

CITY OF KEMMERER, WYOMING

REQUEST FOR PROPOSALS



Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan and Evaluation Package

Issue Date: September 15, 2026

Questions Due: September 29, 2026

Proposals Due: October 29, 2026

City Contact: Brian Muir, bmuir@kemmerer.org

Submission Method:

Mail physical RFP responses to: **220 State Highway 233, Kemmerer WY 83101**

- Package must include: 2 printed copies of the full RFP response, 1 thumb drive containing digital PDF files for review*

Send digital PDFs via email to: **bmuir@kemmerer.org**

- Digital File Naming should be in this format: ***Your Organization Name_SS4A Kemmerer RFP***
 - Example: *City of Kemmerer_SS4A Kemmerer RFP*

All submissions must be received **by 4:30PM on October 29th, 2026 to be considered for review.*

Funding Source: U.S. Department of Transportation Safe Streets and Roads for All (SS4A) Planning and Demonstration Grant

The City of Kemmerer, Wyoming seeks proposals from qualified consultant teams to prepare a Comprehensive Safety Action Plan (CSAP) funded through the U.S. Department of Transportation Safe Streets and Roads for All (SS4A) program. The selected consultant shall deliver a locally grounded, data-driven, and federally compliant Action Plan that addresses Kemmerer's near-term and long-term roadway safety needs, satisfies the federal requirements for a qualifying Action Plan, and creates a shelf of prioritized projects suitable for future implementation funding applications.

1. Purpose

Kemmerer is experiencing substantial change tied to industrial growth, traffic pattern shifts, evolving travel demand, and future population pressure associated in part with the TerraPower Natrium project and broader economic transition. The City requires a Comprehensive Safety Action Plan that addresses current safety issues, prepares for future conditions, reflects community priorities, and establishes a practical implementation framework to reduce and ultimately eliminate roadway fatalities and serious injuries for all users.

This RFP is intended to procure professional services for a CSAP that aligns with the federal SS4A framework for Action Plans, including leadership commitment, planning structure, safety analysis, engagement and collaboration, policy and process review, strategy and project selection, and progress and transparency.

2. Project Background

Kemmerer is a rural Wyoming community of approximately 2,393 residents that is preparing for increases in heavy vehicle activity, commuter and workforce traffic, winter-weather risk, and multimodal travel demands. The City's SS4A narrative identifies safety concerns including downtown and historic core conditions, the Herschler Triangle on South Main Street, JC Penney Drive, and the Sapphire and Cedar Avenue intersection, as well as drainage, curb geometry, slopes, ice accumulation, ADA access, pedestrian risk, and roadway edge conditions.

The City expects the consultant to use and build upon local planning efforts and technical information, including the Kickstart Kemmerer Plan, zoning and land use documents, the Master Trails Plan, snow removal planning, and related transportation and infrastructure materials identified by the City.

3. Federal SS4A and Procurement Alignment

The consultant shall prepare a final Action Plan that clearly satisfies the federal SS4A requirements for an eligible Comprehensive Safety Action Plan and is suitable for future use in SS4A Implementation Grant applications or other transportation funding opportunities, subject to the rules and notice of funding opportunity in effect at that time.

The City also intends to administer this procurement and resulting contract in a manner consistent with the federal Uniform Guidance procurement standards applicable to non-federal entities, including 2 CFR 200.318 through 200.327 and Appendix II contract provisions, as applicable.

At minimum, the consultant's scope, methods, and deliverables must explicitly support the following federal Action Plan expectations:

- Leadership commitment and a stated safety goal with measurable direction toward zero roadway fatalities and serious injuries.

- A planning structure such as a steering committee or oversight body to guide development, implementation, and monitoring.
- A safety analysis based on crash history, risk factors, existing conditions, and higher-risk locations or systemic risks.
- Engagement and collaboration with residents, stakeholders, overlapping jurisdictions, and institutional partners.
- Review of policies, standards, and practices to identify process changes that improve safety outcomes.
- Identification and prioritization of projects and strategies using evidence-based methods, stakeholder input, and clear criteria.
- A progress and transparency framework, including annual public reporting and public accessibility of the final Action Plan.

The consultant shall clearly show which parts of the work are (1) core activities needed to create and adopt the Comprehensive Safety Action Plan, (2) optional extra planning tasks that go beyond the basic plan, and (3) ideas for possible future demonstration or pilot projects that would only move forward if the City secures additional funding.

