

**REQUEST FOR
QUALIFICATIONS**

FOR

THE DEVELOPMENT OF:

**THE CITY OF EDGERTON, KANSAS
SAFETY ACTION PLAN**

FOR

SAFE STREETS FOR ALL (SS4A) GRANT

March 6, 2026



**REQUEST FOR QUALIFICATIONS FOR THE
CITY OF EDGERTON, KANSAS SAFETY ACTION PLAN
SAFE STREETS FOR ALL (SS4A)**

I. INTRODUCTION

The City of Edgerton is seeking Statements of Qualifications (SOQs) from licensed professional consultants with expertise in USDOT Safety Action Plans for road systems, federal grant administration or similar. In addition to the Safety Action Plan the consultant team will perform supplemental activities to inform the plan as defined in detail in the Scope of Request and Project Goals.

II. SCOPE OF REQUEST

The purpose of this Request for Qualifications (RFQ) is to solicit and select a consultant to provide the following services:

- The City of Edgerton, Kansas has been awarded a federal grant to develop a Comprehensive Safety Action Plan (CSAP) and perform supplemental activities for the Safe Streets for All (SS4A) Program. The location covers the Edgerton Road system but may consider connecting unincorporated Johnson County roads and neighboring municipalities for continuity, subject to coordination with City staff and within the approved SS4A grant scope.
- The consultant will assist the City in developing a CSAP for the SS4A Program.

The number, extent and locations of supplemental activities will be defined in coordination with City staff and shall remain consistent with the approved SS4A grant scope and budget.

The Consultant shall develop and implement a structured engagement plan that includes:

- Stakeholder advisory group meetings;
- Public engagement events (minimum of three);
- Online engagement tools or surveys;
- Targeted outreach to freight operators, school districts, emergency responders, industrial employers, and vulnerable road user groups.

The Consultant shall document how public and stakeholder input informed the final CSAP recommendations.

The Consultant shall analyze a minimum of five (5) years of fatal and serious injury crash data to establish baseline conditions and identify systemic and location-specific safety risks. The analysis shall:

- Identify and map a High Injury Network (HIN) or equivalent geospatial identification of higher-risk corridors and intersections.
- Evaluate systemic risk factors, roadway characteristics, and contributing crash factors.
- Include analysis of crashes involving pedestrians, bicyclists, transit users, freight traffic, school routes, and other vulnerable road users.
- Evaluate demographic and geographic patterns related to crash severity and frequency.
- Incorporate GIS-based spatial analysis and visualization.

Performance Metrics and Safety Targets

The Consultant shall establish baseline fatal and serious injury metrics and develop measurable safety performance targets consistent with the Safe System Approach. The CSAP shall include:

- Quantified reduction targets for fatal and serious injury crashes (short-term and long-term horizons)
- Mode-specific analysis for vulnerable road users

- Identification of high-risk corridors and systemic risk factors supported by data visualization
- Recommended annual monitoring metrics suitable for public reporting

The Consultant shall provide a performance monitoring framework that allows the City to track implementation progress and safety outcomes over time and integrate reporting into future annual CIP updates.

The final CSAP shall include a prioritized list of projects and strategies categorized as short-term (0–2 years), mid-term (3–5 years), and long-term (5+ years).

The prioritized list shall:

- Include infrastructure, operational, and behavioral safety strategies.
- Provide conceptual cost estimates (order-of-magnitude level).
- Clearly identify the safety problem each strategy addresses.
- Include prioritization criteria and scoring methodology.

Capital Programming and Performance Integration

The Consultant shall structure the Comprehensive Safety Action Plan (CSAP) to function as a capital implementation framework aligned with the City's Capital Improvement Program (CIP). The prioritized project list shall be presented in a format suitable for multi-year capital programming and future budget adoption.

For each recommended project or strategy, the Consultant shall include, at a minimum:

- Project identification number and location
- Safety problem statement
- Estimated order-of-magnitude cost range
- Expected safety impact or crash reduction rationale
- Implementation timeframe and readiness level
- Potential funding sources (e.g., SS4A Implementation, HSIP, KDOT Cost Share, local CIP, private participation, or other eligible programs)
- Identification of projects suitable for bundling into phased capital packages

The Consultant shall develop a five (5) year implementation roadmap identifying near-term projects appropriate for grant pursuit, design advancement, or capital budgeting, and shall clearly distinguish between quick-build, operational, and capital-intensive infrastructure improvements.

