



REQUEST FOR PROPOSALS Road Safety Audit for Pedestrian Facilities in BMIC Residential Areas

PROJECT LOCATION:

Project Location - The project is on the BMIC reservation in Brimley, Michigan. This proposed project focuses on several residential areas and a roadway that provides access from Lakeshore Drive to the Ojibwe Charter School. BMIC's proposed project residential regions cover approximately 9.7 miles. (Attachment A)

BACKGROUND:

Bay Mills Indian Community ("BMIC") is a federally recognized Tribal Nation located in the rural Upper Peninsula of Michigan. The Bay Mills people are Ojibwe, who have resided in this area since time immemorial. BMIC was granted a federal Corporate Charter under Section 16 of the Indian Reorganization Act on June 18, 1934. BMIC is one of the four original reservations established in Michigan and currently has approximately 2,349 tribal members. BMIC was awarded 2023 Tribal Transportation Program Safety Funds ("TTPSF") to conduct a Road Safety Audit for Pedestrian Facilities in BMIC Residential Areas located on the BMIC Reservation.

PROJECT DESCRIPTION:

The Consultant, under direction of the BMIC Transportation Planner, will conduct this RSA and all tasks associated with the process such as documentation, RSA coordination, RSA collaboration, scheduling, quality control/quality assurance, cost control, billing activities, and performance reporting. This project will provide funding to conduct a Road Safety Audit (RSA) for a formal safety performance examination on roadways in key BMIC Residential areas

The BMIC Transportation Safety Plan ("TSP") outlines our existing safety programs and policies. In addition, it identifies issues and projects that we can implement to improve additional transportation safety for the Bay Mills Indian Community and visitors to the tribal lands and facilities. For example, our TSP, approved in 2019, identifies the lack of sidewalks in residential areas as a safety concern on page 8 of the TSP. Many current roadways consist of two paved 11-foot lanes with no paved shoulder and a gravel shoulder less than one foot wide. Residents must either walk in the lane or the ditch line. Bicycles, ATVs, pedestrians, and vehicles must all share the same 11-foot road lane, creating conflict opportunities. Pedestrian and bike facilities have been installed with great success further east along Lakeshore Drive, and we would like to develop these facilities further throughout residential areas.

The Road Safety Audit project will conduct a formal examination with a broad scope that considers the safety of all road users in the BMIC residential roadways. In addition, the RSA will provide a qualitative report on potential road safety issues and identify improvement opportunities. BMIC will work with the various stakeholders to include the RSA findings in the BMIC Transportation Safety Plan. With this report, we plan to apply for grant funding to address the problems of making travel safer for all users.

We aim to incorporate multimodal facilities with every road improvement project performed throughout the Bay Mills Indian Community lands. Multimodal facilities will provide a complete and connected system allowing more equitable access to healthcare services, primary and secondary education, cultural heritage centers, senior facilities, and the many recreational areas surrounding this region.

The Tribe and the BIA own most roads identified in this proposed project. The Chippewa County Road Commission (“CCRC”) owns Spectacle Lake Road and Tower Road, which run through two BMIC residential areas. The CCRC is responsible for summer and winter maintenance to maintain travel safety and convenience on all county and state highways. The BMIC is responsible for summer and winter maintenance to maintain travel safety and convenience on all tribal roads. BMIC is committed to working with the CCRC to coordinate plans and seek funding to improve a hazardous road location or feature.

The RSA multidisciplinary team will provide a written finding, identify potential safety issues for all user groups, and suggest improvements to better the existing structure or alternate means for all user groups. If safety issues are identified as part of the RSA analysis, provide 2 to 3 options that would address the safety concerns, along with plan-view conceptual drawings and cost estimates for each, including the anticipated costs for preparation of a bid package.

ANTICIPATED PROJECT SCHEDULE

Step #	Task	Timeframe to Complete
1	Select Road Safety Audit team	January, 2024
2	Conduct start-up meeting	February, 2024
3	Perform field reviews	February-September, 2025
4	Conduct analysis and prepare a report	October, 2024
5	Present findings to project owner	November, 2024
6	Prepare formal response	December, 2024
7	Incorporate findings	December, 2024

CONSULTANT REQUIREMENTS:

The Consultant must have facilitated and completed an RSA in Michigan, United States or International, following generally accepted guidelines for completing RSA’s.

CONTRACT COSTS:

BMIC was awarded \$45,000 for the Pedestrian Facilities in Residential Areas RSA project. A Consultant will be approved for up to a total of \$45,000 for period of one (1) year.

Task #	Task	Outcome	Cost
1	BMIC to pay RSA consultant upon signing services contract	RSA consultant hired	25% of the signed contract amount
2	BMIC to pay RSA consultant upon successful completion of steps 2-7: Conducting start-up meeting, performing field reviews, conducting analysis and prepared report, submitting findings to project owner, preparing a formal response, and assisting to incorporate findings.	Completed RSA Audit	75% of the signed contract amount

Proposals to assist with these services must be submitted to the Bay Mills Indian Community by Friday, December 6, 4pm EST.

Please email proposals in PDF format to Brianna Gunka at bgunka@baymills.org.

Proposals received after the deadline will not be accepted. Please contact Brianna Gunka via email or at 906-248-8125 with any questions you may have regarding this Request for Proposals or any of the requirements outlined in the scope of work to be completed.