4. Procurement Administration Requirements

To support federal compliance and strong contract administration, the City shall include the following procurement conditions in the final issued RFP and resulting agreement:

- The procurement shall be conducted using documented procedures consistent with the City's procurement policies and applicable federal requirements.
- The City shall maintain records sufficient to document the procurement history, including the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for contract price.
- The City will award only to a responsible firm with the ability to successfully perform the contract under the proposed terms and conditions.
- The City may request cost information necessary to support a cost or price analysis if required under federal rules for the selected contract approach and amount.
- The resulting contract shall include all applicable federal provisions required by 2 CFR Part 200 Appendix II and related grant conditions.
- The City encourages participation by small businesses, minority businesses, women's business enterprises, and labor surplus area firms to the fullest extent practicable.
- Questions and addenda shall be handled through a clearly identified written process, and firms shall be responsible for acknowledging all addenda in their proposals.

5. Objectives

The selected consultant shall help the City produce a CSAP that is not a generic planning exercise but a Kemmerer-specific implementation framework. The consultant must balance federal compliance with local practicality, emphasizing winter conditions, freight and industrial traffic, downtown circulation, pedestrian safety, ADA access, drainage and slope issues, and the transportation implications of rapid industrial and demographic change.

The City's objectives are to:

- Develop a federally compliant and adoptable CSAP for the City of Kemmerer.

- Identify high-risk corridors, intersections, and systemic risk patterns across all users and roadway types.
- Build a prioritized safety investment program with realistic phasing, planning-level cost ranges, ownership, and implementation pathways.
- Integrate public, agency, school, emergency response, freight, business, accessibility, and community perspectives into the Action Plan.
- Produce priority project concepts that are sufficiently defined for near-term use in future grant applications, capital planning, or project development efforts.
- Provide tools the City can use after adoption to monitor progress and update priorities over time.

6. Scope of Services

The City expects proposers to refine the scope where appropriate, but proposals shall address at least the following tasks.

Task 1. Project Management and SS4A Compliance Framework

- Conduct project kickoff with City staff.
- Confirm scope, schedule, communication protocol, decision points, and required City inputs.
- Prepare a detailed work plan and compliance matrix mapping each task and deliverable to SS4A Action Plan requirements.
- Support establishment or confirmation of a Safety Action Plan steering committee or equivalent planning structure.
- Provide monthly progress reports, issue tracking, and invoicing support aligned with grant administration needs.

Task 2. Existing Conditions and Document Review

- Review all relevant City, county, regional, and state plans, policies, and datasets that should inform the CSAP.
- Evaluate existing conditions related to land use, transportation function, freight movement, pedestrian conditions, bicycle access, ADA barriers, winter maintenance, drainage-related hazards, school access, emergency response, and growth pressures.
- Summarize implications of major local development trends and anticipated travel changes, including industrial growth and worker traffic patterns.
- Findings shall be documented in the Baseline Conditions and Safety Profile section of the draft Action Plan.

Task 3. Safety Data Collection and Analysis

- Compile and analyze available crash, roadway, speed, volume, freight, exposure, EMS, enforcement, field observation, and contextual data.
- Identify high-injury or high-risk networks, equivalent priority corridors, and systemic risk factors across the jurisdiction.
- Evaluate location-specific concerns identified by the City, including but not limited to Herschler Triangle, JC Penney Drive, Sapphire/Cedar, downtown pedestrian environments, and other corridors or intersections identified during the project.

- Address data limitations through practical methods such as field audits, observational analysis, stakeholder interviews, proxy measures, and targeted counts where necessary.
- Incorporate multimodal, accessibility, equity, weather, and heavy-vehicle considerations into the analysis.
- Findings shall be documented in the Baseline Conditions and Safety Profile section of the draft Action Plan.

Task 4. Engagement and Collaboration

- Prepare and implement a public involvement strategy tailored to a small rural community.
- Engage residents, businesses, schools, emergency services, law enforcement, public health partners, freight stakeholders, accessibility advocates, neighboring jurisdictions, and major employers or institutional stakeholders.
- Use a mix of outreach methods such as public meetings, focused interviews, online and paper surveys, pop-up events, and small-group sessions in familiar community settings.
- Address accessibility, ADA considerations, and practical language access needs in outreach methods and materials where appropriate.
- Document outreach results and explain how feedback influenced plan goals, priorities, and recommended projects.

Task 5. Policy and Process Review

- Review current local policies, design standards, development review practices, maintenance practices, and capital programming processes that affect transportation safety.
- Identify specific policy, process, standards, and coordination changes that would help Kemmerer embed safety into routine decision-making.
- Recommend implementation-ready changes appropriate for a rural city with limited staff capacity.

