

SUBJECT: Award of proposal number 24-094P to Michael Baker International, Inc. for the contract amount of \$559,266.00 to prepare a Safe Streets for All Comprehensive Safety Action Plan.

AGENDA OF: May 7, 2024

ASSEMBLY ACTION: Approved under the consent agenda 05/07/24 - BJH

AGENDA ACTION REQUESTED: Present to the Assembly for consideration.

Route To:	Signature
Purchasing Officer	X Rustin Krafft Signed by: Rustin Krafft
Public Works Director	X Tom Adams, P.E. Signed by: Tom Adams
Finance Director	X Cheyenne Heindel Signed by: Cheyenne Heindel
Borough Attorney	X Nicholas Spiropoulos Signed by: Nicholas Spiropoulos
Borough Manager	X Michael Brown Signed by: Michael Brown
Borough Clerk	X Lonnie McKechnie Signed by: Lonnie McKechnie

ATTACHMENT (S): Analysis Sheet (1p)
Scope of Services (6p)
Fiscal Note Yes

SUMMARY STATEMENT: On March 5, 2024, the Matanuska-Susitna Borough Purchasing Division issued a solicitation requesting Proposals from qualified firms to prepare a Safe Streets for All Comprehensive Safety Action Plan for an expanded core area of the Matanuska-Susitna Borough, including the Cities of Houston, Wasilla, and Palmer. Services purchased will support the Public Works Department in all assembly districts.

In response to the advertisement, three proposals were received. A proposal evaluation team made up of Borough Public Works and Planning staff evaluated the proposals and selected Michael Baker International as the most advantageous firm for the Borough.

The completion date for this project is April 30, 2025.

In accordance with MSB 3.08.170(B), Administration requests authority to modify the resulting contract completion date by 90 days for unforeseen circumstances.

The Public Works Department, Pre-Design & Engineering Division will be administering the contract.

RECOMMENDATION OF ADMINISTRATION: Approve the subject action memorandum.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: May 7, 2024

SUBJECT: Award of proposal number 24-094P to Michael Baker International, Inc. for the contract amount of \$559,266.00 to prepare a Safe Streets for All Comprehensive Safety Action Plan.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$559,266	FUNDING SOURCE Roads and Bridges Capital Projects
FROM ACCOUNT # 430.000.000 4xx.xxx	PROJECT# 35002
TO ACCOUNT :	PROJECT #
VERIFIED BY: ____X____Liese l W e i l a n d Signed by: Liese l W e i l a n d	CERTIFIED BY:
DATE: 4/24/2024	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL	559.3					
---------	-------	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	559.3					
TOTAL	559.3					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY: _____ PHONE: _____

DEPARTMENT: _____ DATE: _____

4 / 2 5 / 2 0 2 4

X

C h e y e n n e H e i n d e l

APPROVED BY: _____ DATE: _____

Signed by: C h e y e n n e H e i n d e l

SCOPE OF SERVICES

24-094P, Prepare Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan

The Matanuska-Susitna Borough (MSB) is seeking requests for proposals from qualified consultants for preparing a Safe Streets for All Comprehensive Safety Action Plan for an expanded core area of the Matanuska-Susitna Borough, including the Cities of Houston, Wasilla, and Palmer (see attachment 1).

1. Background Information

The MSB is the fastest growing region in Alaska with more than 113,920 residents, encompasses 25,258 square miles, and contains three incorporated cities. There are over 2,400 miles of transportation routes including State, Borough, Municipal, and privately maintained rights-of-way within the MSB. The focus on transportation safety in the MSB is a shared responsibility and concern among a multitude of stakeholders.

2. Purpose of Request

The MSB was awarded a Fiscal Year 2022 Safe Streets and Roads for All (SS4A) Grant from the U.S. Department of Transportation to create a Comprehensive Safety Action Plan (CSAP). A CSAP is a powerful way to prioritize safety improvements and justify investment decisions within a jurisdiction. These plans can serve as the basic building blocks to significantly improve roadway safety by reducing and eliminating serious injury and fatal crashes; communicating and collaborating with stakeholders and community members; and providing information on funding opportunities. The CSAP will focus on all transportation system users, pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators, to create a long-term strategy for enhancing the safety of MSB roadways, identify priority projects, and allocate resources effectively.