BMIC TRANSPORTATION PLANNER- PRIMARY POINT OF CONTACTS:

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REQUIRED GUIDELINES AND STANDARDS:

Work shall conform to current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards (i.e., Road Design Manual, Standard Plans, Published MDOT Design Advisories, Drainage Manual, Roadside Design Guide, A Policy on Geometric Design of Highways and Streets, Michigan Manual of Uniform Traffic Control Devices, etc.).

BMIC RESPONSIBILITIES:

BMIC Project Manager will provide five years of crash data, UD-10's, as built plans, drawings, aerials, and any relevant information needed for the RSA.

CONSULTANT RESPONSIBILITIES:

- A. Consultant shall furnish all services and labor necessary to conduct and complete the RSA's, described herein.
- B. The Consultant shall also furnish all materials, equipment, supplies, and incidental necessary to perform the Services (other than those designated in writing to be furnished by BMIC) consistent in supplying this work. The services shall be performed to the satisfaction of the BMIC consistent with applicable professional standards.
- C. The Services described herein are financed with public funds. The Consultant shall comply with all Federal and State laws, rules, and regulations.
- D. The Consultant shall provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
- E. The Consultant may provide a written Monthly Progress Report to BMIC Transportation Planner to report progress.
- F. The Consultant's activities may include, but not be limited to, as-needed engineering and/or technical support services which consists of organizing and managing RSAs with other support services (as needed) such as documentation, RSA coordination, RSA collaboration, scheduling, quality control/quality assurance, cost control, billing activities, training, outreach and performance reporting as following:

1. Support team selection and/or fill RSA team positions with consultant staff.
2. Assist with providing RSA support services to BMIC such as scheduling, team building, facility reservations, Project Owner contact and coordination.
3. Assist with documentation management – file keeping.
4. Assist with annual/project reporting highlighting RSA achievements, best practices, etc.
5. Assist with RSA outreach support.
 - a. Assist with the preparation of PowerPoint presentations, speaker notes, and/or displays for RSA-related meetings, conferences, and events.
 - b. Assist with the planning, coordination, preparation, and execution of RSA-related meetings, conferences, and events.

OBJECTIVES, TASKS AND DELIVERABLES OF THE PROPOSED PROJECT:

The objectives of this phase of the proposed project are as follows:

Task 1: Facilitate Safety Audits

1.1 Identify Interdisciplinary RSA Steering Committee - BMIC will determine the RSA team or oversee the consultant in this role if so determined

The Consultant will provide a team leader/facilitator from among the Consultant's qualified engineers to conduct the RSA. The RSA project is located in Chippewa County, Michigan.

BMIC will establish an RSA Steering Committee, and will also schedule the date of the RSA with the team, consultant and project owner.

The Consultant's team leader/facilitator will coordinate the daily RSA schedule (times to go out on site, etc.) with the Steering Committee members. The audit team members shall be independent of the project, owner and designers.

1.2 Prepare Relevant Data and Documents

The Consultant's team leader/facilitator will coordinate with BMIC in obtaining the available relevant data and documents that are needed by the audit team members. Information provided may include:

- C. Project limits – project information (surrounding projects, future developments, etc.)
- D. Past public meeting information, background information
- E. Any studies (safety studies, etc.)
- F. As-built plans (ROW plans)
- G. 5 Years of crash data
- H. Traffic volumes
- I. First responders' experiences
- J. Aerial photographs
- K. Safety analysis

Proposed plan may be provided is applicable, but should not be included in the RSA packet to the RSA team members. BMIC must ensure that pertinent data and

documents for the RSA are provided to the consultant team leader/facilitator at least one week before the kick-off meeting (unless a shorter time is allowed).

Deliverables: Compiled copy of relevant data and documents given to each Steering Committee member at the kick-off meeting.

1.3 Conduct RSA Kick-off Meeting

BMIC will schedule the kick-off meeting and notify the RSA team members of the time and meeting venue. BMIC will ensure that the following are available for the meeting:

- A. Have a conference room available for RSA (two days, typically)
- B. Provide laptop (Coordinate this with consultant)
- C. Provide projector (Coordinate this with consultant)
- D. Have camera available (Coordinate this with consultant)
- E. Measuring equipment (Coordinate this with consultant)
- F. Invite others regionally (examples):
 1. Business owners at site (not a public meeting)
 2. Police Departments
 3. CCRC staff involved in the project
 4. Other stakeholders (not open to public) such as transit, railroad, county/city/tribal planners/engineers/staff, etc.

The Consultant's team leader/facilitator will preside over the meeting and ensure that the following goals are accomplished:

- A. Allow all team members to introduce themselves and give a brief description of their experience. BMIC Transportation Planner and CCRC Engineer may be present during the meeting to give clarification on intricate safety issues. Safety being the primary focus of the RSA.
- B. The BMIC will state any project constraints that the RSA team should be aware of.
- C. The BMIC and other local participants will discuss site details that may be relevant such as type of traffic (school bus, heavy vehicle, pedestrian, bicyclists, farm equipment, Amish buggies, etc. that will help in the audit process), etc.
- D. Explain the RSA scope, objectives and goals of the selected project to the team.
- E. Identify team roles, responsibilities, evaluation and reporting procedures.
- F. Lead discussion with the team about the project with relevant data and documents including but not limited to crash data, traffic volume history, aerial photographs, design drawings, previous studies/reports, if available, and design criteria and known safety constraints or issues.
- G. Discuss and set RSA completion schedule and report delivery date.

