



April 17, 2024

RE: Engineering Services for Comprehensive Safety Action Plan – SS4A
Safe Streets and Roads for All, City Project No. 23035

Dear Engineering Consultant,

The City of Salina (City) requests statements of experience, qualifications and interest from consulting engineers for the above referenced project. In cooperation with Saline County, the City has received \$160,000 in federal funds from the U.S. Department of Transportation Federal Highway Administration (FHWA) Office of Safety. Along with \$30,000 in KDOT matching funds and \$10,000 local funds, the total consulting services agreement amount to be scoped will be \$200,000.

The scope of work for SS4A action plan may include but not be limited to the following per the attached and [SS4A website](#).

1. Leadership Commitment and Goal Setting – guide the City process thru an eventual goal of zero roadway fatalities and serious injuries
2. Planning Structure – establish a Committee, task force, or similar body that oversees Action Plan development implementation and monitoring
3. Safety Analysis
 - a. Examine existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across locality or region
 - b. Analyze crash locations, severity, type, and other contributing factors
 - c. Perform analysis of systemic and specific safety needs
 - d. Complete a geospatial identification of higher risk locations
4. Engagement and Collaboration
 - a. Engage with the public and relevant stakeholders, including the private sector and community groups
 - b. Incorporate information received from engagement into the plan
 - c. Coordinate inter- and intra-governmental cooperation and collaboration
5. Equity Considerations
 - a. Consider equity using inclusive and representative processes
 - b. Identify underserved communities through data
 - c. Analyze equity in collaboration with appropriate partners, focusing on initial equity impact assessments of the proposed projects and strategies
6. Policy and Process Changes – assess baseline conditions and implement revisions (as appropriate)
7. Strategy and Project Selections – identify strategies and projects based on data, stakeholder input, and equity considerations
8. Progress and Transparency

Interested firms should submit qualifications for this work via email by Friday, May 3, 2024 at 5:00 pm to kent.johnson@salina.org. Qualification statements will be evaluated in accordance with the City's Professional Services Selection Guidelines ([City Professional Services Selection Guidelines](#)) RFQ method. The proposal should be no more than three (3) pages per the below items and selection criteria.

- Related project experience with the City of Salina (if applicable) and other clients
 - Capability to perform all aspects of work needed to complete the SS4 action plan
 - Quality of similar safety action plans previously completed
- Grasp of project technical requirements
 - Familiarity with SS4A, the proposed scope items
 - Recent experience in comparable safety action plans
- Qualifications of persons proposed to work on the project
- Ability to meet the work schedule – per section 3.2 of attached FHWA agreement
 - Demonstrated ability to meet schedule in context of current workload
- Project budget and consultant's ability to stay within the \$200,00 budget
- Overall project approach
 - Recent experience with FHWA SS4A grants
 - Knowledge of applicable federal regulations policies and procedures
- Quality of complete proposal

The City anticipates selecting a consultant based upon qualifications and experience, but reserves the right to ask prospective consultants to expound on their qualifications at a later date. The specific scope of services agreement will be negotiated later in compliance with the procurement standards outlined in 2 CFR 200.317 ([Uniform Administrative Requirement](#)).

Thank you in advance for your interest in partnering with us for this project. Please contact us with further questions.

Sincerely,

Kent R. Johnson, P.E.
Civil Engineer

Attachments: Self-Certification Eligibility Worksheet
FHWA Agreement

Cc: Jim Teutsch, Director of Public Works
Justin Mader, P.E, County Engineer



Safe Streets and Roads for All Self-Certification Eligibility Worksheet

Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the [SS4A website](#) for more information.

Instructions: The purpose of this worksheet is to determine whether an applicant's existing plan(s) is substantially similar to an Action Plan for purposes of applying for an Implementation Grant or to conduct Supplemental Planning/Demonstration Activities only. Use of this worksheet is required. Applicants should not adjust the formatting or headings of the worksheet.

For each question below, answer "yes" or "no." If "yes," cite the specific page in your existing Action Plan or other plan(s) that corroborate your response, or cite and provide other supporting documentation separately.

An applicant is eligible to apply for an Action Plan Grant that funds supplemental action plan activities, or an Implementation Grant, only if the following two conditions are met:

- Answer "yes" to Questions **3 7 9**
- Answer "yes" to at least four of the six remaining Questions **1 2 4 5 6 8**

If both conditions are *not met*, an applicant is still eligible to apply for an Action Plan Grant that funds creation of a new Action Plan.

Lead Applicant:

UEI:

1 Are both of the following true?

YES NO
If yes, provide documentation:

- Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?
- Did the commitment include either setting a target date to reach zero, OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date?

