 2023. Geary County received an SS4A Planning and Demonstration grant to fill in the gaps not studied in the LRSP, to further develop an Action Plan that will meet the requirements of the SS4A grant. This effort will include focusing on the Safe System Approach of analyzing underserved areas, to then perform a cost benefit analysis and impact of the SS4A roadway improvements, followed by prioritizing projects and strategies. One future goal of Geary County is to then use this Action Plan to apply for another SS4A grant to implement and construct activities outlined in the Safety Action Plan.

Consultants are expected to create a community engagement strategy for both public and key stakeholder outreach. A variety of engagement strategies should be considered to gather the information necessary to prepare a final report that responds to and considers both public & key stakeholders' interests and concerns. Upon completion of the Safety Action Plan, it is required that the plan be made publicly available and published on a publicly available website. If awarded a grant in the future, Geary County will need the ability to add / update the information so all progress related to this project can be shown.

Funding Information

The total cost for Professional Services is currently budgeted at \$160,000.00. The budgeted amount has been provided to be transparent; however, it is expected that all firms will provide an RFQ based on the actual cost and not the budgeted amount.

Reporting Requirements

SS4A Quarterly Performance Progress Reports & Quarterly Financial Status Reports to Federal Highway Administration (FHWA) are required. It is expected that the selected firm will assist the County with developing and complying with reporting requirements. This could include in-person meetings, virtual meetings, phone calls, emails or other various methods of communication.

Schedule and Deadlines

All RFQ's are due by 4:30pm on August 15, 2025.

Anticipated Consultant Selection Schedule:

Schedule is subject to change and is only provided for preliminary purposes.

- Qualifications Review: August 2025
- Consultant Interviews: September 2025
- Consultant Selected: September 2025
- Board of County Commissioners' Approval: October 2025
- Consultant Notice to Proceed Issued: October 2025
- All Work to be Completed: February 2026
- Revisions and Billing Received By: March 2026
- SS4A Final Report Due: April 2026

Qualifications Format & Content Requirements

The following requirements should be met:

Project Approach:

Describe methods and plans for carrying out the Scope of Work. Provide information on all the services proposed to be provided as identified in the RFQ. The provided information should be specific and detailed regarding the proposed areas of safety improvement and proposed solutions. Any additional or optional recommended tasks should also be included.

If the consulting firm has expectations that County staff will need to undertake, these must be listed. Any additional tasks not specified will be the responsibility of the consultant.

Project Schedule:

Project must be completed by April 2026. Provide a proposed draft project timeline including the key milestones:

- Project Initiation and Kick Off
- Data Collection & Analysis of Roadway System and Safety Needs
- Review of Current Geary County Local Road Safety Plan
- Public Engagement and Outreach
- Development of the Safety Action Plan
- Prioritization of Projects and Strategies
- Finalization and Approval of Safety Action Plan

Qualifications and Experience:

Please include the following information:

- Type of Organization
- Size (local office & total firm size)
- Number of years as a firm
- Name, qualifications, and experience of personnel assigned to the project, including professional registrations and affiliations
- List of previously completed projects with comparable project goals. Please include original completion dates & actual completion dates
- List of references from recent similar projects, including name, address, email address and phone numbers

List of Project Responsible Personnel:

This list should identify:

- Project Manager / Point of Contact for this project
- Personnel proposed on project
- Supervisory personnel
- Any partners and/or sub-consultants and their assigned duties

Community Familiarity:

The familiarity with the community will be taken into consideration. Understanding the needs, concerns and culture of the local community are valuable in ensuring future growth of the County. Understanding newly developed areas that might not be present in the LSRP, still need to be evaluated.

Consultant Evaluation and Selection Process

A committee comprised of Geary County staff will review and evaluate all RFQ's submitted on the following criteria. A selection of up to three (3) consulting firms will be asked to interview and provide a presentation.

Please see bullet points from 'Qualifications Format & Content Requirements' for detailed descriptions on what will be evaluated.

- Project Approach ----- 25 points
- Project Schedule ----- 20 points
- Qualifications and Experience to include Successful Past Projects ----- 30 points
- List of Personnel Responsible for Project ----- 15 points
- Community Familiarity ----- 10 points

RFQ Review

The highest-ranked firm will be asked to enter into negotiations with Geary County for an agreement. In the event Geary County cannot reach agreement with the ranked firm, it will terminate negotiations with said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services that is fair and reasonable, or Geary County decides to pursue other alternatives.

County Contact Information

Questions regarding this project should be directed at:

Jeremie Myers
Public Works Administrator
Jeremie.myers@gearycounty.org

Kalyn Ross
Administrative Services Manager
kross@gearycounty.org

In submitting this RFQ, it is understood that the right is reserved by the Geary County Commission to reject any or all RFQ's, if found to be in the best interest of the County. By submitting an RFQ, you agree to this term.

Contract Terms & Conditions

Geary County received funding for this project from the Federal Highway Administration (FHWA) under the Fiscal Year 2023 Safe Streets and Roads for All Grant Program. Since FHWA funding will be used for this procurement, the successful bidder will be required to comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Project. Please review the “Exhibits to FHWA Grant Agreements Under the Fiscal Year 2024 Safe Streets and Roads for All (SS4A) Grant Program (2024-06-13),” and carefully indicate below if you would agree to comply with these requirements, should your firm be the successful bidder.

Return this page with your RFQ submission.

NOTE: Your signed commitment to comply is required for us to consider your submission responsive.

The bidder or offeror hereby certifies that it will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Project.

Name of Firm

Authorized Representative Print

Authorized Representative Signature

Date