Deliverables: Meeting Minutes (minutes must be brief and to the point). Kick-off meeting PowerPoint presentation.

1.4 Perform Field Reviews

After the briefing meeting, the Consultant's team leader/facilitator will lead the field review that will include both daytime and nighttime inspections. The field review may also include peak period and off-peak period observations, which will be determined by the team during the field review.

The Consultant's team leader/facilitator must ensure that the field review is conducted in a manner that is safe and maximizes time and effort. Each RSA team member will provide their own personal protective equipment (PPE) in accordance to their employer's requirements/regulations.

The team shall complete a field review of all BMIC Residential areas, including Spectacle Village, Pine Village, Pond Circle, Tower Road, Towering Pines, Plantation Road, Plantation Hill Housing Development, and the adjacent roads and roadside/trail networks. The facilitator will be responsible for taking notes and photographs during the RSA. Where appropriate, the RSA team will walk the audit site. The field review will include but is not limited to observations of road users' characteristics, surrounding land uses and traffic flow within and nearby the study area (using GORE – geometry, operations, road users and the environment).

Deliverables: Photos, field review notes and team member sketches

1.5 Conduct Findings Meeting

BMIC will schedule the findings meeting and notify the Steering Committee of the meeting time and venue. At the end of the field review, the Consultant's team leader/facilitator will conduct a findings meeting to discuss and consolidate the team findings in order to formulate and prioritize the identified safety recommendations. The team will decide by consensus, which recommendations are to be included in the report. Any comments, observations and safety improvement recommendations that do not go forward will be put into a spreadsheet and recorded together with the reasons why the issues are not to be considered. Safety improvement recommendations that are carried forward will be included in the report.

Deliverables: RSA team findings and prioritized safety improvement recommendations in a PowerPoint presentation (presentation should be turned in as a deliverable of the RSA). The lists of comments, observations and recommendations that were not considered by the audit team in spreadsheet format shall also be submitted.

1.6 Prepare Draft RSA Findings Report

The Consultant will write the draft audit report ensuring that all agreed upon comments and recommendations discussed during the findings meeting are included in the report. The draft RSA report shall prioritize and categorize safety issues with recommended safety improvements. The Consultant must provide preliminary cost estimates and benefit/cost analyses (if applicable) for the recommended safety improvements. The Consultant's team leader/facilitator shall forward the draft RSA report within two weeks of the findings meeting to the RSA Steering Committee members for their review and comments.

Deliverables: Draft RSA report.

1.7 Conduct Cost Analysis and Highway Safety Manual Analysis

The Consultant will provide cost analysis needed to support the safety improvement recommendations by the RSA team. The analysis includes cost estimating and benefit to cost ratio (if applicable). From the cost analysis results, safety improvements (recommended by the RSA team) will be categorized as low, medium and high cost improvements.

Deliverables: Cost analysis results and list of safety improvement recommendations by priority and category.

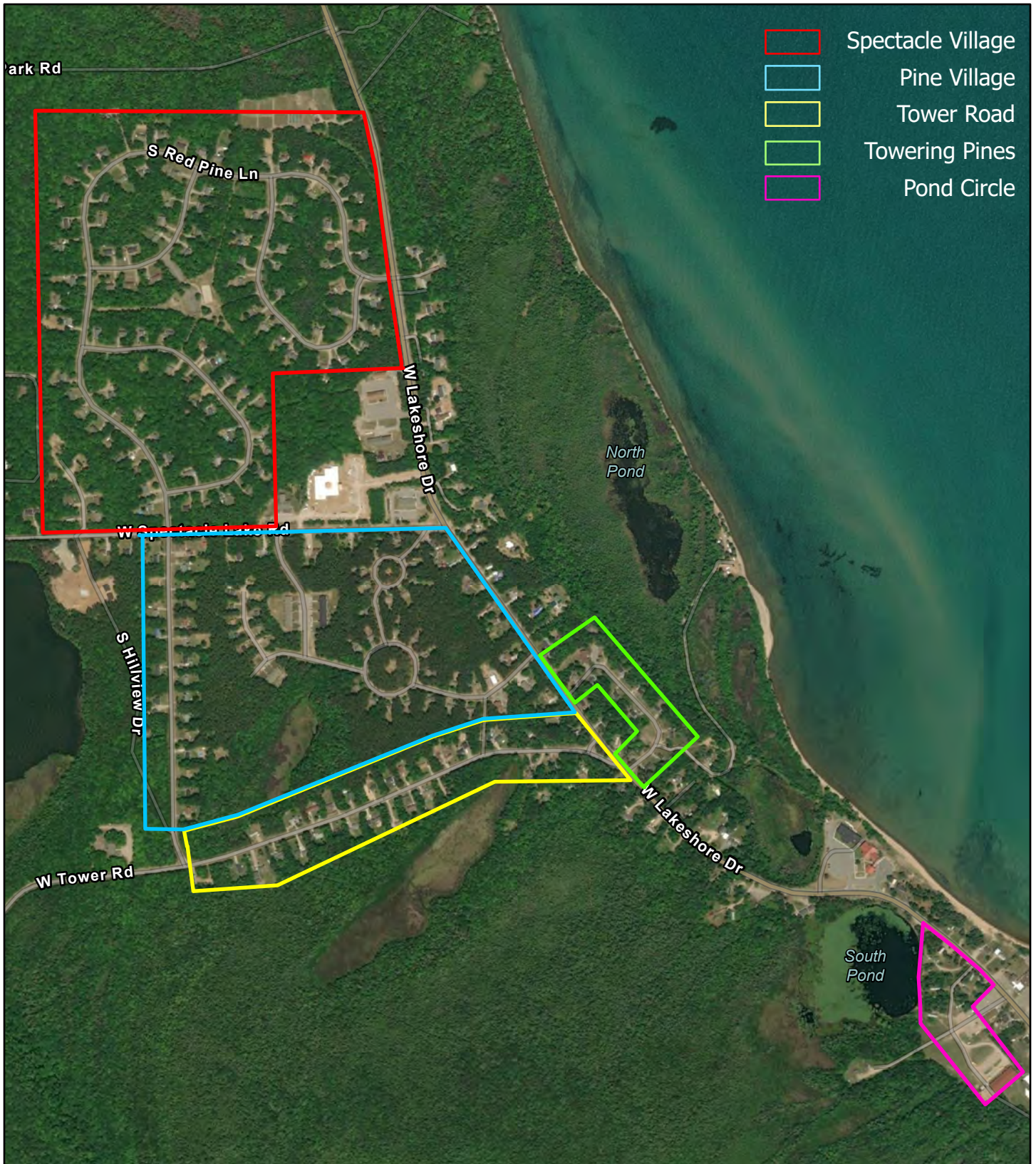
1.8 Final RSA Findings Report Submission to Department

