



# REQUEST FOR PROPOSALS (RFP) *Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan*

## Commissioners:

*Robert P. Postal, Chairman Kevin P. Kodish, Vice Chairman Noah D. Wise, Secretary*

Submission Deadline: Friday, February 27, 2026

## Contact Information:

*James P. Lettiere, AICP*

*Planning Director*

*Mifflin County Planning and Development Department-2nd Floor*

*Mifflin County Courthouse*

*Lewistown, PA 17044 (717) 242-0887*

*jlettieri@mifflincountypa.gov*

## REQUEST FOR PROPOSALS (RFP)

Mifflin County, Pennsylvania is seeking requests for proposals from qualified consultants for the following:

### SS4A Comprehensive Safety Action Plan

Mifflin County requests proposals from qualified consulting firms to prepare a Comprehensive Safety Action Plan. This project will be funded with federal and county funds and the maximum consultant budget is \$445,573. The consultant must comply with all federal procurement requirements.

**Proposals are due on or before Friday, February 27, 2026, no later than 1:00 P.M.** (Eastern Standard Time). Faxed, or emailed proposals will not be accepted. Proposals received after the deadline will not be accepted.

Mifflin County reserves the right to accept or reject any proposals or to make no award at all, extend the period for accepting proposals, advertise the RFP at any time, and waive any minor irregularities in any proposals.

Please note that no information given will be binding upon the County unless such notification is issued in writing as an official addendum to this RFP.

## Purpose of Request

Mifflin County, Pennsylvania, [population: 45,998 United States Census Bureau's 2020 decennial census ] will develop a Safety Action Plan with strong emphasis on equity and citizen participation. To establish roadway safety goals, the governance framework, and identify implementation projects, a comprehensive planning process is required. Federal support is necessary for robust public engagement, data collection/assessment, and reviewing promising Safety Action Plan models. This Safety Action Plan will greatly benefit Mifflin County's efforts to invest in future transportation improvements strategically and equitably.

The Mifflin County Commissioners adopted the County Comprehensive Plan, Mifflin County 2035: A Decade of Progress, by Resolution 10 of 2025. The plan is the product of perspectives and shared feedback. Over the course of 15 months, diverse stakeholder collaboration and robust public engagement identified concerns, ideas and solutions that were integral to the development of the plan. The plan represents the goals and objectives for public private partnerships to implement over the next decade.

100% of the requested funds will be used to develop a new Action Plan. In 2023, Mifflin County developed Mifflin Moves!, an active transportation plan for the County. Mifflin Moves! aims to inform County and partner investments in a network of travel paths for active transportation and in programs and events that demonstrate how walking and biking can be integrated in rural and small-town culture and economic development. The active transportation plan includes goals and strategies that provide direction for improvements, an active transportation network, a toolbox of facilities, and illustrative pilot partners. Despite the success of Mifflin Moves!, it lacks key components of a Safety Action Plan. With a total project cost of \$445,573 Mifflin County will create an Action Plan that encompasses all areas of safety and modes of transportation that moves the County towards zero deaths with a balanced transportation system that uses systemic, equitable, and data-driven solutions. The Plan will establish a framework of innovative strategies and implementation actions that will ensure crash reductions and support federal safety initiatives in Mifflin County.

The Safety Action Plan 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 Safety Action Plan will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the county. The plan 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 plan will address federal and state regulations, performance management goals, measures, and targets, and will promote equitable outcomes. As noted, this plan will be funded through an Action Plan Grant 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 Action Plan will allow Mifflin County and its 16 municipalities to apply for implementation discretionary grant funds through the SS4A initiative.

The project will be led by the Mifflin County Planning and Development Department, with guidance from PennDOT, the SEDA-COG MPO, and the 16 municipalities within Mifflin County. Federal and county funds will be used to procure professional consultant(s) to assist with the safety analysis, community engagement, and a written plan with measurements and specific project recommendations based on data and public input.

## **Background Information of The County**

Based on the United States Census Bureau's 2020 decennial census, the county has a population of 45,988 residents. Mifflin County is located in central Pennsylvania, 30 miles southwest of State College and 60 miles northwest of Harrisburg. Mifflin County is and has been classified as a sixth-class county. Mifflin County is projected to grow slowly through 2040 and its county classification is not projected to change. The County encompasses 411 square miles of land area, mostly agricultural, open space, forested lands, lands owned by the Pennsylvania Game Commission, and the Pennsylvania Department of Conservation and Natural Resources. The Juniata River traverses major portions of the county and there are many tributaries which provide ample opportunity for boating, fishing, and recreational opportunities. There are abundant state-owned lands dedicated for hunting, camping, and hiking. There are ten (10) townships and six (6) boroughs.

Mifflin County was created in 1789 by a legislative act. Mifflin County was named after Thomas Mifflin, the first Governor of Pennsylvania. The county seat is Lewistown Borough which was first settled in 1795. During the 19th Century, the county was a central hub for transportation and economic development activities between Philadelphia and Pittsburgh, both in terms of the main line of the Pennsylvania Canal and the Pennsylvania Railroad. Today, Mifflin County is known for its rich manufacturing base, much like the rest of Pennsylvania. However, the Geisinger-Lewistown Hospital and the Mifflin County School District contribute a majority of jobs to the workforce.