The Consultant shall ensure that the Comprehensive Safety Action Plan (CSAP) fully complies with all requirements outlined in the Safe Streets and Roads for All (SS4A) Notice of Funding Opportunity (NOFO), including the seven (7) required components identified in NOFO Table 1:

1. Leadership Commitment and Goal Setting
2. Planning Structure
3. Safety Analysis
4. Engagement and Collaboration
5. Policy and Process Changes
6. Strategy and Project Selections
7. Progress and Transparency

The final CSAP shall be fully compliant with SS4A eligibility requirements and structured to directly support future SS4A Implementation Grant applications. The Consultant shall identify a minimum of three (3) to five (5) high-priority projects that are sufficiently defined to support near-term grant pursuit, including conceptual

scope descriptions, planning-level cost estimates, safety justification narratives, and implementation sequencing considerations.

The Consultant shall document how each required SS4A component is satisfied and shall prepare a completed draft Self-Certification Eligibility Worksheet demonstrating compliance with all eligibility criteria.

The Consultant shall assist the City with federal grant administration requirements, including performance monitoring, annual public reporting consistent with SS4A Progress and Transparency requirements, required FHWA documentation, and grant closeout support.

The Consultant shall apply the Safe System Approach throughout development of the CSAP. The Plan shall incorporate principles that anticipate human error, reduce crash severity through design and operational countermeasures, address systemic risk factors, and improve safety outcomes for all roadway users, including vulnerable road users.

The Consultant shall evaluate roadway safety impacts across demographic groups and geographic areas, including identification of underserved communities and populations disproportionately impacted by fatal and serious injury crashes. The engagement strategy shall include outreach to historically underrepresented groups.

As the City of Edgerton is the lead Recipient in the Grant Agreement, the consultant will be working with City Staff to provide these services. It is the City's desire to have CSAP as well as all grant closeout completed by August 15th, 2027.

The City reserves the right to modify the scope to include supplemental planning or demonstration activities that enhance the CSAP's eligibility and competitiveness for future SS4A Implementation Grant applications.

Anticipated Project Schedule:

Milestone	Date
City Council Authorization / Contract Execution	July 9, 2026
Notice to Proceed	July 13, 2026
Project Kick-Off Meeting	Late July 2026
Data Collection, Engagement, Safety Audits	July 2026 thru February 2027
Draft Safety Action Plan	April 30, 2027
Council Review & Revisions	May thru June 2027
City Council Adoption	July 2027
Final Plan Publicly Available	By August 1, 2027
Final Reporting & Grant Closeout	By October 1, 2027

The period of performance for the Safe Streets for All grant is September 16th, 2025 to October 1st, 2027. All final documents and invoices must be processed, approved, and cleared before August 15th, 2027.

III. PROJECT GOALS

The City of Edgerton intends to select a Consultant to complete the above scope with an emphasis on the following goals:

- To deliver a Comprehensive Safety Action Plan (CSAP) that meets all USDOT FHWA and SS4A eligibility requirements for the Edgerton Road System.
- To ensure meaningful stakeholder engagement consistent with SS4A requirements.
- To use the expertise of the Consultant to achieve schedule efficiencies completing data collection, analysis, and the final Safety Action Plan prior to the deadline imposed by the grant agreement.

IV. PROJECT PARTNERS

The City of Edgerton will serve as the lead agency for development of the Comprehensive Safety Action Plan. Project partners and stakeholders identified through the SS4A grant application and planning process include City departments, Johnson County, neighboring municipalities, emergency response agencies, school districts, freight and industrial employers, pedestrians, bicyclists, and other roadway users.

The selected Consultant will coordinate closely with City staff and identified partners to support data collection, stakeholder engagement, and development of a USDOT-compliant Safety Action Plan that reflects local and regional roadway safety needs.