After all comments are duly addressed from the RSA Steering Committee team and incorporated into the report, the Consultant's team leader will submit the final report to BMIC approximately two weeks following the draft report completion. The report including all pertinent documents must be wet stamped by the Consultant's team leader/facilitator (Professional Engineer).

Deliverables: Final RSA Report including all pertinent documents is due two weeks after the draft is completed. Up to three (3) hard copies of the final report and up to three (3) hard copies of the pre-RSA data compilation will be required; bound, not in a three-ring binder format. Copies going to BMIC. All RSA information (final report, supporting data, photos, presentation, etc.) will be submitted to BMIC on a USB flash drive.

2023 Tribal Transportation Program Safety Fund (TTPSF)
Road Safety Audit for Pedestrian Facilities in BMIC Residential Areas
Map of BMIC Residential Regions

Attachment A



- Spectacle Village
- Pine Village
- Tower Road
- Towering Pines
- Pond Circle

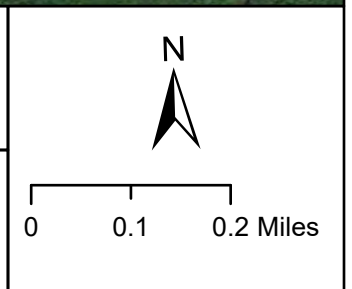


BMIC Housing Areas

Proposed Road Safety Audit for BMIC Pedestrian Facilities in Residential Areas

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2023





Bay Mills Reservation

Spectacle Village

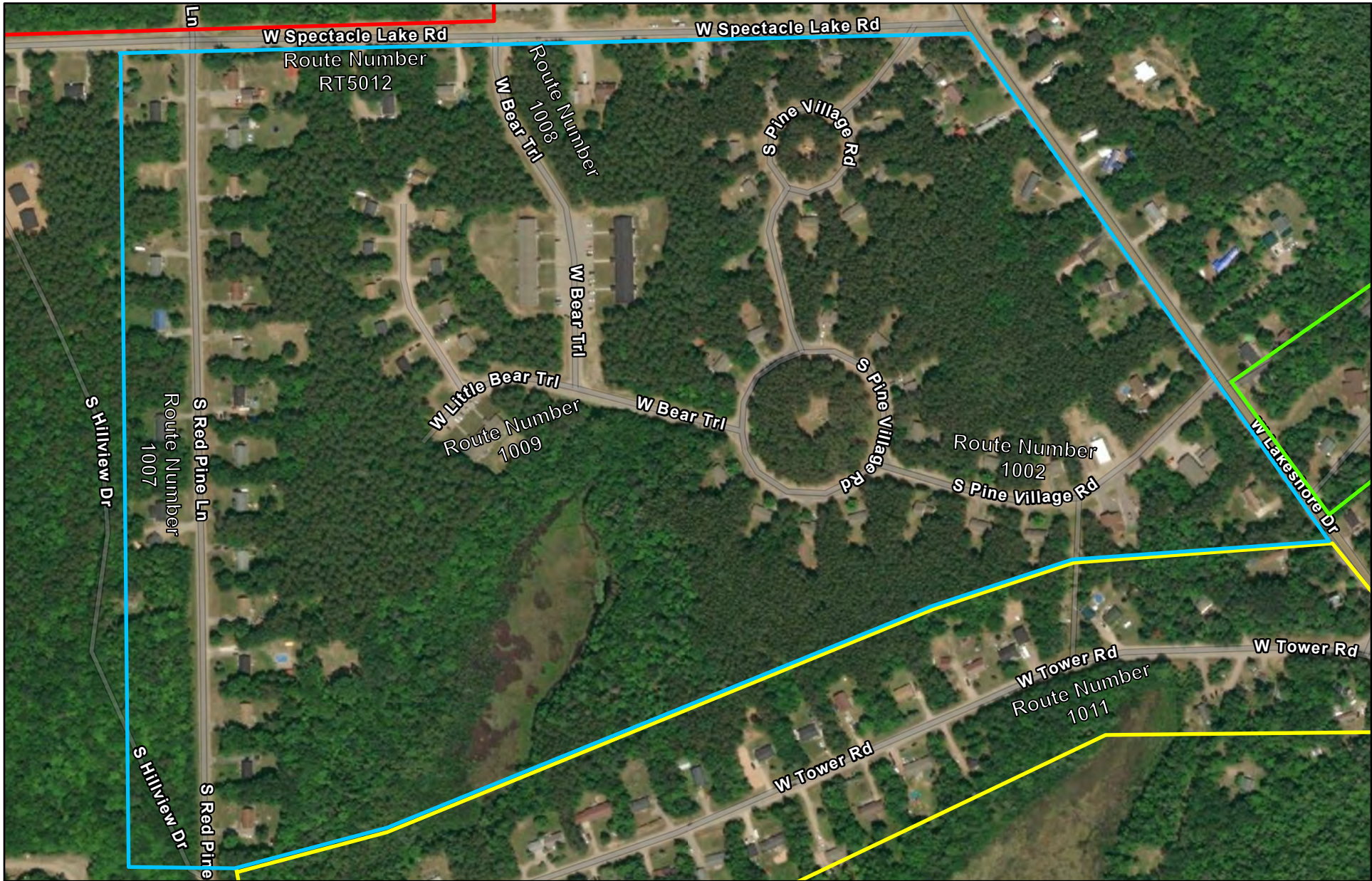
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2023