2 To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan's development, implementation, and monitoring?

YES NO
If yes, provide documentation:

3 Does the Action Plan include all of the following?

YES NO
If yes, provide documentation:

- Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;
- Analysis of the location where there are crashes, the severity, as well as contributing factors and crash types;
- Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users; and,
- A geospatial identification (geographic or locational data using maps) of higher risk locations.





Safe Streets and Roads for All Self-Certification Eligibility Worksheet

4 Did the Action Plan development include all of the following activities?

- Engagement with the public and relevant stakeholders, including the private sector and community groups;
- Incorporation of information received from the engagement and collaboration into the plan; and
- Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.

YES

NO

If yes, provide documentation:

5 Did the Action Plan development include all of the following?

- Considerations of equity using inclusive and representative processes;
- The identification of underserved communities through data; and
- Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.

YES

NO

If yes, provide documentation:

6 Are both of the following true?

- The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and
- The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.

YES

NO

If yes, provide documentation:

7 Does the plan identify a comprehensive set of projects and strategies to address the safety problems in the Action Plan, time ranges when projects and strategies will be deployed, and explain project prioritization criteria?

YES

NO

If yes, provide documentation:

8 Does the plan include all of the following?

- A description of how progress will be measured over time that includes, at a minimum, outcome data.
- The plan is posted publicly online.

YES

NO

If yes, provide documentation:

9 Was the plan finalized and/or last updated between 2018 and June 2023?

YES

NO

If yes, provide documentation:

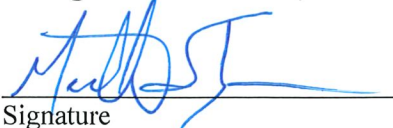


- 1. **Award No.**
693JJ32340568
- 2. **Effective Date**
See No. 17 Below
- 3. **Assistance Listings No.**
20.939
- 4. **Award To**
City of Salina
100 W Ash Street
Salina, KS 67402-0736

Unique Entity Id.: DH7SFWK5CK43
TIN No.: 486017228
- 5. **Sponsoring Office**
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590
- 6. **Period of Performance**
Effective Date of Award through 24 month.
- 7. **Total Amount**
Federal Share: \$160,000
Recipient Share: \$40,000
Other Federal Funds: \$0
Other Funds: \$0
Total: \$200,000
- 8. **Type of Agreement**
Grant
- 9. **Authority**
Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58, November 15, 2021; also referred to as the "Bipartisan Infrastructure Law" or "BIL")
- 10. **Procurement Request No.**
HSSP230187PR
- 11. **Federal Funds Obligated**
\$160,000
- 12. **Submit Payment Requests To**
See article 20.
- 13. **Payment Office**
See article 20.
- 14. **Accounting and Appropriations Data**
15X0173E50.0000.055SR10500.5592000000.41010.610066
00.0000000000.0000000000.0000000000.0000000000
- 15. **Description of Project**
The award will be used by the City of Salina to develop a comprehensive safety action plan.

RECIPIENT

16. **Signature of Person Authorized to Sign**

 9/24/23
 Signature Date
 Michael D. Schrage
 City Manager

FEDERAL HIGHWAY ADMINISTRATION

17. **Signature of Agreement Officer**

 Signature Date
 Name: Amalia Rodezno
 Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

**GRANT AGREEMENT UNDER THE
FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

This agreement is between the United States Department of Transportation (the “USDOT”) Federal Highway Administration (the “FHWA”) and the City of Salina (the “Recipient”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the Saline County and City of Salina Safety Action Plan.

The parties therefore agree to the following:

**ARTICLE 1
GENERAL TERMS AND CONDITIONS**

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program,” dated February 8, 2023, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements>. Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the [FHWA] [USDOT] the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2
APPLICATION, PROJECT, AND AWARD**

2.1 Application.

Application Title: Saline County and City of Salina Safety Action Plan

Application Date: 09/15/2022

2.2 Award Amount.

SS4A Grant Amount: \$160,000

2.3 Award Dates.

Period of Performance End Date: See Section 6 Page 1

2.4 Budget Period

Budget Period End Date: See Section 6 Page 1

2.5 Action Plan Grant or Implementation Grant Designation.

Designation: Action Plan

2.6 Federal Award Identification Number. The Federal Award Identification Number is listed on page 1, line 1.

**ARTICLE 3
SUMMARY PROJECT INFORMATION**

3.1 Summary of Project's Statement of Work.

The award will be used by the City of Salina to develop a comprehensive safety action plan.