V. SUBMITTAL OF PROPOSAL AND QUALIFICATIONS

a. Qualifications/Project Experience:

- i. The Consultant shall demonstrate their capabilities and competence in providing Comprehensive Safety Action Plans (CSAP), community engagement, and federal grant administration. Include a summary of similar projects for the last five (5) years. Highlight participation by key staff that will be assigned to this Project. Submittals shall also include experience with safety data analysis, crash trend evaluation, and the integration of roadway, traffic, and contextual data to support development of a USDOT-compliant Comprehensive Safety Action Plan. Each project description shall contain at a minimum the following information:
 1. Project and Owner's name;
 2. Contact Information (including phone number);
 3. Description of Project;
 4. Schedule and Completion History;
 5. Approaches to comprehensive roadway safety, including data-driven identification of high-risk locations and vulnerable road users.
 6. Federal Grant administration.
 7. Relevant Stakeholder Engagement
- ii. The Consultant shall include a registered Professional Engineer licensed in the State of Kansas that is familiar with both Johnson County and City of Edgerton specifications and regulations. Proposals shall include experience relevant to the development of USDOT SS4A-compliant Comprehensive Safety Action Plans, including safety data analysis, traffic operations, roadway safety countermeasure development, and coordination with local, county, and regional agencies.
- iii. The Consultant shall be authorized to work in the State of Kansas and the City of Edgerton.

b. Project Approach:

The Consultant shall demonstrate a comprehensive understanding of professional services contracting and present a summary of the Consultant's approach to accomplishing the work under a Professional Services Agreement. The City of Edgerton's Professional Services

Agreement attached will be used as the basis for the project agreement. Include any concern with using the Professional Services Agreement as it currently exists.

Include a description of your ability to meet a schedule to allow for the project completion, and a description of the largest hurdles that you believe the team will have to overcome on the project and how you intend to proactively address these challenges and meet the listed project goals in Section III.

c. Key Project Staff:

Provide a detailed resume for all key project staff members. Include a description of their roles based on your current understanding of the project scope. Explain the role of the firm's ownership in the project organization.

d. Possible Subcontractors:

Based on your understanding of the work, provide a list of possible subcontractors (e.g., data analysis, public engagement, GIS, safety analysis). Describe projects that the Consultants and subcontractors have performed in concert. Provide references for similar work in which these subcontractors have worked for your company.

e. Comprehensive Safety Action Plan Experience:

Detail any experience that your team has with USDOT approved Comprehensive Safety Action Plan (CSAP) data gathering, community and stakeholder engagement, and analysis.

f. SS4A Grant Program Experience:

Detail any relevant experience that your team has with performing professional services related to the Safe Streets for All (SS4A) Grant Program.

g. Insurance Reference:

Provide the name, address and phone number of the Consultant's insurance agent(s). Provide a certificate of insurance outlining coverage and policy limits. The City must be listed as an additional insured. Can this coverage be extended for work on this Project? Can coverage be increased? Are there any current claims that will affect coverage limits available to the City for this Project?

h. Special Conditions:

All responses to this Request for Qualifications submitted by the Consultant shall be deemed public documents at the time opened by the City of Edgerton. The Request for Qualifications is intended to be worded in a manner so as not to elicit proprietary information. If proprietary information is submitted as part of the response, such information shall be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Edgerton to the respondent. Any proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

VI. METHOD OF SOLICITATION

a. Advance notice distributed via email to relevant professional and regional stakeholders

- b. As well as a minimum of five selected KDOT Pre-Qualified Consultants.
- c. A notice will be published once in the Legal Record.
- d. A notice will be posted on the City's website for the duration of the solicitation period.
- e. The Request for Qualifications will be sent via e-mail to select firms.

VII. SUBMISSION REQUIREMENTS

- a. Submit a digital submission of the response to the City of Edgerton prior to **4:00 pm on April 16th, 2026**. Completed Statements of Qualifications shall be sealed, clearly marked "Statement of Qualifications for Edgerton Safety Action Plan (SS4A)" and emailed to RMontgomery@edgertonks.org. Emails received prior to submission deadline will be acknowledged by emailed receipt. Emails received after 4pm will not be acknowledged.
- b. Responses should be limited to 18 - 8.5" x 11" pages excluding the cover letter, attachments/exhibits, and insurance references.
- c. Responses received after the above date and time will be considered late and will not be accepted. Emails received after 4pm will not be acknowledged.
- d. Any and all costs associated with the preparation of the Statement of Qualifications shall be borne by the Consultant.
- e. An optional, **pre-submittal meeting** will be held at The Greenspace, 303 E Nelson St, Edgerton, KS 66021 on **April 1st, 2026 at 2:00 PM**. Edgerton staff and partners will provide a brief presentation of the project and answer questions.
- f. City staff will be available to meet with potential applicants virtually or in-person on **April 7th and/or April 8th**. Please contact Rhoderic Montgomery to set up a meeting. No other dates will be made available for firms to meet individually with city staff prior to applicant interviews.
- g. Questions during the RFQ period should be directed to:
City of Edgerton, Kansas
Rhoderic Montgomery Jr, CIP Project Manager
Phone: (913) 424-3621
rmontgomery@edgertonks.org

VIII. DESIRED SCHEDULE

The desired schedule to determine a Consultant for the Edgerton Safety Action Plan is listed below. Please note the schedule below is created to best position the City meet all grant requirements for consultant procurement and project completion before the performance period end date.