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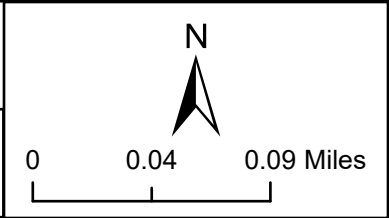


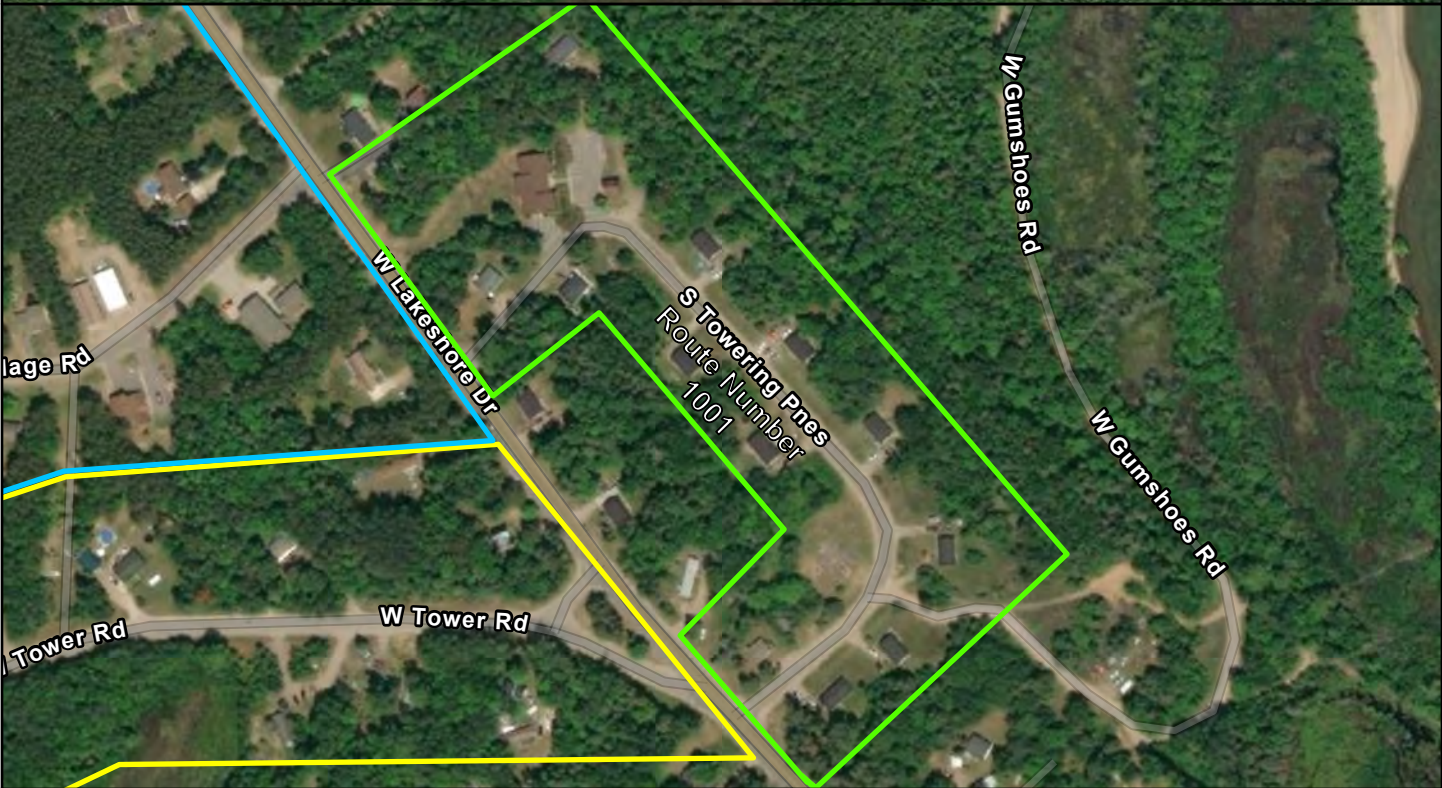
