

Request for Information

2523H087

State of Alaska

Department of Transportation & Public Facilities
Division of Design & Engineering Services



Date Issued:

June 26, 2023

ALASKA HIGHWAY SAFETY IMPROVEMENT PROGRAM HANDBOOK UPDATE

Introduction:

The Alaska Department of Transportation and Public Facilities (DOT&PF) is requesting information from vendors capable of providing contractual assistance to update the Highway Safety Improvement Program (HSIP) Handbook. This includes evaluation and recommended changes to the narrative, processes, procedures, and supporting worksheets.

This Request for Information (RFI) is meant to identify potential sources, project timeline, required capabilities, and summary of challenges inherent in modernization and potential reimagining of the policies and tools DOT&PF uses to deliver the HSIP and completing an update of the Alaska HSIP Handbook. The information provided by respondents does not need to be a comprehensive list of work tasks but should describe a high-level conceptual model or approach to assist DOT&PF in developing cost and timeline estimates for this project. Respondents are encouraged to submit descriptions of similar projects completed, including the challenges that arose and how they were resolved.

Responses should be geared toward describing how consultants would address the components described below and should include a rough idea of the level of effort based on past implementation of similar projects. Responses may include varying scales of implementation.

Responses should support the components described in this RFI.

Background Information:

Alaska's HSIP is a federally mandated program managed by DOT&PF. Its purpose is to reduce fatalities and serious injuries due to crashes on Alaskan roads. The HSIP manages funding from the following programs:

- Highway Safety Improvement Program
- Railway Highway Crossing Program (RHCP)
- Section 154 and 164 Penalty

Prior to 2005, the HSIP was focused on engineering countermeasures. At that time, Congress added a Strategic Highway Safety Plan (SHSP) to the scope of the HSIP; this document covers all types of highway safety countermeasures, including enforcement, education, emergency services, and engineering (the "4 Es"). Since it was originally published in 2007, the Alaska Highway Safety Office, rather than the HSIP, has managed and updated the SHSP in consultation with stakeholders. The development of the SHSP is not included in this RFI.

Statewide and regional traffic and safety staff implement SHSP strategies, predominately as infrastructure projects funded through the HSIP. Although the HSIP and SHSP are managed by different groups, they are coordinated to maximize crash reduction. The HSIP is used to address many of the goals and objectives of the SHSP (when doing so is cost-beneficial), and program managers consider all the 4 E's when addressing safety problems. All HSIP projects align with one or more SHSP strategies.

The FHWA requires that the HSIP be data-driven, and the HSIP is the only Alaska Highway program that evaluates its own cost-effectiveness. Candidate projects are ranked in part based on their anticipated benefit-cost ratio, and upon completion, the benefit-cost analysis is recomputed using before and after crash data. Alaska HSIP projects have an average benefit to cost ratio weighted by project cost of approximately 6.5:1. Alaska DOT&PF reports benefit-cost ratio annually to the Federal Highway Administration (FHWA).

A. Required Components

The foundation for the HSIP program first appeared in 1998 and has been built upon every year since with additions to guidelines, processes, and templates. With the passage of the Infrastructure Investment and Jobs Act, FHWA's adoption of the National Roadway Safety Strategy, and the pending revision to the Manual on Uniform Traffic Control Devices, DOT&PF would like to take this opportunity to bring our HSIP Handbook up to date with advancements in the research base for crash modification factors (CMFs), traffic and safety engineering practice, and maintenance practices and costs, but with an eye to the future as well.

The Handbook defines the department's processes and procedures to develop, implement, and evaluate HSIP projects; it also serves as the foundation of mandatory program reporting. The components listed in this section are not meant to be a comprehensive list of requirements, and responses to this RFI may include features not listed within descriptions. Features may cross over between components listed below. However, all responses must support these components at minimum.

Component #1. Research into best practices and other states' procedures. This literature review could result in a white paper, technical memo, or roadmap document.

Component #2. Information gaps related to Alaska HSIP process. Identify gaps in the current process, and places where it is not meeting needs of the State and the regions. Identification of gaps should be conducted as a collaborative process with stakeholders both inside of the Alaska HSIP program and external to it. Some questions that may reveal gaps include, but are not limited to:

- Does the HSIP flow chart and calendar need to be revised to reflect externalities?
- How can systemic projects be better integrated into HSIP processes? This should include both scoring and prioritization of project nominations and evaluation of completed projects.
- How can Alaska HSIP projects leverage best practice predictive methods?