3.2 Project's Estimated Schedule.

ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	10 months from agreement execution
Planned Action Plan Completion Date:	12 months from agreement execution
Planned Action Plan Adoption Date:	14 months from agreement execution
Planned SS4A Final Report Date:	18 months from agreement execution

IMPLEMENTATION SCHEDULE NON-CONSTRUCTION

Milestone	Schedule Date
Planned NEPA Completion Date:	Grant Execution Date (Categorical Exclusion)
Planned Activity Completion Date:	24 months from grant execution date

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$160,000
Other Federal Funds:	\$0
State Funds:	\$30,000
Local Funds:	\$10,000
In-Kind Match:	\$0
Other Funds:	\$0
Total Eligible Project Cost:	\$200,000

(b) Supplemental Estimated Budget

Cost Element	Federal Share	Non-Federal Share	Total Budget Amount
Direct Labor	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00

Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual/Consultant	\$160,000.00	\$40,000.00	\$200,000.00
Construction	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
Total Budget	\$160,000.00	\$40,000.00	\$200,000.00

ARTICLE 4

RECIPIENT INFORMATION

4.1 Recipient's Unique Entity Identifier.

DH7SFWK5CK43

4.2 Recipient Contact(s).

Dan Stack
City Engineer
City of Salina
300 W Ash, PO Box 736
Salina, KS 67402-0736
785-309-5725
dan.stack@salina.org

4.3 Recipient Key Personnel.

Name	Title or Position
Justin Mader	Saline County Engineer
Jim Teutsch	City of Salina Public Works Director
Kent Johnson	City of Salina Civil Engineer

4.4 USDOT Project Contact(s).

Christie Dawson

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
(202)366-9265
christie.dawson@dot.gov

and

Ashley Cucchiarelli
Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
(720)963-3589
ashley.cucchiarelli@dot.gov

and

Ashley Cucchiarelli
Agreement Specialist (AS)
Office of Acquisition and Grants Management
HCFA-33, Mail Stop E62-204
1200 New Jersey Avenue, S.E.
Washington, DC 20590
(720)963-3589
ashley.cucchiarelli@dot.gov

and

Agreement Officer's Representative (AOR)
Kansas Division Office
6111 SW 29th, Suite 100
Topeka, KS 66614
(785)273-2600
hdaks@dot.gov

and

David LaRoche, P.E.
Kansas Division Office Point of Contact
Safety/Traffic Operations Engineer

Federal Highway Administration
6111 SW 29th St., Ste 100
Topeka, KS 66614-4271
(785) 273-2647
david.laroche@dot.gov

ARTICLE 5

USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

Note: This clause is only applicable to Action Plan Grants.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval of each subaward or contract is contingent upon the Recipient's submittal of a written fair and reasonable price determination, and approval by the AO for each proposed contractor/subrecipient. Consent to enter into subawards or contracts will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

(Fill in at award or by amendment)

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred in the performance of this agreement if those costs do not exceed the funds available under section 2.2 and are

allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.

- (b) The Recipient shall use the DELPHI eInvoicing System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the AO may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the Agreement Officer's Representative (the "AOR") reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) The USDOT may waive the requirement that the Recipient use the DELPHI eInvoicing System. The Recipient may obtain waiver request forms on the DELPHI eInvoicing website (<http://www.dot.gov/cfo/delphi-einvoicing-system.html>) or by contacting the AO. A Recipient who seeks a waiver shall explain why they are unable to use or access the Internet to register and enter payment requests and send a waiver request to

Director of the Office of Financial Management
US Department of Transportation,
Office of Financial Management B-30, Room W93-431
1200 New Jersey Avenue SE
Washington DC 20590-0001

or

DOTElectronicInvoicing@dot.gov.

If the USDOT grants the Recipient a waiver, the Recipient shall submit SF 271s directly to:

DOT/FAA
P.O. Box 268865
Oklahoma City, OK 73125-8865
Attn: Agreement Specialist/Officer

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section [wherever the date it is in this agreement].
- 6.2** The Recipient acknowledges that the Action Plan will be made publicly available, and the Recipient agrees that it will publish the final Action Plan on a publicly available website.
- 6.3** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.4** There are no other special grant requirements for this award.

**ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION**

Study Area: Roadways, trails, bike pathways, and routes to school in Saline County.

Baseline Measurement Date: Grant Execution Date

Baseline Report Date: Grant Execution Date

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	End of period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	End of period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	End of period of performance

**ATTACHMENT B
CHANGES FROM APPLICATION**

INSTRUCTIONS FOR COMPLETING ATTACHMENT B: Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of this attachment B is to document the differences clearly and accurately in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See section 10.1.

Scope: No change

Schedule: Schedule has been modified to reflect time frame from grant execution date and allow time for consultant selection and action plan review and adoption.

Budget: No change

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

**ATTACHMENT C
RACIAL EQUITY AND BARRIERS TO OPPORTUNITY**

1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.

The Recipient states that rows marked with “X” in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
X	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the project, will take relevant actions described in the supporting narrative below
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

2. Supporting Narrative.

Our underserved and historically disadvantaged communities will be represented through data and other analyses to ensure there are equitable considerations included. We will invite the public, relevant stakeholders, and community groups to provide representation and feedback on what should or should not be included in the Safety Action Plan.