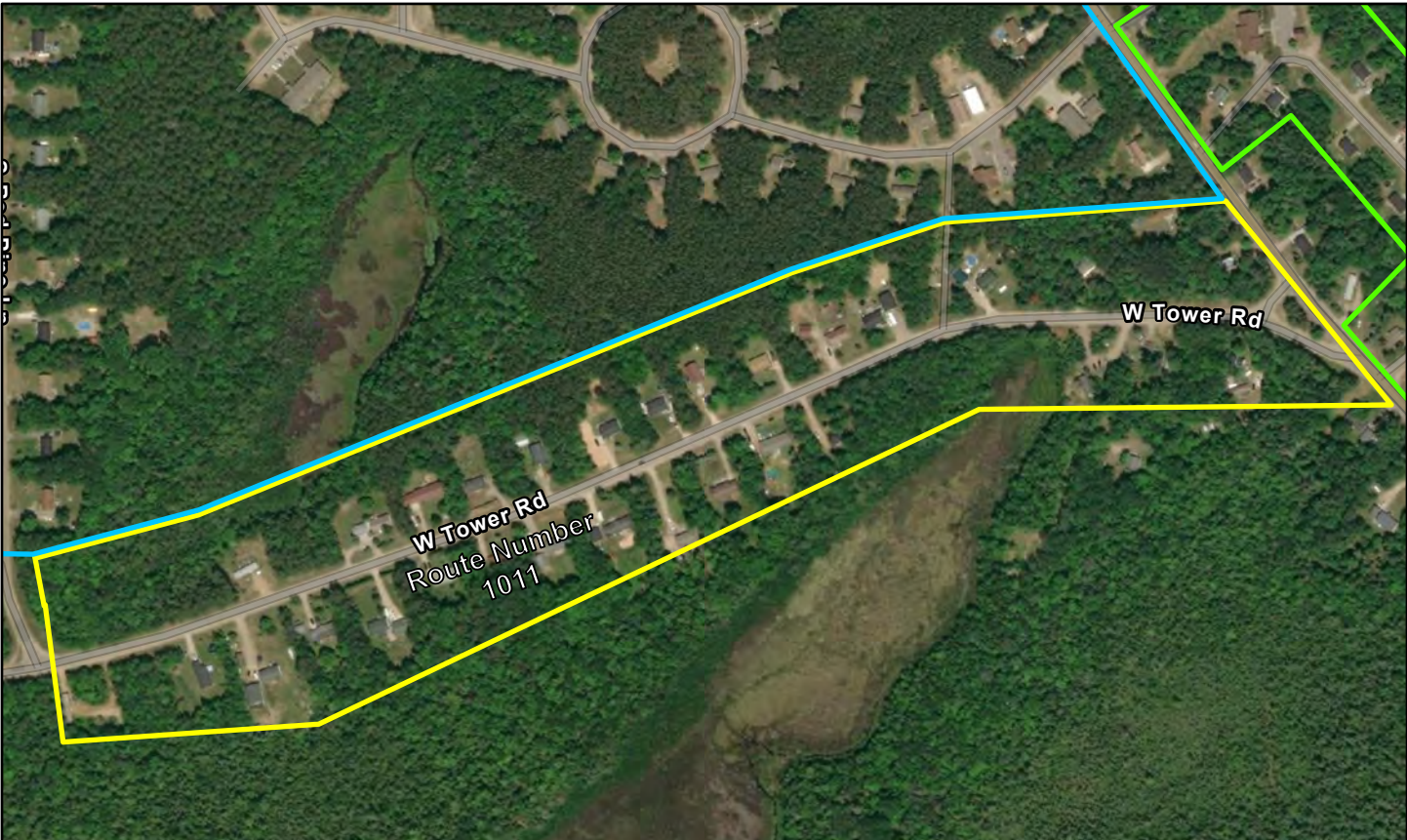
Pine Village

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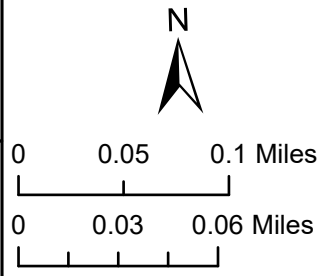


