



Administration (316) 835-2286  
Police (316) 835-2266  
Fire / EMS (316) 835-2606  
Public Works (316) 835-2743  
Parks and Recreation (316) 835-2517  
FAX (316) 835-2377  
(e-mail) [cityclerk@halsteadks.com](mailto:cityclerk@halsteadks.com)

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303 Main • P.O. Box 312 • Halstead, Kansas 67056 - 0312

## Safe Routes to School Program-Non-Infrastructure Activities

### Type of Project:

Phase 1 Plan Development with Additional Support for Phase 2 Application Development.

**Project Sponsor:** City of Halstead (hereinto referred to as “City”)

**Address:** 303 Main St., Halstead, KS 67056

### I. Safe Routes to School Sidewalk Project:

City of Halstead Safe Routes to School Master Plan Development

### II. ABBREVIATED SCOPE OF SERVICES:

The City is requesting qualifications for professional services from registered engineering firms in the State of Kansas with experience in planning and design of Safe Routes to School Programs. The selected consultant will be responsible for developing the Phase 1 Plan and preparing the Phase 2 application on the behalf of the City, prior to the July 31, 2021 deadline.

The scope of services will be developed as part of contract negotiations with the selected consultant. In general, the scope will include, but not be limited to:

1. Attend a SRTS Committee Meeting to engage the committee members and solidify the schedule.
2. Complete a Site Visit and Traffic Audit that will include a review of the school’s walking environment and observation of student and vehicle driver patterns and behaviors.
3. Conduct a public meeting to solicit input and facilitate discussion on Encouragement and Education components for the program. The meeting will explain the SRTS program and discuss alternatives for encouraging involvement in walking and biking programs and educational materials.
4. Conduct a Survey to develop baseline information on the walking and bicycling activities of students.
  - a. SRTS Survey Data system: <http://saferoutesdata.org/>
  - b. Parent survey: [http://saferoutesdata.org/downloads/Parent\\_Survey\\_English.pdf](http://saferoutesdata.org/downloads/Parent_Survey_English.pdf)
  - c. Student Travel Tally: [http://saferoutesdata.org/downloads/SRTS\\_Two\\_Day\\_Tally.pdf](http://saferoutesdata.org/downloads/SRTS_Two_Day_Tally.pdf)

5. Formalization of a SRTS Phase 1 Plan that addresses the 5 E's within the SRTS program. The SRTS Plan will be used to implement the City SRTS program and prepare a Phase 2 Application.

The consultant will only be paid for services that are eligible for Transportation Alternatives Program funds. Proposed fees for services should be aware of and take in to consideration the maximum allowable Phase 1 award amount.

### **III. METHOD OF SOLICITATION:**

A request for qualifications will be published in/on the City website and it will also be provided to the following consulting firms:

1. CDM Smith, Inc. – Wichita, KS
2. Garver, LLC – Wichita, KS
3. H W Lochner, Inc. – Salina, KS
4. MKEC Engineering, Inc. – Wichita, KS
5. Professional Engineering Consultants, P.A. – Wichita, KS
6. TranSystems Corporation – Wichita, KS
7. Wilson & Company – Salina, KS
8. WSP USA, Inc. – Wichita, KS

### **IV. TIMETABLE:**

Once the City solicits qualifications, the advertisement will be published for a minimum of 14 days and the individual requests will be mailed to City. The project schedule will generally follow the project timeline outlined below. In general, an anticipated SRTS Plan development schedule will be as follows:

#### **Month 1**

- Post RFQ for Engineering Consultant

#### **Month 1-2**

- Consultant Selection based on submittals received from Qualified Engineering Firms. Interviews will not be required.
- Develop the scope and fee to complete the Phase 1 Plan and Phase 2 Application, not to exceed the maximum allowable funds for a Phase 1 award.

#### **Month 2**

- Award the contract to the selected consultant.

