



REQUEST FOR QUALIFICATIONS
BICYCLE/PEDESTRIAN ATTITUDE AND AWARENESS SURVEY

The Indian Nations Council of Governments (INCOG) invites qualifications from firms or teams to develop and implement a Bicycle and Pedestrian Safety Attitude and Awareness Survey for its Travel with Care Bicycle and Pedestrian Safety campaign in the Tulsa Transportation Management Area to fully explore shortfalls in public outreach strategies to improve upon outreach goals for maximum engagement. INCOG has a fixed budget of \$15,000 for the project.

Qualifications are to be delivered via email to: rhunter@incog.org, or transportation@incog.org by **June 28, 2024, at 4:00 pm CST**. It is anticipated that a contract will be negotiated with the selected firm.

Table of Contents

I. Introduction and Background	3
II. Project Area and Description.....	3
III. Period of Performance, Survey Elements	3
IV. Scope of Work	4
V. Proposal Submission	4
VI. Evaluation	5
VII. Anticipated Timeline.....	5

I. Introduction and Background

About INCOG

INCOG is a voluntary association of local governments. INCOG provides planning and coordination services to assist in creating solutions to local and regional challenges in such areas as land use, transportation, community and economic development, the environment, and public safety. As the Metropolitan Planning Organization (MPO) for the Tulsa Region, INCOG assists local governments with transportation planning services and coordination of capital investments through regular updates of the Metropolitan Transportation Plan and the Transportation Improvement Program (TIP).

Travel with Care

Travel with Care is a public awareness campaign from INCOG and The Oklahoma Highway Safety Office (OHSO). Travel With Care educates the public on the rules of the road and aims at keeping our citizens safe in transit. There are many things that influence how we choose to get around; health, convenience, cost, or sustainability. We want Tulsa to be a livable community that provides safe and convenient transportation choices to all citizens, whether it's by walking, bicycling, transit, or driving.

II. Project Area and Description

The Travel with Care safety campaign is located within the 2020 [Tulsa Transportation Management Area \(TMA\)](#).

III. Period of Performance, Survey Elements

- a) The Period of Performance for this work is anticipated to be August 1, 2024, to September 15, 2024.
- b) INCOG has a fixed budget of \$15,000 for the survey.
- c) INCOG requests a qualified consultant or team to develop and implement a Bicycle and Pedestrian Safety Attitude and Awareness Scientific Survey with the purpose of obtaining a comprehensive understanding of the public opinion on the current state of Bicycle and Pedestrian Safety in the Tulsa TMA
- d) As Travel with Care already has a social media presence with Facebook and Instagram as well as a recently updated website, those platforms would be available for survey implementation as well as any other methodology determined to be best practice by the consultant or team in order to encourage public participation.

IV. Scope of Work

- a) **Develop Survey Instrument** – The consultant will develop the survey instrument and methodology to be employed for a statistically valid sampling of the region including any geographic disaggregation of data and based upon best practices that meet a list of needs and topics provided by INCOG.
- b) **Conduct Survey** – The consultant will apply the proposed methodology following INCOG approval. Consultants will ensure the methodology proposed will render a representative sample including minority and low-income populations based on demographic information provided by INCOG with at least a +/-5% precision level and a 95% confidence level.
- c) **Prepare Draft and Final Survey Report** – A draft report, including survey methodology, data collected, data analysis, key findings, and other significant topics will be provided in digital format. After INCOG staff have provided input and any necessary corrections, the consultant will develop a final report, which is to be provided in a digital, sharable, and reproducible format.

V. Proposal Submission

Interested consultants should submit the following documents by **June 28, 2024, at 4:00 pm CST**.

- a) **Cover Letter** - *Maximum of one (1) page describing the firm's understanding of the project. The cover letter must be signed by an individual authorized to commit firm resources to the project.*
- b) **Firm Profile** – *Maximum of two (2) pages containing: Firm name and contact information, year established, former firms' names, type of ownership, name and location of parent companies, state of organization and incorporation.*
- c) **Project Manager Profile** – *Maximum of one (1) page containing qualifications of key staff.*
- d) **Similar Projects Profile** – *Maximum of two (2) pages containing examples of similar projects worked on with references.*

Respondents shall provide a statement describing any prior or pending litigation or investigation, either civil or criminal, involving a governmental agency or political subdivision thereof or which may affect the performance of the services to be rendered herein, in which the Respondent, any of its employees, subcontractors or subconsultants is or has been involved within the last five years. The Statement of Litigation History shall be signed by a representative of the Respondent who has authority to negotiate and contractually bind the consultant/firm.

VI. Evaluation

Qualifications will be evaluated through internal staff review. Qualifications will be reviewed in terms of content and completeness. Previous client references may be contacted to verify client satisfaction.

VII. Anticipated Timeline

June 17, 2024	Request for Qualifications released
June 28, 2024 4:00 pm	RFQ Deadline: Submit electronically to rhunter@incog.org or transportation@incog.org
July 1 – July 31, 2024	Scope and Fee Negotiation with Selected Firm
August 1 st – September 15 th	Survey Period
By September 30, 2024	Final report and data submitted to INCOG

INCOG reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals or reject any and all firms that submitted should it be deemed for its best interest. All parties selected to submit proposals will be notified by e-mail.