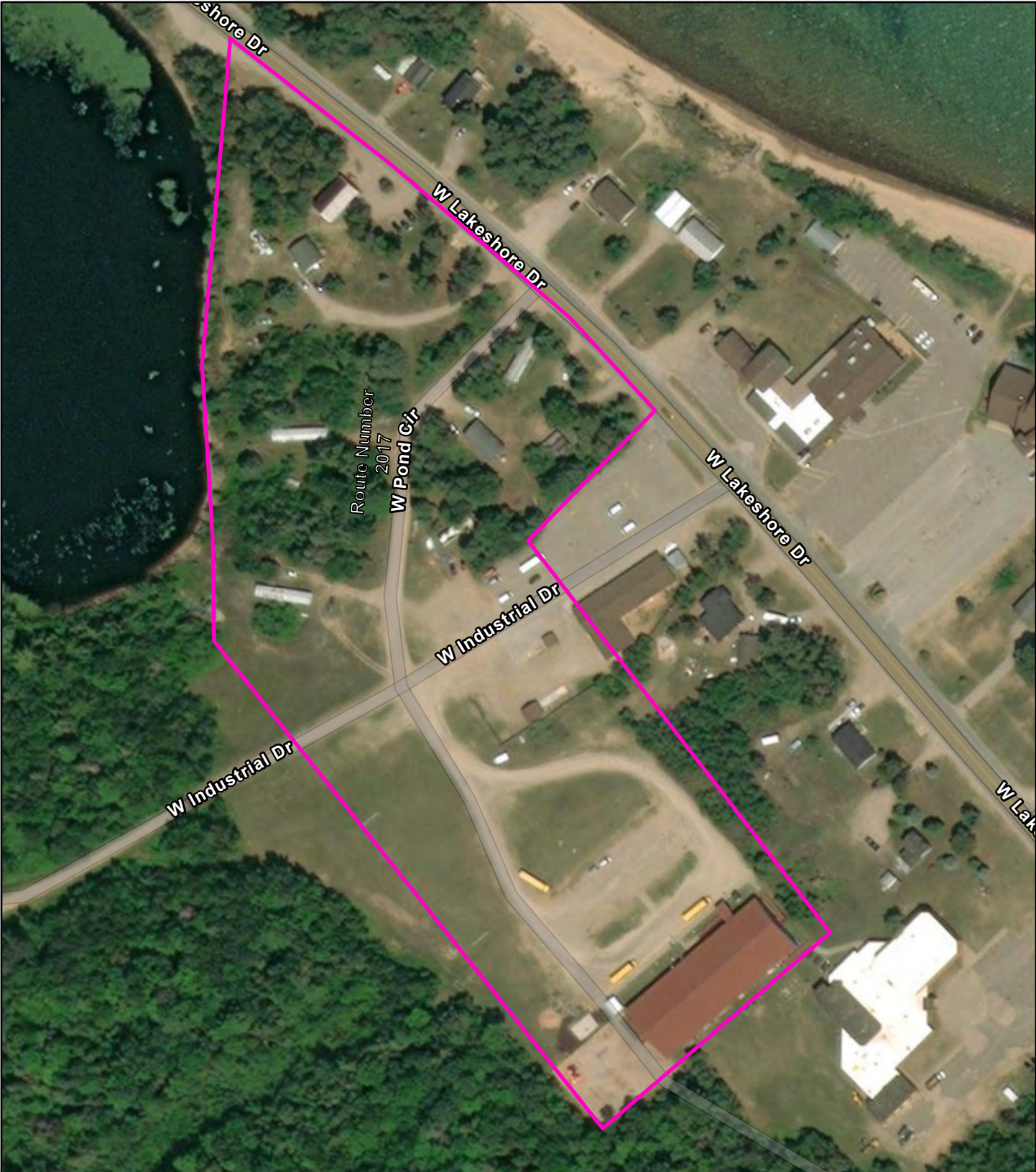
Tower Road and Towering Pines

Proposed Road Safety Audit for BMIC Pedestrian Facilities in Residential Areas

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Pond Circle

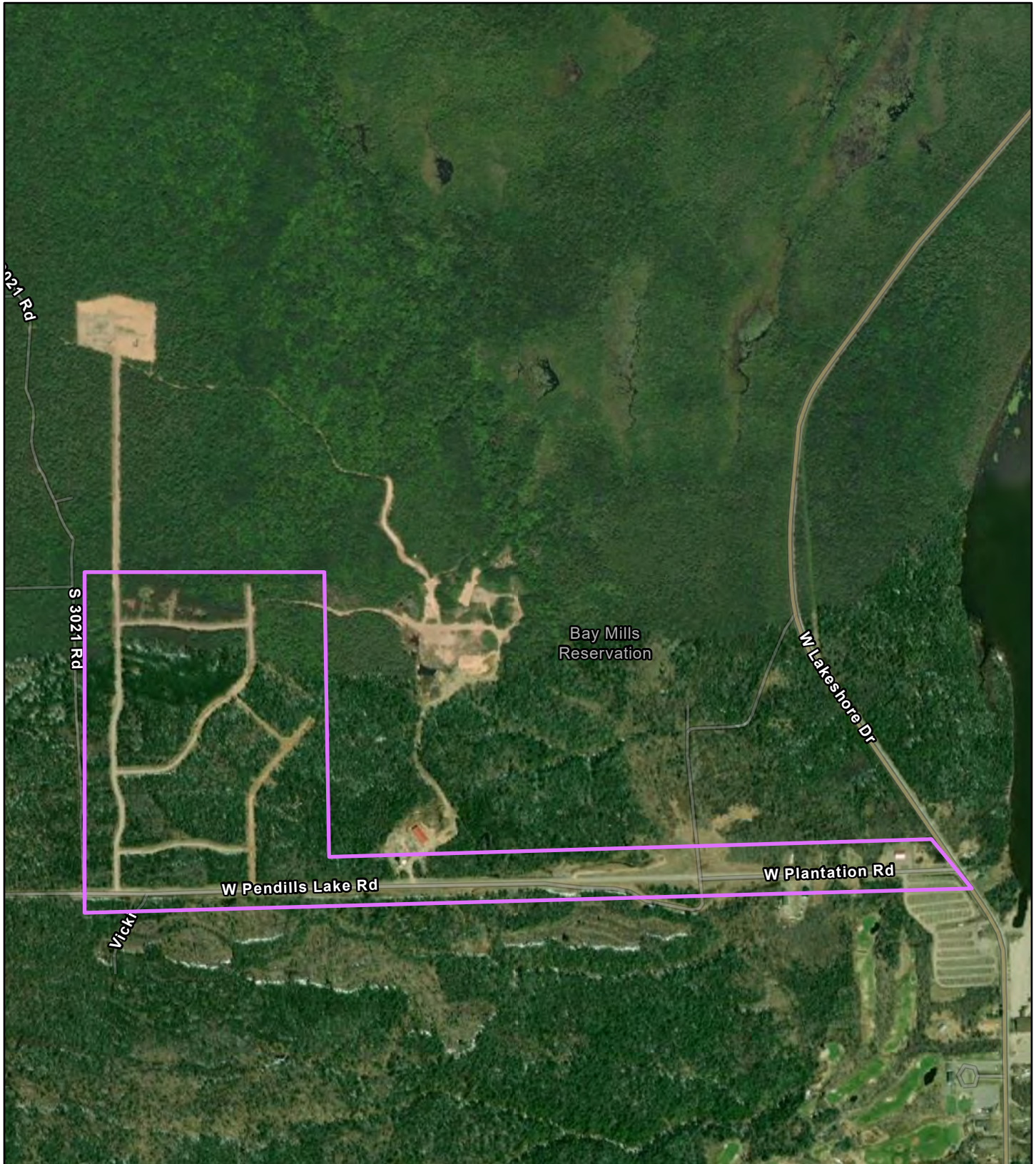
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2023

