



STATE OF WASHINGTON

WASHINGTON TRAFFIC SAFETY COMMISSION (WTSC)
PO Box 40944, Olympia, WA 98504-0944

REQUEST FOR PROPOSALS (RFP)

PROPOSAL TITLE: School Zone Flashing Beacon/Lighting Project
Proposal Due Date: May 15, 2009
Projects Selected: June 5, 2009

Governmental agencies and political subdivisions within Washington State are invited to participate in grant funded projects to purchase school zone flashing beacons/lighting to be used in legally marked elementary school zones.

The purpose of this project is to reduce the number of deaths and serious injuries that occur from collisions in school zones. A study completed by WTSC has identified flashing yellow beacons/lighting as one of the most effective ways to reduce speeds of vehicles in school zones.

Scope of Solicitation

The Washington Traffic Safety Commission (WTSC) is soliciting proposals from qualified agencies to participate in projects to install flashing yellow beacon/lighting in designated and legally marked **elementary** school zones.

The WTSC has up to \$1.5 million available (from July 1, 2009 - through June 30, 2011) contingent up on receipt of funding, for the purchase of equipment hardware, software and signage to mark elementary school zones with flashing yellow beacons /lighting.

Proposals must support the WTSC's primary goal of reducing the number of deaths and serious injuries that result from traffic crashes. This goal will be accomplished through reducing motor vehicle speeds in school zones.

A flashing yellow beacon/lighting system is defined to include: yellow lighted beacons (as defined by the Manual of Uniform Traffic Control Devices (MUTCD) for school zone use, 20 MPH speed limit signage, mounted to approved poles and powered by solar or electrical energy, software to control the system and additional signage required by the MUTCD to ensure proper marking of a designated school zone. (Refer to photo included in grant application.)

Definition of Need

Proposals will be evaluated on the following:

1. Speeds in school zones - Document the average motor vehicle speed in each marked school zone identified in the proposal during the anticipated hours the lights will be flashing.
2. Vehicle traffic volumes in school zones - Document the motor vehicle traffic volumes in each marked school zone identified in the proposal during the anticipated hours the lights will be flashing.
3. Collision data in school zones – Include all collision data by type (fatality, injury, property damage) within each school zone identified in the proposal from 2004 to present. If the designated school is less than 5 years old, include collision data for the existing years.
4. Roadways - Describe each roadway in the school zone, e.g. number of lanes, roadway markings and traffic control devices, signage, and posted speed limit (when the flashing lights/school zone are not in affect) for each school zone identified in the proposal.
5. Modes of travel - Identify the total number of students who attend the school, and the number who walk or bicycle to school. Please indicate if the designated school has an all bus plan in effect.
6. General information – please include any additional information you believe is relevant to your proposal.

Applicant Eligibility

The following agencies are eligible to apply for this project:

- State Agencies
- Cities and Counties
- Tribal Governments
- School Districts, Individual Elementary Schools, ESD, OPSI

Qualifications of Applicant Agencies:

Desirable qualifications include the:

1. Ability to deliver program services as defined in the approved proposal;
2. Ability to collaborate with other affected organizations;
3. Ability to install and maintain flashing light system and signage;
4. Ability to report on the average speeds documented after the activation of the flashing light system.

Scope of Work

Requests for one of the school zone flashing light systems must address:

- Grantee agrees to install flashing light system as defined under “Scope of Solicitation.”
- Appropriate pre-and post installation evaluations to determine the effectiveness of the flashing light system, consistent with the project goals and evaluation plan outlined below:
 - Reduce the average speeds in school zones;
 - Reduce the number of collisions;
 - Increase the safety of students who walk and bicycle to and from school; and
 - An evaluation plan describing how you will measure the reduction of average speeds and collisions in the proposed school zones.
- ◆ A statement regarding eligibility of applicant (city, county, state, tribal).
- ◆ The name of the responsible contact within the agency.
- ◆ Identification of the proposed site(s), to include:
 - The requirements defined under Definition of Need
- ◆ A letter of commitment from local law enforcement outlining enforcement activity in the proposed school zone;
- ◆ A defined public awareness and education campaign to inform the motoring public of the engineering change and driving expectation in the proposed school zone.
- ◆ State the proposed activities for the project, including timelines for installation.

Project Period

These projects shall begin within 60 days of grant approval, and installation shall be completed within 120 days of grant approval.

Reporting Requirements

A final report shall be submitted within one year of installation detailing the impact of this project within the school zone including whether or not the goals outlined in your original proposal were achieved. The speed data collected for the final report should be consistent with the conditions existing during baseline data collection. One year of post installation collision data should be included as well.