The CSAP will provide a framework of innovative strategies and implementation actions intended to reduce transportation-related fatalities and serious injuries while also supporting federal safety initiatives. The CSAP will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the expanded core area of the MSB. The CSAP will develop recommendations for both motorized and non-motorized modes in the roadway network as well as other elements including land use, transit, freight, and other community factors to create a comprehensive course of action. The CSAP will address federal and state regulations, including design guidance; performance management goals, measures, and targets; and will promote equitable outcomes.

As noted, this CSAP is funded in part through the Safe Streets and Roads for All (SS4A) discretionary grant program. The purpose of this program, established by the Bipartisan Infrastructure Law (BIL), is to support local initiatives to prevent death and serious injury on roads and streets, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators. Once complete, the CSAP will allow the MSB to apply for implementation (capital construction) discretionary grant funds through the SS4A initiative.

3. Project Narrative

The MSB understands our responsibility in working toward the elimination of fatal and serious crashes for all roadway users, including those who walk, bike, drive, ride transit, and travel by other modes in our community. We are committed to a holistic approach in how we think about transportation safety and how we prioritize investments across the entire transportation system so that we can build a safe and better system for all users of all modes.

By developing the first CSAP for the expanded core area, MSB will commit to providing a framework of innovative strategies and implementation actions that will ensure crash reductions and support federal safety initiatives. Through expanded collaboration with stakeholders and community members, as well as guidance from FHWA's

Safe System approach and SS4A's Action Plan Components, MSB will develop a CSAP that is founded upon the following:

- Stakeholder and public engagement, with a strong emphasis on equity and outreach to historically marginalized community members, and economically disadvantaged community members.
- Data collection and review, including a summary of existing programs, policies, and studies as well as a peer review of comparable areas.
- Safety analysis, including an analysis of regional trends, contributing factors, and patterns of transportation-related accidents in the region.
- Transportation equity review, including an assessment of regional equity indicators related to accessibility, connectivity, environment, health, engagement, and effectiveness, and how transportation systems affect and/or influence safe and equitable outcomes.
- Dashboard and toolkit, including graphic visualizations that illustrate safety countermeasures, context-sensitive solutions, user educational components, and performance measure tracking.
- Implementation matrix for implementing safety measures including:
 - Policies, programs, innovative practices, and low-cost/high-impact strategies; and
 - Specific construction projects with scope, budget, and time frame.

4. Scope of Work and Performance Tasks

The MSB is seeking a consultant that does not only provide the typical qualifications necessary in the development of the CSAP, but will also be proactive, visionary, innovative, and collaborative while examining and proposing strategies and recommendations that will ensure a reduction of fatal and serious crashes for all roadway users.

Outlined below is the scope of work that will guide development of the CSAP and provide interested consultants insight into project intent, context, coordination, responsibilities, and other elements to help facilitate proposal development. This outline is not necessarily all-inclusive, and the consultant may include in the proposal any additional performance tasks that will integrate innovative approaches to successfully complete the CSAP. At a minimum, the consultant shall be expected to establish detailed outlines, analyses, assessments, and recommendations for the following tasks:

Task 1: Project Structure and Work Plan

Building on the scope of work presented in their proposal, and incorporating any relevant changes made during contract negotiations, the consultant will prepare a detailed work plan and schedule for the CSAP which anticipates completion by January 2025. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in a successful conclusion to the study.

Task 2: Project Management and Coordination

The consultant shall be required to manage the study and coordinate any subconsultants, as well as bear responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact responsible for all project communications.

This task will include regular progress meetings with the MSB, the preparation of monthly progress reports, documentation of travel and expense receipts, and the preparation and submission of invoices. When submitting progress reports, the consultant will be required to outline the following:

- Work performed and by whom;
- Upcoming tasks or milestones;
- Status of scope and schedule; and
- Any issues to be addressed.

Development of the CSAP will be guided by a Safety Action Plan Team (SAPT), which will provide oversight and input into study assessments, analyses, policies, and recommendations. The consultant should expect up to five meetings with the SAPT.