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Plantation Hill Housing

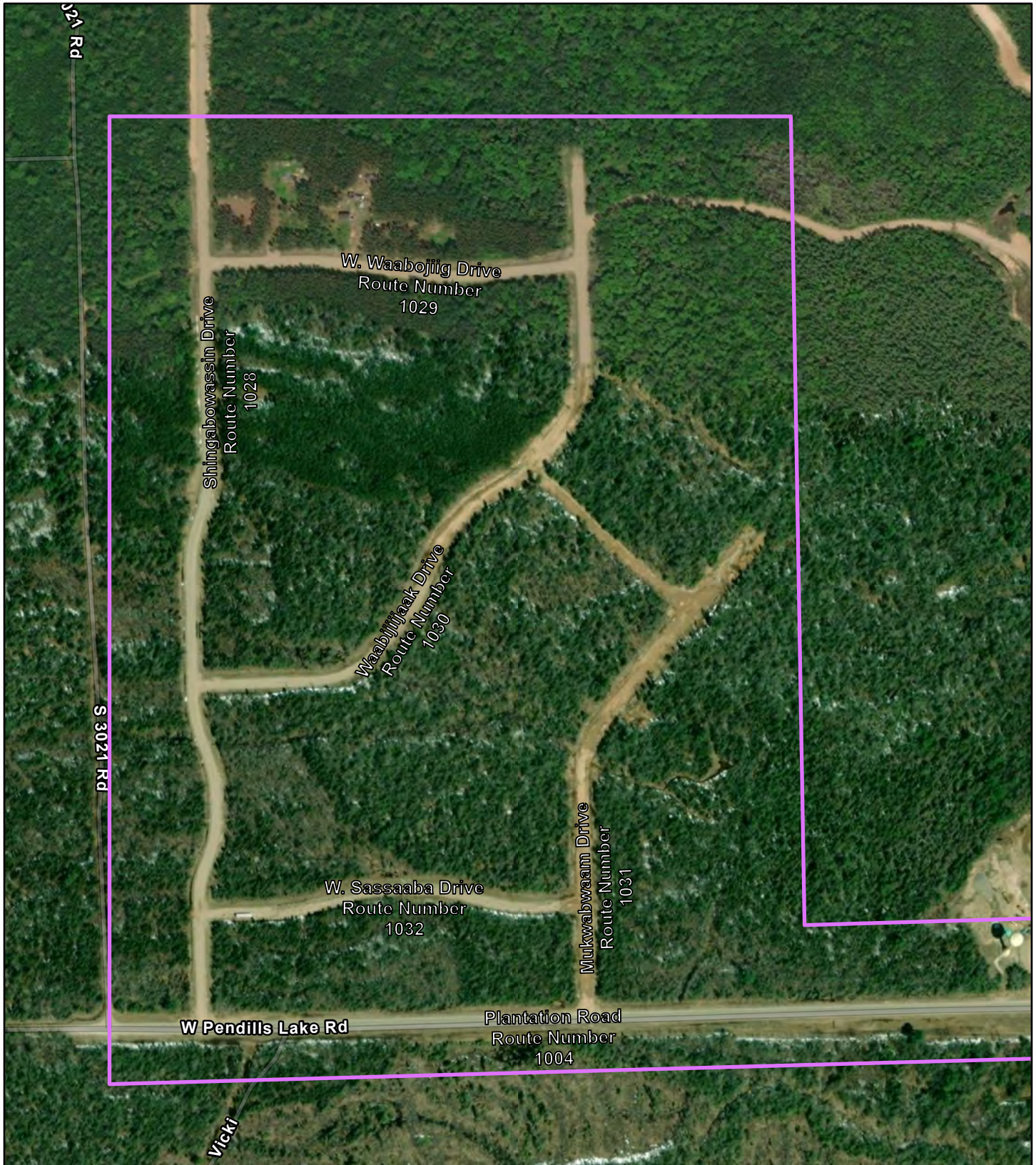
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Plantation Hill

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