



City of Dublin, Georgia

Request for Qualifications/Request for Proposals To Provide

Safety Action Plan

RFQ/RFP #:	25-1029-01
Issue Date:	October 29, 2025
Issued By:	City of Dublin 100 S. Church Street Dublin, GA 31021
Inquiries:	David Sawyer, Purchasing Director City of Dublin sawyerd@dublinga.org
Proposals Due:	December 3, 2025, by 2PM
Bid Opening:	December 3, 2025 @ 2PM

CITY OF DUBLIN, GEORGIA

I. GENERAL PROJECT INFORMATION:

A. OVERVIEW

The City of Dublin, (the “City”), has received a Safe Streets and Roads for All (SS4A) grant for the purpose of developing a comprehensive safety action plan. The City is requesting qualifications for professional services from registered engineering firms, (“Proposers”), with experience in developing comprehensive transportation safety action plans to lead and assist the city with developing its plan.

This request for qualifications (“RFQ”) outlines the requirements and general scope of work for this solicitation. The City reserves the right to reject any or all Statements of Qualifications or Technical Approach, and to waive technicalities and informalities at the discretion of the City.

B. CONE OF SILENCE

There shall be no contact or discussion of any kind regarding any aspect of this RFP with City of Dublin personnel other than the Purchasing Director, David Sawyer. Contacts made with anyone outside the Procurement Department from the posting of this solicitation until approval for award by the City of Dublin may result in disqualification of the contacting organization.

C. COMMUNICATION VIA EMAIL

All general communication of relevant information regarding this solicitation must be submitted in writing to David Sawyer, Purchasing Director at sawyerd@dublinga.org. City of Dublin reserves the right to communicate via electronic mail with the primary contact listed in the Statements of Qualifications. Other specific communications will be made as indicated in the remainder of this RFQ.

D. SUPPLIER ETHICS AND STANDARDS

City of Dublin holds itself and its business relationships to the highest standards and endeavors to conduct its solicitations and evaluations of proposals impartially.

II. SELECTION METHOD:

A. PHASE 1 – SELECTION OF FINALISTS

Based on the Statements of Qualifications (SOQ) submitted in response to this RFQ, the Selection Committee will review each submittal per the criteria listed below:

- 1) 40% Technical Approach, Schedule, & Scope of Work
- 2) 30% Similar Project Experience & Key Staff
- 3) 20% Project Manager & Key Staff Capabilities
- 4) 10% Past Performance

The Selection Committee will determine the best qualified submission and contact those firm(s) for an interview. The Selection Committee will negotiate with the desired firm and secure a contract for the services required.

III. SCOPE OF WORK:

- A. General:** The City of Dublin is soliciting proposals to develop the City of Dublin, Georgia Safe Streets for All (SS4A) Action Plan from proposers experienced in transportation planning and engineering. This project is funded by the federal Safe Streets and Roads for All Action Plan Grant with matching dollars coming from City of Dublin. Therefore, all activities must be performed in strict adherence to applicable federal regulations and the developed plan must meet the requirements in the FY2022 SS4A Notice of Funding Opportunity (NOFO).

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	April 3, 2026
Planned Action Plan Completion Date:	April 24, 2026
Planned Action Plan Adoption Date:	May 7, 2026
Planned SS4A Final Report Date:	May 29, 2026

IV. SELECTION CRITERIA PHASE 1 (Statement of Qualifications)

A. TECHNICAL APPROACH, SCHEDULE AND SCOPE OF WORK – 40%

Proposers should clearly demonstrate understanding of the project based on the proposed scope of work, methodology, and proposed project schedule. Proposers shall identify potential areas of concerns, alternative approaches, innovative ideas for public outreach and their approach to avoiding unnecessary change orders cost overruns or delays. Proposers shall provide a preliminary project schedule and identify major milestones. Proposers shall demonstrate why they would be the most competent proposer and/or team to complete this project. Please provide a Statement of Interest that summarizes your understanding of the project, your approach to completing it efficiently and effectively, and the unique qualifications or experience

that make your firm the best fit for this work.