Task 6. Strategies, Countermeasures, and Prioritization

- Develop a menu of safety strategies and projects using Safe System principles, evidence-based countermeasures, peer examples, and local input.
- Include infrastructure, operational, behavioral, maintenance, technology, and programmatic strategies, as appropriate.
- Consider benchmark concepts relevant to Kemmerer's needs, such as speed management, pedestrian crossing upgrades, ADA ramp and curb improvements, drainage and ice mitigation, lighting, truck route conflict reduction, intersection redesign concepts, temporary quick-build pilots, and practical smart-safety technologies.
- Create a transparent prioritization framework with criteria, weighting logic, time horizon, planning-level cost ranges, implementation responsibility, expected safety benefit, and likely funding pathways.
- Identify a subset of high-priority project concepts with enough definition to support near-term grant applications, capital planning, or consultant scoping for next-step design.

Task 7. Action Plan Preparation, Adoption Support, and Post-Plan Tools

- Prepare administrative draft, public review draft, final draft, and final adoptable Action Plan.
- Prepare presentation materials for City staff, elected officials, and public meetings.
- Support the City through review, revision, and adoption steps.
- Deliver an accessible digital final plan for public posting and annual progress reporting.
- Provide a simple implementation tracker, dashboard template, or spreadsheet tool for City use after plan adoption.
- Conduct at least one staff working session on how to use, maintain, and update the Action Plan and prioritized project list over time.

7. Deliverables (To be provided by Approved Contractor)

At minimum, the selected consultant shall provide:

- Baseline Conditions and Safety Profile (including existing plans review and safety analysis)
- Draft Comprehensive Safety Action Plan
- Final Comprehensive Safety Action Plan in accessible digital format suitable for public posting

8. Desired Consultant Qualifications

The City seeks teams with demonstrated experience:

- SS4A, Vision Zero, local road safety plans, or comparable safety action planning
- Rural and small-community transportation safety planning
- Multimodal safety analysis and Safe System methods
- Community engagement in low-population or geographically dispersed settings
- ADA, pedestrian, downtown, and accessibility-focused safety planning
- Freight, industrial traffic, and growth-related transportation analysis
- Practical implementation planning, prioritization, and project packaging for future funding
- Federal grant-funded consultant work subject to 2 CFR Part 200 procurement and contract requirements

Experience in communities with winter weather constraints, steep grades, drainage issues, and limited local staffing capacity is highly desirable.

9. Proposal Format and Required Contents

To promote consistency among proposals and facilitate a fair and efficient evaluation process, each proposer shall organize its submittal using the section headings and sequence listed below. Proposals shall be concise, clearly written, and sufficiently detailed for the City to evaluate qualifications, project understanding, technical approach, compliance, and overall value.

Proposers shall use the section labels and headings below in their proposal documents, and the City reserves the right to consider proposals non-responsive if they materially deviate from the required organization or omit requested information.

At a minimum, each proposal shall include the following sections in the order presented:

- A. Letter of Transmittal**
Provide a letter of transmittal signed by an individual authorized to bind the proposing firm.
- B. Firm Profile and Team Structure**
Provide a brief description of the prime firm and any subconsultants, including the proposed team structure and the role of each team member.
- C. Project Understanding and Local Context**
Describe the firm's understanding of Kemmerer's needs, project context, key safety issues, and anticipated challenges relevant to this assignment.
- D. Scope of Services and Technical Approach**
Describe the proposed scope of work, methods, and approach to project delivery, including explicit alignment with SS4A requirements and applicable federal compliance expectations.
- E. Project Schedule**
Provide a project schedule identifying major tasks, milestones, decision points, deliverables, review periods, and anticipated completion dates.
- F. Key Personnel and Qualifications**
Identify key personnel assigned to the project and provide summaries of their qualifications, roles, and relevant experience.
- G. Relevant Project Experience**
Provide descriptions of at least three similar projects completed by the firm or team, with emphasis on comparable scope, funding context, and municipal relevance. For each example, include the project name, client, location, year completed, brief scope description, and the firm's role. Where available, include a link to the final plan or online materials, or attach a brief sample excerpt (e.g., executive summary, key map, or project sheet) that illustrates the firm's work quality and capacity.

→ *The City prefers links to online portfolios or plan documents where available; if attachments are provided, they shall be limited to concise samples (e.g., no more than 10 total pages of excerpts). **Both print and digital options***
- H. References**
Provide at least three references from recent comparable clients, including the organization name, contact person, title, phone number, email address, and a brief description of the related project.
- I. Fee Proposal and Cost Breakdown**
Provide a proposed fee and cost breakdown by task. Optional tasks, if any, shall be clearly identified and separately priced.

J. Quality Control Procedures

Describe the firm’s internal quality assurance and quality control procedures that will be used for this project.

K. Exceptions, Conflicts, Subcontracting, and Federal Eligibility

Identify any exceptions to the RFP requirements, any actual or potential conflicts of interest or related-party concerns, and any proposed subcontracting arrangements, and confirm that the proposer is not debarred or suspended and is able to comply with applicable federal contract requirements associated with this procurement.