Item	Date
Issue RFQ	March 6, 2026
Legal Notice Published	March 16 thru April 2, 2026
Optional Pre-Submittal Meeting	April 1, 2026 @ 2:00 PM

SOQ Deadline	April 16, 2026 @ 4:00 PM
Evaluation Period	April 17 thru May 1, 2026
Interviews (if required)	May 11 thru May 15, 2026
Contract Negotiation	June 2026
City Council Approval	July 9, 2026
Notice to Proceed	July 13, 2026

IX. SELECTION PROCESS

a. Evaluation Process:

- i. A Selection Committee comprised of City staff, including the Project Manager, Department Director, City Engineer, and other designated personnel, will evaluate the responses. The Selection Committee will review the Statements of Qualifications and short-list teams selected for interview, if required.
- ii. Evaluation of Consultants will be based on a combination of Qualification Statements, references, and potential interviews to select the most qualified Consultant.

Responses to this RFQ will be evaluated using a weighted scoring system designed to prioritize data-driven analysis, capital programming integration, and implementation readiness. A maximum of 100 total points will be assigned using the criteria below:

1. Technical Approach and Data-Driven Safety Analysis (25 points)
Demonstrated methodology for crash analysis, High Injury Network identification, systemic safety evaluation, GIS visualization, and measurable performance target development.
2. Capital Programming and Implementation Strategy (25 points)
Demonstrated ability to structure the CSAP as a multi-year capital framework aligned with the City's Capital Improvement Program (CIP), including phased implementation planning, project bundling strategies, and funding alignment.
3. SS4A and Federal Grant Readiness Experience (20 points)
Experience developing USDOT-compliant CSAPs and preparing plans that successfully supported Implementation Grant applications or other federal transportation funding programs.
4. Key Staff Qualifications and Organizational Capacity (15 points)
Experience and availability of proposed personnel, including expertise in roadway safety, grant administration, capital planning, and interagency coordination.
5. Performance Monitoring and Accountability Framework (10 points)
Demonstrated ability to establish measurable safety targets, annual reporting metrics, and long-term monitoring strategies consistent with the Safe System Approach.
6. Overall Responsiveness and Clarity of Submittal (5 points)
Quality, completeness, and clarity of the proposal.

*In accordance with 2 CFR 200 procurement requirements, the Selection Committee will document the basis for consultant selection. Final selection may consider both quantitative scoring and qualitative factors, including the Consultant's demonstrated understanding of the project, relevant experience, and ability to meet project goals. The City will maintain written documentation supporting the selection decision.

**Availability shall be evaluated based on the Consultant's demonstrated staffing capacity, ability to commit key personnel and ability to meet the project schedule outlined in this RFQ

- b. The City of Edgerton reserves the right to reject any and all Statements of Qualifications, to waive minor defects or technicalities, or to solicit new Statements of Qualifications for the same project or a modified project that may include portions of the originally proposed project as the City of Edgerton may deem necessary.
- c. It is of utmost importance that the requested information be submitted with your Statement of Qualifications. Failure to submit any of the required information may result in your firm being disqualified from the Selection Process.
- d. The contract between the City and the selected Consultant shall not be considered accepted, approved or otherwise effective until the legally required approvals and certifications have been given.
- e. The City shall not be liable for any costs associated with activities on this Project that have occurred prior to the issuance by the City of a Notice to Proceed. The Consultant shall proceed at their own risk and expense should any activities commence prior to the issuance of the Project Notice to Proceed by the City.
- f. No Limitation of Liability: The Governing Body of the City of Edgerton will not consider acceptance of contracts from Consultants which include a limitation of liability to the amount paid by the City under the contract, or similar language. Coverage, policy limits, and the limits of any liability of the Consultant will be determined by the certificate of insurance provided in the Insurance Reference section of Section V.