Provide any unique technical approaches the proposer offers relative to addressing anticipated design concepts, use of any alternative methods for delivery (if applicable), and/or management of the project.

Identify any unique challenges of the project and how the proposer intends to mitigate these challenges, including quality control, quality assurance procedures.

Provide any specific qualifications, skills, or knowledge of the project and project area which may uniquely benefit both the proposer and project, and your ability and willingness to meet time requirements.

Provide a work-plan and schedule of events supporting the requirements defined in the scope of work:

- Each task shall define the objective, the input required, and the output product.
- Each task shall assign the proposed responsibility for performing the work, whose input is necessary, and who will approve the work.
- Each task shall contain dates for the initiation of the tasks and the planned completion.
- The critical path shall be identified.
- All assumptions will be identified.

B. SIMILAR PROJECT EXPERIENCE AND KEY STAFF CAPABILITIES – 30%

Provide the proposer's previous experience developing a countywide or citywide safety action plan and transportation planning. This includes relevant experience and qualifications of the principal professional(s) and lead staff, and evidence of relevant competencies for this project. Provide information on the proposer's experience on similar projects. Provide any information that distinguishes the proposer from others in terms of suitability for the project. Please also demonstrate the resources your firm has available and committed to successfully execute this project, including staff capacity, technical tools, and other supporting assets.

Provide no more than five examples of related projects of similar scope along with customer contact names, titles, contact information for each project and any unique features of the projects that are relevant to this project.

Provide information regarding the original budget, final actual cost, original project schedule, and actual completion timing for the other related projects.

Provide the proposer's business background; years in business, type of business (incorporated, partnership, etc.), size of business (number of employees, locations, etc.), listing of principles, design awards won for similar projects, provide CV's for key functional roles managed internally and describe the proposer's unique value proposition as it relates to this project.

C. PROJECT MANAGER, KEY STAFF AND PROPOSER’S WORKLOAD CAPACITY – 20%

The Selection Committee will evaluate the firm on their resource’s availability and workload capacity. Criteria used include the Project Manager workload, workload capacity of Key Staff and the proposer’s resources dedicated to delivering the project on schedule.

Project Manager - Provide information pertaining to the project manager, including but not limited to:

- Education.
- Relevant project management experience for projects of similar complexity, size, scope, and function.
- Current Workload and workload capacity.
- Percentage of time that will be dedicated to this project.

Experience as a Team:

- Provide the proposed project team, provide project roles and responsibilities and provide relevant experience Including professional references and contact information for the project lead and key principle responsible for the project.
- Also provide the percentage of time for each that will be dedicated to this project.
- The experience of this team working together.
- Current Workload and workload capacity.

D. PAST PERFORMANCE - 10%

The Selection Committee will consider information provided via references provided for relevant projects and knowledge any selection committee member has of performance on relevant projects. The Selection Committee will consider all factors in their totality when arriving at a final score for the Past Performance.

E. PRICE SUBMISSION

1. Negotiations will occur with the proposer considered best qualified based on the evaluation criteria outlined herein. Failure to reach an agreement will result in negotiating with the next highest scoring proposer.
2. Price should include the total cost of the services through the completion of the Safety Action Plan and required documentation. Proposer shall submit pricing as a lump sum fee with breakdown of all major tasks.

V. SUBMITTAL INSTRUCTIONS:

PHASE 1 - SELECTION OF FINALISTS

Interested Bidders/Proposers should carefully review the requirements defined herein and provide complete and accurate submissions.

This “SUBMITTAL INSTRUCTIONS” page and all the items listed below are required to be completed and included as part of this solicitation and your submittal:

Please indicate by placing an ☒ in the box next to the items that are included in your submittal.