The County government operates under a three-member Board of Commissioners. Mifflin County's mission is to enrich social, economic, and environmental vitality. Mifflin County provides services which are responsive to the health, safety, and general welfare needs of county residents.

The county government is dedicated to providing these services through the efficient and effective use of the county's available resources in an honest, open, and caring manner. Mifflin County is an Equal Opportunity Employer.

Mifflin County has 667 miles of roadway, with 35% owned and maintained by PennDOT and about 57% owned by local governments. Only 156 miles are part of the Federal-Aid System. Mifflin County is not directly served by interstate. In 2022 the total daily vehicle miles traveled (DVMT) reached 1,086,866.

US 322 has a very high average daily traffic (AADT) of nearly 30,000 vehicles, making it the busiest route in Mifflin County. In contrast, Front Mountain Road in Menno Township has the lowest (AADT) in the county at 120. While capable of handling lower traffic levels the county's additional roads, like PA 655 (a minor arterial) and PA 103 (a major collector), are strategically designated to promote both mobility and access to residential and commercial area. These routes also connect motorists to major highways, including US 322, US 22 and US 522.

## Scope of Work

The Safety Action Plan developed through this planning process will outline Mifflin County's strategy to prevent fatalities and serious injuries within the County. The Safety Action plan should include all the components laid out by the U.S. Department of Transportation to successfully apply for implementation funds. They can be found in the following link. <https://www.transportation.gov/grants/ss4a/comprehensive-safety-action-plans>

- **Project Management:** The consultant will manage the study and coordinate plan documentation, public engagement events, data collection, and stakeholder coordination. The consultant will host regular meetings with the Mifflin County staff assigned to this planning process and will submit monthly progress reports including performed work, upcoming events and milestones, and status of the schedule.
- **Stakeholder and Public Engagement:** The consultant will develop and implement a robust stakeholder and public engagement plan for the planning process. A strong emphasis should be placed on equity in outreach activities, and economically disadvantaged communities. At a minimum, this engagement schedule should include the following:
  - Identification of and engagement activities for groups disproportionately impacted by traffic risks and are not typically engaged by safety planning.
  - Online and in-person communication strategy for sharing plan information and engagement events with residents and stakeholders.
  - Steering committee of diverse community stakeholders and residents that provides direction and feedback on the planning process.

- Identification of, and engagement activities for, stakeholder groups.
  - A minimum of 4 engaging public events to garner feedback on plan recommendations.
- **Vision Zero Initiatives:** Set vision zero initiatives to guide future projects and direct policies as the county works towards zero deaths.
  - **Data Collection:** The consultant will collect and review existing programs, policies, planning documents and provide a summary of the current state of efforts to address transportation safety in Mifflin County. The consultant should provide a summary of best practices employed by municipalities of a similar size.
  - **Safety Analysis:** The consultant will analyze existing safety conditions and trends related to crashes in the County. The consultant will analyze contributing factors as well as crash types. Other analysis includes high-risk road features, specific safety needs of diverse road users, connections to public and environmental health, analysis of the built environment, demographic, and structural issues, etc. The analysis should include all roadways within Mifflin County, without regard for ownership.
  - **Transportation Equity Review:** An analysis of transportation systems, services, infrastructure, and processes that support safe, reliable, and intuitive multimodal options that are accessible to all populations. Recommendations should be prepared to ensure equity in the planning process including strategies to reduce socioeconomic disparities experienced by underserved and underrepresented communities.
  - **Implementation Matrix:** The consultant will develop an implementation matrix that identifies potential projects, strategies, recommendations, and a schedule for future grant opportunities. Along with larger projects, the matrix should include regular maintenance and update cycles to stay in compliance and in line with safety best practices. The implementation matrix will recognize the County's diversity of road users. Considerations should be made for fiscal and staff capacity required 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).
  - **Administrative Draft/ Final Plan:** The consultant will prepare an administrative draft of the Safety Plan for staff and steering committee review prior to finalization of the document. The final draft should be visually appealing, easy to read and available in digital and print formats.

- **Executive Summary and Fact Sheet:** The consultant shall develop an executive summary with a fact sheet to easily communicate high level planning document takeaways. The summary should include graphics, plan highlights and be visually engaging and available in digital and print formats.
- **Deliverables:** Following completion of the planning process, the consultant will provide the County with the final planning document in PDF format. All data and study products collected during the planning process must also be included. The consultant must provide 4 bound print copies of the final planning document.

## Proposal Content and Format

The purpose of this proposal is to demonstrate the qualifications, competence, and capacity of the consultant seeking to provide comprehensive services specified herein for Mifflin County, in conformity with the requirements of the RFP.

The proposal will be evaluated on and should at a minimum, include the following information:

- a. **Contact Information:** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.
- b. **Introduction and Executive Summary:** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.
- c. **Work Plan and Project Approach Methodology.** Proposals shall include the following:
  - Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP.
  - Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks.
  - List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
  - List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members.
  - Explanation of approach and methodology that showcases engagement and inclusion of populations disproportionately impacted by traffic risks and not typically engaged by safety planning.
  - Proposed compensation/budget.
  - List of client references for similar projects described within the RFP.