10. Evaluation and Scoring

The City will use a qualifications-based and best-value evaluation process. Responsive proposals will be scored on a 100-point basis as follows:

Evaluation Criterion	Primary Proposal Sections Referenced	Summary of Considerations	Maximum Points
Project Understanding, Local Context, and SS4A Alignment	C. Project Understanding and Local Context; D. Scope of Services and Technical Approach	Clarity of Kemmerer-specific understanding (growth, winter conditions, freight, downtown, ADA), and how well the proposed scope and methods satisfy SS4A Action Plan requirements and federal compliance expectations.	25%
Technical Approach, Work Plan, and Schedule	D. Scope of Services and Technical Approach; E. Project Schedule	Practicality, completeness, and organization of the technical approach; realism of schedule; clarity of project management methods, communication, and risk management.	15%
Team Qualifications and Project Experience	B. Firm Profile and Team Structure; F. Key Personnel and Qualifications; G. Relevant Project Experience	Strength and availability of key personnel; relevance and quality of past projects (SS4A/Vision Zero/local road safety or comparable work), especially in rural/winter contexts and similar funding environments.	15%
Engagement, Policy, and Implementation Focus	D. Scope of Services and Technical Approach	Strength of proposed engagement strategy for a small rural community; practicality of policy/process recommendations; emphasis on implementation-ready tools and priority projects the City can use after adoption.	5%
Cost Proposal and Overall Value	I. Fee Proposal and Cost Breakdown	Reasonableness of proposed fee relative to scope and level of effort; clarity of assumptions; transparency of costs by task and optional tasks; overall value to the City.	15%
Overall Quality, Completeness, and Compliance	A. Letter of Transmittal; H. References; J-K (QC, exceptions, (compliance)	Clarity, organization, and completeness of the proposal; responsiveness to RFP instructions; quality control approach; references; and demonstrated ability to comply with applicable federal procurement and contract requirements.	25%

The City may, at its discretion, establish a shortlist, conduct interviews, request clarifications, request best and final offers, negotiate scope and fee, and make an award in the best interest of the City, consistent with applicable procurement rules and City procedures.

Minimum Review Standards

A proposal may be considered non-responsive if it fails to:

- Address SS4A Action Plan requirements in a direct and complete manner.
- Demonstrate understanding of Kemmerer’s locally identified needs.
- Provide a clear scope, schedule, and staffing plan.
- Include required references, cost information, or addenda acknowledgment.
- Demonstrate ability to comply with applicable federal contract and procurement requirements.

11. Contract Type and Compensation

The City intends to award a professional services contract for the work described in this RFP. The proposal shall clearly identify the proposer’s recommended compensation structure and shall provide complete pricing by task, phase, and optional task, if any.

Compensation will be based on the percentage of work completed. The contract must define billing terms, scope, and any maximum amount. Time-and-materials work requires a not-to-exceed limit and City approval.

The City reserves the right to negotiate final scope, fee structure, optional tasks, and compensation terms with the selected proposer prior to contract execution.

12. Questions and Submission Conditions

Questions regarding this RFP shall be submitted in writing to the City contact identified in this solicitation no later than the date stated in the procurement schedule. Responses to material questions and any addenda shall be issued in writing and made available through the City’s designated distribution method.

Each proposer shall certify, as part of its proposal, that it and its principals are not debarred, suspended, proposed for debarment, or declared ineligible for federal contracts; all responding firms will be verified against the SAM.gov Exclusions database prior to award, and any proposer with an active exclusion may be deemed non-responsive and disqualified.

Addenda issued by the City shall become part of this RFP. Each proposer shall be responsible for reviewing all issued addenda and shall acknowledge receipt of all addenda in its proposal.

It is the responsibility of each proposer to ensure delivery of its proposal by the deadline stated in this RFP. Late proposals may be rejected as non-responsive.

13. Procurement Schedule

The procurement schedule for this solicitation shall be established by the City and included in the final issued RFP. The schedule shall identify, at minimum, the following milestones:

- RFP issue date: September 15, 2026
- Questions due date: September 29, 2026
- Proposal due date: October 29, 2026
- Evaluation and interview period: October 30 – November 11, 2026
- Notice of intent to award: November 16, 2026
- Contract execution target: November 23, 2026
- Notice to proceed / Public kickoff target: January 11, 2027

The City reserves the right to revise the procurement schedule by written addendum.

The resulting contract will include all federal provisions applicable to this procurement, including those required by 2 CFR Part 200 Appendix II and other grant conditions. By submitting a proposal, firms acknowledge these requirements and agree to comply with applicable federal, state, and local provisions incorporated into the final agreement.

The selected proposer shall comply with all applicable federal, state, and local requirements incorporated into the final agreement.