#### **Month 2-5**

- Consultant collects all necessary data and develops the City SRTS Phase 1 Plan and Phase 2 Application.

**Month 5-6**

- Consultant presents overview of the SRTS Phase 1 Plan and recommendations for all 5 E's to the community and submits to the SRTS Committee for review.

**Month 6-7**

- Consultant submits a preliminary draft of the Phase 1 Plan and Phase 2 Application to the City and/or Board of Education for review.

**Month 7-8**

- Consultant submits a Final Draft of the Phase 1 Plan and Phase 2 Application to the City and/or Board of Education for review.

**Month 9**

- Consultant finalizes and submits SRTS Phase 1 Plan and Phase 2 Application to City prior to the July 31, 2021 deadline.
- Final version of the City SRTS Master Plan to be delivered to KDOT.

**Month 10**

- Consultant submits final billing statement to City.
- City submits final billing statement and reimbursement request to KDOT, closing out the SRTS Phase 1 Plan project.

**V. SELECTION PROCESS:**

A Selection Committee will be composed of, as a minimum, the following representatives:

- USD 440 Superintendent and/or other school representation:
- Health Promotion: (RN, County Health Department staff, PE Teacher, etc.)
- Kansas Learning Center for Health staff:
- Mayor and/or City Council Members:
- Law Enforcement Representative(s): City of Halstead Police Department
- Parents/Members of PTA:
- City Manager

All qualification submittals will be reviewed and discussed. Selection committee will make a recommendation to the Halstead City Council with the City Council making the final award decision based on majority vote during a meeting. An interview process may not be included.

**VI. CRITERIA FOR RECOMMENDATION:**

The selection committee will select a consultant with a record of success in the Safe Routes to School application process and with experience in the development of Safe Routes to School Phase 1 Plans for other municipalities, individual schools, and school districts. The selected consultant will also have demonstrated an ability to work cooperatively with the governmental agencies involved, with

past experience working with other schools or school districts within Kansas to be considered, and to be able to perform the work within the general project timeline shown above.

## **VII. TYPE OF CONTRACT:**

The selected consultant will execute a professional services agreement with the City. The contract will require the selected consultant to comply with the requirements of the Transportation Alternatives Program and to cooperate with the City in meeting its requirements as a recipient of federal funding for a Safe Routes to School Project. In order to provide flexibility, the City prefers a time and expense agreement, with an established maximum fee not to exceed the maximum allowable funds for a Phase 1 award (\$15,000) but will not automatically disqualify proposals that exceed this amount.

## **VIII. DIRECTIONS FOR SUBMISSION:**

Submittals are to be no longer than 5 number of pages (preferably 3-5), including the History of Debarment form and examples of previous work on SRTS projects in comparable sized cities or school districts. Three (3) copies of the project qualifications must be submitted to arrive no later than 3:00 P.M. on September 23, 2020. Qualifications should be mailed or delivered to the following address:

**City of Halstead**

**Attn: SRTS Phase 1 RFQ**

**303 Main St.**

**Halstead, KS 67056**

or can be emailed to: [cityclerk@halsteadks.com](mailto:cityclerk@halsteadks.com)

Questions concerning the project should be directed to: **Ethan Reimer, City Manager** for the City at the above address or phone **316-835-2286** or email [ereimer@halsteadks.com](mailto:ereimer@halsteadks.com)

A copy of the SRTS Phase 1 Application that was selected to receive federal funding is available to review upon request.

All persons entering into a contract with the City shall be subject to and required to comply with all applicable, District, City, State, and Federal provisions pertaining to nondiscrimination, equal employment opportunity, and affirmative action.

The right is reserved by the City to reject any or all submittals for qualifications, to waive any irregularities therein, and to determine which is the most suitable to the City and to award the Contract on that basis.

### **Key Contacts**

Ethan Reimer, City Manager  
City of Halstead

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Dr. Ron Barry, Superintendent  
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