Contract Terms/Funding

Approved projects may not exceed \$7,500 in funding **per school zone**. (More than one school zone may exist per school.)

Approved funds shall be used only for the purchase of lighting hardware, computer software and MUTCD approved signage and markings.

WTSC grants are funded on a cost reimbursement basis only. No payments in advance or in anticipation of goods and services will be made by WTSC. All cost for the purchase of the flashing light system will be reimbursed to the approved applicant following proper invoicing to WTSC. The maximum allowable grant under this project is \$7,500.00 per school zone.

Costs associated with the installation and maintenance of the flashing light system are the responsibility of the grantee.

Submission of Proposals

Agencies are required to submit two (2) copies of their proposal. The proposal may be mailed or hand delivered, and must arrive at the **WTSC no later than 5:00 p.m.**

May 15, 2009. All proposals and any accompanying documentation become the property of WTSC and will not be returned. E-mail submissions will not be considered.

Agencies mailing proposals should allow three business days delivery time to ensure timely receipt of their proposals at WTSC.

1. Proposals should contain information outlined in the Scope of Work (above).

Upon receipt, WTSC staff will review the applications. Final approval of projects will be made by the Director of the WTSC.

Applicants will be notified in writing of project approvals/denials no later than **June 15, 2009.**

SCHOOL ZONE - FLASHING LIGHTS PROPOSAL

Advertising Procedures

This proposal is being sent to a statewide list of prospective constituents.

WTSC RFP Coordinator

Mr. Brian Jones, Program Director
Washington Traffic Safety Commission
PO Box 40944
Olympia, WA 98504-0944
Phone: 360.725.9896
FAX: 360.586.6489
Email: bjones@wtsc.wa.gov

Section 1 Authorization

Applicant agency/organization: _____

Name of school/school district: _____

Applicant project director: _____

| Address | Name | E-mail | Title | Telephone |
|---------|------|--------|-------|-----------|
|---------|------|--------|-------|-----------|

Applicant agency/organization authorizing official (person with contracting authority if different than above):

| Name | Title |
|------|-------|
|------|-------|

| Address, if different than above | E-mail | Telephone |
|----------------------------------|--------|-----------|
|----------------------------------|--------|-----------|

| Signature | Date |
|-----------|------|
|-----------|------|

WTSC Use Only:

WTSC Program Manager: Brian Jones

Planned Project Duration: From: July 1, 2009 To: June 30, 2011

Approved by Name: Lowell Porter Title: Director

Signature: _____ Date: _____

Washington Traffic Safety Commission
Project Agreement

Section 2
Description of Activity

In this section, the following five elements should be defined in narrative form: (1) Problem Identification, (2) Agency Qualifications, (3) Project Goal(s), (4) Project Activities, and (5) Project Evaluation.

Please clearly label each element using the titles listed above. Narratives may not exceed three single-sided pages using nothing smaller than a 12-point font. Hand-written proposals will not be accepted.

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| Washington Traffic Safety Commission |
| <i>Project Agreement</i> |

Section 3
Budget Summary

Provide in brief narrative form, a budget summary of the project, including the applicants matching direct and in direct costs.

| | WTSC Share | Applicant Matching Share (if applicable) |
|---|------------|--|
| 1. Salaries and Wages: | \$ 0 | \$ |
| 2. Employee Benefits | \$ 0 | \$ |
| 3. Travel and Subsistence: | \$ 0 | \$ |
| 4. Contractual Services: | \$ 0 | \$ |
| 5. Equipment: (Up to \$7500.00) | \$ | \$ |
| 6. Goods and Services: | \$ 0 | \$ |
| 7. Total lines 1-6 (Amount Requested from WTSC) | \$ _____ | |
| 8. Total lines 1-6 (Amount provided by applicant) | | \$ _____ |
| Total Project Cost (Add lines 7 & 8): | | \$ _____ |

Washington State Traffic Safety Commission
Project Agreement

Invoicing Requirements

Invoices should be submitted to the Washington Traffic Safety Commission on a monthly basis.

Due to state fiscal year closing on June 30 of each year, all invoices, whether state or federal funds, for goods received or services performed on or prior to June 30 **need to be received by WTSC no later than August 15**. The Federal fiscal year and project agreements end on September 30 of each year. Invoices for goods received or services performed on or before September 30, for federal funded projects, **need to be received by WTSC no later than November 15**.

Invoices received after the above cutoff dates are subject to non-payment.

If applicable, please make sure your accounting office is aware of the above cutoff dates.

I have read and understand the above invoicing requirements.

Applicant Signature _____ Date _____



SCHOOL

SPEED
LIMIT
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FLASHING