#### **d. Submittal Information:**

**General Requirements** – interested consultants shall submit a proposal package to Mifflin County as follows:

1. Four (4) copies of the complete proposal and one (1) USB drive with the proposal in PDF format must be submitted in a sealed envelope with the name of the consultant submitting the proposal clearly marked on the outside of the envelope. The sealed envelope shall be clearly marked “Mifflin County SS4A Comprehensive Action Plan.”

2. The proposals must be submitted to James P. Lettiere, Planning Director, Mifflin County Planning and Development Department 2<sup>nd</sup> floor-Mifflin County Courthouse 20 North Wayne Street, Lewistown, PA 17044

**All questions regarding the RFP shall be submitted by email no later than 4 PM on FEBRUARY 9, 2026.** Questions shall be submitted to the county contact named above at [jlettieri@mifflincountypa.gov](mailto:jlettieri@mifflincountypa.gov)

3. Proposals received after the above-specified date and time will not be accepted. Proposals submitted by fax, telephone, or email will not be accepted.

4. All costs related to the preparation of the proposals shall be borne solely by the consultant submitting such proposal. The County assumes no responsibility for the cost associated with preparation of the proposal.

5. Proposals shall become the property of Mifflin County and will not be returned to the consultant.

### **Evaluation of Proposals**

All proposals will be evaluated based on the technical and professional expertise and related work experience of the consultant, the proposed method, and procedures for completion of the work, the understanding of the goals and objectives, the ability to moderate public participation and the cost for completion of the work.

The County staff will review the proposals and reserves the right to conduct interviews with all or some of the consultants. If interviews are conducted by the County staff, key staff assigned to the contract are expected to attend the interview in-person. The following factors will be considered by the County staff during the review process of the proposal and will be weighted as follows:

- Narrative describing interest in undertaking the project and the unique qualifications of the firm. (5%)
- Past record of performance with regards to work quality, management, and ability to meet schedules. (40%)
- Relevant experience in transportation planning projects, expertise of personnel, sufficiency of appropriate staffing, subcontractors, and ability to provide a range of services that may be required. (40%)
- Project Management skills and ability to work effectively with the County Planning Staff, the Planning Committee, and local municipal officials. (15%)

Weighted Total = 100%

It is anticipated that consultant selection will occur approximately within sixty (60) days of the RFP deadline. A notice to proceed will be issued as soon as possible thereafter. All proposals become the physical property of Mifflin County upon receipt.

## Contractual Requirements

Because the project is funded by grants from the United States Department of Transportation, the consultant must comply with grant-mandated requirements to be included in the consultant contract.

Change orders shall not be permitted, adding scope of work, unless the work topic is initiated by Mifflin County.

**NOTE:** *These dates represent a tentative schedule of events. The County reserves the right to modify these dates at any time, with appropriate notice to prospective Respondents through notification by letter, email and/or posting on the County webpage.*

## Project Schedule

- Advertise for Proposals: January 26, 2026
- Deadline for RFP Questions: February 9, 2026
- Due Date for Proposal Submittals: February 27, 2026
- Review Proposals and Identify Finalists (interviews if necessary): March 27, 2026
- Contract Negotiations/Signed Contract: April 17, 2026
- Project Start Date: April 30, 2026

- Draft Plan Completed: November 30, 2027
- Final Plan Completed: December 31, 2027
- Plan Adoption: December 31, 2027
- Final Invoices: March 1, 2028

## **Additional Resources**

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

Local planning documents including existing transportation plans can be found at <https://www.mifflincountypa.gov/planning/plans-and-links>

## **Terms & Conditions**

- 1) Mifflin County reserves the right to reject any or all proposals or to award the contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after the award of the proposal. Mifflin County shall not pay for any information contained in proposals obtained from participating firms.
- 2) Mifflin County reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one (1) or more applicants.
- 3) If, through any cause, the consultant shall fail to fulfill in a timely and proper manner the obligations agreed to, Mifflin County shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least ninety (90) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- 4) All documents submitted as part of the consultant's offering will be deemed confidential during the evaluation process.

## **Execution of the Work and Payments**

Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of consultant by Mifflin County, and concurrence in the award of contract by the Federal Highway Administration, Office of Safety, and the Mifflin County Commissioner's, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work through project completion and closeout.

The selected consultant shall submit invoices for work completed to Mifflin County. Payments shall be made to the consultant by Mifflin County in accordance with the contract after all required services and tasks have been completed to the satisfaction of the County.

## **Equal Opportunity Employment Statement**

Mifflin County is an Equal Employment Opportunity Employer and encourages all qualified firms, including Disadvantaged Business Enterprises and those owned by minorities and women, to submit proposals for review and evaluation.

## **Federal and State Funds**

The services requested within this RFP will be mostly funded with funds from the United States Department of Transportation (USDOT). As such, the services requested by this RFP will be subject to federal requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.