- ☐ **Appendix A:** Information and Addenda Acknowledgement Form
- ☐ **Appendix B:** Non-Influence and Non-Collusion Affidavit
- ☐ **Appendix C:** E-Verify Affidavit
- ☐ **Appendix D:** References*
- ☐ **Appendix E:** Acceptance of City’s Standard Professional Services Agreement**
- ☐ **Appendix F:** Suspension, Debarment and Litigation Affidavit
- ☐ **Certifications, Licenses or Registrations:** as required by law and/or as requested.
- ☐ **Insurance:** Evidence of/ability to provide Insurance at the limits identified herein,***

NOTE: PHASE - 1 actions and deliverables must be SUBMITTED IN ONE OF THE FOLLOWING:

- [Bidnet](#) or [DemandStar](#)
- Mail:
 - City of Dublin - ATTN: David Sawyer - P.O. Box 690 - Dublin, GA 31040 - RFQ/RFP #25-1029-01 – Dublin Safety Action Plan SS4A (NOFO)
- In Person: City of Dublin (City Hall), 100 S. Church Street, Dublin, GA 31021

This project is funded by the Federal Highway Administration (FHWA). All Phase 1 documents listed above are required to be submitted with complete and accurate information.

Notes:

*The City reserves the right to contact not only those references provided, but may also use previous performance for the City, other contacts it identifies, and other sources of information believed to be viable to evaluate capability, viability and performance.

**If Acceptance of City’s Standard Agreement is checked, all work/items defined herein are to be quoted according to these requirements. Copies of these agreements can be located at the City’s Procurement web page.

***Insurance levels requested are those identified in the City’s Standard Agreement, section “I.”

REPRESENTATIVE’S NAME

REPRESENTATIVE’S SIGNATURE

DATE:

VI. SCHEDULE OF EVENTS:

The following Schedule of Events represents City of Dublin's best estimate of the Schedule that will be followed. All times indicated are prevailing times in Dublin, Georgia. City of Dublin reserves the right to adjust the Schedule as City of Dublin deems necessary.

Phase 1	
Issued	October 29, 2025
Written Questions Due	November 19, 2025 by 2:00 PM
Answers Due	November 24, 2025 @ 10 AM
Proposals Due	December 3, 2025 at 2:00 PM
Anticipated Award Date	December 12, 2025

A. Background and Objectives:

City of Dublin, GA will develop an Action Plan with the goal of eliminating roadway fatalities and serious injuries by a certain percentage and date determined by the plan. Area representatives and a selected consultant/moderator will plan meetings and combine public input, data analysis, and statistics into a plan. A Task Force will be charged with supervising the implementation and monitoring.

A baseline will be developed from studies of the frequency of crashes, severity of injuries, areas, times, driver ages, law violations, weather conditions, lighting, traffic volume and prevailing types of crashes. Consideration of systemic and specific safety needs will also be performed to employ low cost, high impact strategies that can improve safety.

Engagement methods will include gathering of information from holding public meetings at multiple City of Dublin locations with a virtual attendance option, presenting to clubs and area groups, posting a survey and video on all participating government's websites, notifications of the survey in the local newspaper, and local neighborhood and nonprofit newsletters.

The Task Force will review and assess road development policies and guidelines, City strategies, comprehensive plans, economic development plans and other transportation manuals to identify standards and guidelines to prioritize transportation safety.

Using local data, best evidence and practices, stakeholder input, and countermeasures that address prevailing crash types, strategies and projects will be developed with a timeline. Prioritization will be given to potential of reducing crash rates and eliminating safety concerns.

The Task Force will report quarterly on Action Plan evaluation data (baseline information, measurement methods and data) to the public via website and local media releases. An annual evaluation will be completed to confirm that safety concerns are addressed.

B. Work Tasks:

Specific objectives, which must be provided and are listed in Section B, Background and Objectives, are identified, but consultants may propose additional ones that contribute to the successful completion of the project and meet overall project objectives.

Below is the complete scope of work and schedule the City of Dublin, Georgia Safe Streets for All Action Plan:

- a. Analyze existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across City of Dublin.
- b. Analyze the location where there are crashes, the severity, and contributing factors and crash types.
- c. Analyze the systemic and specific safety needs as needed, such as high-risk road features, specific safety needs relevant to road users, etc;
- d. Create a geospatial identification of higher risk locations.
- e. Engage with the public and all relevant stakeholders, including community groups and the private sector.
- f. Incorporate feedback received through public engagement into the safety action plan.
- g. Facilitate inter- and intra-governmental cooperation and collaboration amongst City of Dublin, GDOT, FHWA, ARC, etc;
- h. Create an equitable and inclusive representative process, including in project identification and access.
- i. Identify underserved communities through data.
- j. Develop a plan that includes consideration for current policies, plans, guidelines, and standards, including consideration of how to improve safety.
- k. Develop targets within the plan to reach zero roadway fatalities and significant injuries or set targets that have a significant decline in roadway fatalities and significant injuries by a date set by the stakeholders.
- l. Develop a plan that discusses implementation through the adoption of revised or completely new policies, standards, and guidelines.
- m. Create a comprehensive list of projects and strategies to address safety, including time ranges for when projects and strategies can realistically deploy. The projects should include low-cost incremental measures that can be deployed quickly that can be developed into a larger project.
- n. Create a project prioritization strategy.
- o. Research and develop funding recommendations for the list of projects and strategies.
- p. Discuss within the plan how progress will be measured over time, including utilizing outcome data.
- q. Create a project webpage for staff and public to monitor progress and provide input as needed.

Key Safety Action Plan Dates:

- : Planned Action Plan Kick Off Date
- : Planned Draft Action Plan Completion Date
- : Planned Action Plan Completion Date
- : Planned Action Plan Adoption Date
- : Planned SS4A Final Report Date

Schedule

1. Project Initiation

- i. Kickoff meeting
- ii. Review of previous plans and documents
- iii. Discuss stakeholder expectations
- iv. Review existing legislation and policy
- v. *Deliverables:* Kickoff meeting, summaries of meetings with stakeholders, final detailed scope, schedule, public outreach plan, and stakeholder engagement plan

2. Data Collection and Existing Conditions Analysis

- i. Collect base map data and information from local jurisdictions and the Atlanta Regional Commission, as needed
- ii. Collect and begin analysis of crash data
- iii. Complete inventory of existing roadways and pedestrian infrastructure
- iv. Complete inventory of existing and planned roadway and pedestrian projects
- v. *Deliverables:* Base maps of existing roadway conditions, active and planned projects, crash trends and hotspots

3. Public Involvement

- i. Proposers are expected to host at least two informational meetings with the public, which local stakeholders will attend.
- ii. Proposers are expected to create an online survey to engage citizens on existing projects and issues, as well as on draft project lists developed later in the project.
- iii. Proposers are expected to establish a website for the project, where information on the project and schedule will be available to the public, and online public surveys will be hosted
- iv. Proposers will engage with the public through media releases and an e-mail list established on the project website
- v. *Deliverables:* Project website, online communications with public, informational meetings with the public, summaries of informational meetings with the public, public engagement schedule posted on project website

4. Stakeholder Involvement

- i. The proposer is expected to attend monthly check-in meetings with project team staff members representing all local jurisdictions and the Atlanta Regional Commission
- ii. The proposer is expected to create a stakeholder committee that will help guide the SS4A Safety Action Plan process
- iii. The proposer is expected to collaborate with GDOT and FHWA as needed
- iv. *Deliverables:* Monthly check-in meetings, stakeholder engagement strategy, summaries of monthly check-in meeting

5. Development of Draft and Final City of Dublin, Georgia Safe Streets for All Action Plan

- i. The proposer will develop Draft and Final City of Dublin, Georgia Safe Streets for All Action Plan
- ii. Final City of Dublin, Georgia Safe Streets for All Action Plan will be adopted by the City of Dublin in February 2026
- iii. *Deliverables:* Draft and Final City of Dublin Safe Streets for All Action Plan documents and supporting map packages, project lists, etc.

Public Participation Strategy

Primary Objectives

- a. Provide an avenue for the public to learn about the developing plans on a central website.
- b. Provide both in-person and online public comment opportunities regarding the project objectives, project selection, etc.
- c. Continue soliciting community input on transportation desires and concerns throughout the agreed upon public involvement period.
- d. Specifically reach out to low income, minority, and non-English speaking communities, and.
- e. Gauge community reaction to potential new transportation and safety solutions for the area.

Deliverables

- City of Dublin, Georgia Safe Streets for All Action Plan document
- Safety Action Plan Executive Summary Provided in a PowerPoint format
- GIS project shapefiles for all identified projects and crash data