The consultant shall be responsible for the preparation and coordination of all data collection, data analysis, technical memorandum, and draft documents for the SAPT. MSB shall be responsible for coordinating and scheduling SAPT meetings and assisting the consultant in developing agendas. The consultant will be expected to work closely with MSB on the coordination and distribution of materials to the SAPT as applicable to consultant work tasks, as well as be responsible for the recording of meeting minutes.

The SAPT is scheduled to be comprised of representatives from the various stakeholders, which may include but are not limited to:

- MSB Public Works Department
- MSB Planning Department
- MSB Community Development Department
- MSB Emergency Services
- Alaska Department of Transportation & Public Facilities
- City of Palmer
- City of Wasilla
- City of Houston
- Matanuska-Susitna Borough School District
- MatSu Valley Planning for Transportation (MPO)
- Tribal Organizations
- Law Enforcement Agencies
- Valley Transit
- Local Road Service Area Advisory Board
- Transportation Advisory Board

Task 3: Stakeholder and Public Engagement Program

The consultant will develop and implement a detailed stakeholder and public engagement program that seeks to gain authentic and meaningful public input from community members across the MSB expanded core area. A strong emphasis shall be placed on equity and outreach to racialized peoples, New Americans, historically marginalized community members, and economically disadvantaged community members in the region. At a minimum, the stakeholder and public engagement program should address the following:

- Identification of, and engagement activities for, key communities that may be disproportionately impacted by traffic risks and traditionally underserved by safety efforts;
- Specific activities for reaching identified stakeholder groups and engagement strategies that inform, involve, and empower stakeholders and the public;
- Examination of perceived safety culture and concerns;
- Timeline for stakeholder and public engagement activities;
- Communication methods for sharing information with residents and community members; and
- Strategy for effective and consistent messaging.

The consultant is encouraged to utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved. The consultant is also encouraged to review [Promising Practices for Meaningful Public Involvement in Transportation Decision-Making](#) for additional insights.

Task 4: Data Collection and Review

The consultant will collect and review existing programs, policies, and activities, and provide a summary of current efforts to address transportation safety in the MSB expanded core area. An important resource will be the MSB Highway Safety Improvement Program Handbook, last updated in 2017, which is modeled after the Alaska Department of Transportation & Public Facilities program of the same name. The consultant should also review strategies that other similar communities and jurisdictions are using to address safety, identify programs that have evidence of measurable success, and provide an assessment of the most effective and efficient methods used to achieve outcomes.

As part of this task, the consultant should at minimum:

- Review existing local, tribal, regional, state, and federal plans, studies, and initiatives related to roadway safety improvements to identify opportunities to improve processes for prioritizing transportation safety and collaboration that could lead to improved effectiveness of safety analysis, project development, and implementation for jurisdictions in the MSB expanded core area;
- Conduct a peer review and comparison of the crash analyses of similar-sized communities. This review should include, but is not limited to, a comparison based on crashes per vehicle miles traveled (VMT), crashes per capita, and exposure to risk/crash risk;
- Assess the quality and completeness of existing available data including crash, transportation, land use, and demographic data; and
- Develop recommendations based on literature, policy, and data review on best analysis strategies and data requirements.

Task 5: Safety Analysis

The consultant will conduct an analysis of existing safety conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across jurisdictions in the MSB expanded core area. This safety analysis shall include an examination of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (personal motorists, bicyclists, pedestrians, freight, etc.). An analysis of systemic and specific safety needs should also be 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 in the MSB expanded core area, without regard for ownership.

Task 6: Transportation Equity Review

The consultant will perform a transportation equity review to better understand how current transportation systems, services, and decision-making processes impact the lives of all users, including underserved and underrepresented community members in the MSB expanded core area. This should include an analysis of systems, services, and processes that support safe and easy-to-use multimodal options, amenities that are accessible to all populations for reaching destinations independently, and strategies to reduce socioeconomic disparities experienced by underserved and underrepresented community members.

As part of this task, the consultant should develop and assess regional transportation indicators that easily measure transportation barriers in the MSB expanded core area and potential structural inequalities that different population groups may face.

These indicators should include, at minimum:

- Accessibility;
- Connectivity;
- Effectiveness;
- Environment;

- Health;
- Mobility;
- Safety;
- Level of community engagement; and
- Other equity indicators, as required.