Component #3. Provide a new Handbook. This component includes the reevaluation, freshening, replacement, and/or addition to the Handbook narrative, spreadsheets, attachments, and tools for nominations, evaluation, and reporting provided in the Attachments.

Alaska HSIP and regional Traffic & Safety staff use the CARE system, managed externally by the University of Alabama, to compile data relating to crashes for project nominations. This data is currently processed using Excel spreadsheets to establish nomination priority, evaluation results, and reporting. In addition, HSIP staff maintain a project master list to track projects and their results over time for reporting and program historical purposes.

This component includes but is not limited to the following:

- Screening processes for new hotspot and systemic projects
- A predicted benefit/cost calculator, including a method to update crash costs
- Maintenance cost and design life tables
- Checklists for new project nominations and annual reporting
- Pre-approved crash modification factors
- Staff training in the new handbook processes and procedures

Additive Component. The following should be addressed as an independent, optional component which may be included in an overall project scope of work that includes Components 1 - 3.

Using best practices, create an online application portal and process, incorporating all Component 3 criteria and adding the following:

- Data management to support reporting on a variety of data axes including by region, by project type, by CMF, etc.
- Geolocation of the project limits or individual locations.
- Automatic calculation of overall B:C ratio over multiple axes, including by individual project, funding types, project types, regions, and the program as a whole.
- A master list that supports efficient HSIP and RHCP annual reporting.

Important Notice:

DOT&PF will not award a contract from this RFI, nor will DOT&PF be financially responsible for the preparation, or administrative costs incurred in developing responses to this RFI. All costs associated with responding will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future request for proposal (RFP), if any is issued. DOT&PF may or may not choose to meet with potential offerors to get further clarification of potential capability to meet requirements.

Response Information:

Interested parties are invited to submit responses to this RFI. At a minimum, responses must address the following:

- Identify the individual or firm name (including the business website address is applicable) with a contact person and their phone number/email address.
- Provide a list of recommended minimum qualifications for proposers to accomplish the components listed in this RFI.
- Provide a detailed description of your company's capabilities and experience related to providing assistance with each required task, including how your company meets each of the proposed minimum qualifications.
- Provide a narrative statement describing how each component listed above will be met.
- Provide an estimated timeline for proposers to accomplish the components listed.
- Provide a cost estimate for proposers to accomplish each of the components listed. The estimate will be used to assist the State in developing a project budget.
- Provide a list of Job categories needed for proposers to accomplish the components listed. Examples include, but are not limited to: Project Manager, Editor, and Administrative Support Staff.

Responses to this RFI are for informational purposes only and award will not be made as a result of this RFI.

Procurement Officer contact information:

Interested parties must submit a written response to the Procurement Officer no later than 3:00 pm Alaska Time, July 17, 2023:

Chris Hunt
Procurement Officer
Department of Transportation & Public Facilities
Division of Administrative Services

Phone: (907) 465-8448
Email: chris.hunt@alaska.gov

Emailed or hard copy responses are acceptable. If sending a hard copy response, send the response to the following address:

U.S. Mail:
P.O. Box 112500
Juneau, AK 99811-2500

Delivery Service (FedEx, UPS):
3132 Channel Drive
Juneau, AK 99801

ELECTRONIC SUBMISSION

Responses for this RFI may be submitted electronically, please see electronic submission guidance provided below.

ELECTRONIC SUBMISSION GUIDANCE: The RFI response may be emailed to the following:

BID SUBMISSION EMAIL ADDRESS: dotstatewideprocurement@alaska.gov

Subject Line for Email Submission:
RFI 2523H087 ALASKA HIGHWAY SAFETY IMPROVEMENT PROGRAM HANDBOOK UPDATE

NOTE: The following file size guidance must be considered when submitting the RFI Response.

The maximum size of a single email (including all text and attachments) that can be received by the state is 20mb (megabytes). If the email containing the bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. If sending multiple emails due to response file size, please add the number of emails being sent.

Example: Email 1 of 3; Email 2 of 3; Email 3 of 3.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for RFI Submission.

It is the respondent's responsibility to contact the issuing agency at 907-465-8448 to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

ATTACHMENTS

- Attachment A: HSIP Handbook 22nd edition
- Attachment B: Example HSIP Funding Plan
- Attachment C: Example HSIP Nomination Packet
- Attachment D: HSIP Annual Report, submitted 2022
- Attachment E: RHCP Annual Report, submitted 2022