Task 7: Dashboard and Toolkit

The consultant will establish a process and create a publicly accessible tracking mechanism in the form of a dashboard or other appropriate format to monitor safety outcomes and evaluate which safety measures are most effective throughout the MSB expanded core area. The consultant will also develop a safety toolkit with graphic visualizations that illustrate safety countermeasures, context-sensitive design solutions, and user educational components tailored for the region.

Task 8: Implementation Matrix

The consultant will develop an implementation matrix that identifies potential projects, strategies, and recommendations for future grant opportunities, measures that can be included in regular maintenance cycles, and potential updates to better align with safety best practices. The implementation matrix will recognize the needs of all users of the transportation system, potential projects that are feasible and applicable for grant funding, conceptual infrastructure improvements with estimated costs, and schedule for implementation.

Strategies and recommendations shall consider and outline fiscal and staff time resources necessary for a continued, sustained, and successful effort to achieve traffic safety goals and meet SS4A objectives after plan adoption. A project readiness timeline for each strategy and project should be included for short-term (0-5 years), mid-term (5-10 years), and long-term (10+ years).

Task 9: Administrative Draft and Final Plan

The consultant will prepare an administrative draft of the CSAP for review and comment by the SAPT. This draft is to be provided as an electronic PDF to SAPT members. Comments received from the SAPT will be incorporated into the final plan.

Upon final review and consent by the SAPT, the consultant will develop a final report that is visually appealing, easy for policymakers and stakeholders to understand, and communicates action plan strategies and recommendations. The report should be able to be used both digitally and in hard copy format. This may take the form of separate print and web formats.

Specifically, the consultant should develop a final report that:

- Is organized and communicates a clear message both graphically and with accompanying text;
- Is easy to read and understand; and
- Explains key implications as they relate to policies, programs, practices, strategies, infrastructure projects, funding, and other recommendations.

The consultant shall provide MSB with appropriate presentation materials for final review and approval of the CSAP by the MSB Assembly, each City Council, and other jurisdictions as appropriate. MSB shall be responsible for presenting and achieving final recommendations and approval of the study. If the consultant wishes to include assistance with the final approval process in their scope of work, this should be accounted for in the proposal.

Task 10: Executive Summary or Fact Sheet

Upon completion of the CSAP, the consultant shall develop a brief executive summary or fact sheet as an electronic PDF which relays all pertinent information in an easy-to-follow format. The summary should be concise and highly graphic, highlighting major assumptions, strategies, and recommendations.

Task 11: Deliverables

Upon final project completion, the consultant will be responsible for providing a high-resolution document in PDF format. The consultant is also expected to provide the MSB with the MS Word and Excel versions of all data and study products. All meeting summaries and technical analyses should be included as an appendix of the study.

NOTE: If the consultant wishes to modify or include additional tasks deemed necessary to complete the study, this must be agreed to by the MSB before issuing the notice to proceed.

5. Implementation Schedule

1) Consultant Selection

Release of RFP	March 5, 2024
Deadline for RFP Clarifications/Questions	March 12, 2024
Proposals Due	March 20, 2024
Review of Proposals	March 21-26, 2024
Contract Negotiations	March 26-29, 2024
Assembly Approval	April 16, 2024
Signed Contract/Notice to Proceed	April 18, 2024

2) Project Development (Major Milestones)

Project Start-Up/Mobilization	April 22, 2024
Draft CSAP Completion	October 2024
Final CSAP Completion	January 2025
CSAP Adoption	February 2025
Final Invoices Received	April 2025

6. Additional Resources

Respondents are encouraged to review project planning resources on the SS4A website at:
<http://www.transportation.gov/grants/SS4A/resources>.



24-094P Prepare Safe Streets and Roads for All Comp Plan Scoring Summary

	Total	Objectives and Services	Relevant Project Experience	Proposed Project Staff	Methods	Management
Supplier	/ 100 pts	/ 24 pts	/ 22 pts	/ 19 pts	/ 18 pts	/ 17 pts
Michael Baker International	75 pts	17.6 pts	17.6 pts	15.2 pts	14.4 pts	10.2 pts
HDR	73.6 pts	19.2 pts	14.67 pts	15.2 pts	13.2 pts	11.33 pts
Kinney Engineering	71.6 pts	16 pts	14.67 pts	15.2 pts	14.4 pts	11.33 pts