



Posting Date: June 26, 2026

**Safe Streets for All – Warren County Comprehensive Safety Action Plan
Warren County Transportation Improvement District (WCTID)**

Response Due Date: July 24, 2026 (4 weeks from Posting Date)

The Warren County Transportation Improvement District intends to contract engineering services including the preparation of a Safe Streets for All (SS4A) Safety Action Plan (SAP) for Warren County outside of incorporated areas. A Safe Streets for All Safety Action Plan is a comprehensive, geography-wide plan to eliminate roadway traffic fatalities and serious injuries, built around the Safe System Approach. Its key components include leadership commitment and goal setting, planning structure, safety analysis, 5 year crash analysis, high injury network and hotspot identification, stakeholder engagement and collaboration, policy and process changes, developing a list of prioritized projects with proven safety countermeasures, monitoring framework to guide implementation, and progress and transparency. Consultants should submit qualifications detailing their experience, technical expertise, and proposed approach to data analysis, community outreach, and developing actionable safety recommendations.

Please visit the website below for more information outlining requirement for SS4A Action Plans:
<https://www.transportation.gov/grants/ss4a/comprehensive-safety-action-plans>

Estimated Safety Action Plan Cost: \$300,000

Please use the attached grant agreement specifying terms and conditions for the federal grant for reference.

It is anticipated that the selected Consultant will be authorized to proceed by September 2026.

Complete draft of the SS4A Action Plan to be completed by August 31, 2027.

Suspended or Debarred Firms

Firms included on the current Federal list of firms suspended or debarred are not eligible for selection.

Selection Procedures

The Warren County Transportation Improvement District will directly select a consultant based on the Letter of Interest (LOI). The requirements for the LOI and the Programmatic Consultant Selection Rating Form that will be used to select the consultant are shown below.

Firms interested in being considered for selection should respond by submitting an **electronic** PDF of the Letter of Interest to the following **by 4:00 PM on the response due date** listed above:

Kurt E. Weber, P.E., P.S.
Warren County Transportation Improvement
District Secretary-Treasurer
KWeber@warrencountyohio.gov

Roy G. Henson, P.E., P.S.
Warren County Chief Deputy Engineer
RHenson@warrencountyohio.gov

WARREN COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

210 Main Street, Lebanon, OH 45036 | PHONE (513) 925-3301 FAX (513) 925-3323



Responses received after 4:00 PM on the response due date will not be considered. No paper copies are necessary.

Requirements for Letters of Interest, Programmatic Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages plus three (3) pages for the Project Approach (Item B.5 below) for a maximum total of 13 pages.
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Do not provide features that may interfere with machine copying.
 - e. Submittal must be in electronic pdf form

B. Letter of Interest Content

1. List the types of services for which your firm is currently prequalified by the Ohio Department of Transportation.
2. List significant subconsultants, their current prequalification categories and the percentage of work to be performed by each subconsultant.
3. List the Project Manager and other key staff members, including key subconsultant staff.
Include project engineers for important disciplines and staff members that will be responsible for the work, and the project responsibility of each.
Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.
4. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.



5. Provide a description of your Project Approach, not to exceed three pages. Address your firm's: 1) Technical approach; 2) Understanding of the project; 3) Your firm's qualifications for the project; 4) Knowledge and experience concerning relevant ODOT, FHWA, and local standards, procedures, and guidance documents; 5) Innovative ideas; 6) Your firm's project specific plan for ensuring increased quality, reduced project delivery time, and reduced project costs.

Items 1 through 4 must be included within the 10-page body of the LOI, remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.

Communications Restrictions

Please note the following policy concerning communication between Consultants and the Warren County Transportation Improvement District and the Warren County Engineer's Office during the announcement and selection process:

During the time period between advertisement and the announcement of final consultant selection, communication with consultants (or their agents) shall be limited as follows:

Communications which are strictly prohibited:

Any discussions or marketing activities related to this specific project.

Allowable communications include:

Technical or scope of services questions specific to the project or Letter of Interest requirements. Please submit questions by email to Roy Henson at: RHenson@warrencountyohio.gov



**Consultant Selection Rating Form
For
Programmatic Selections**

Project: Warren County Comprehensive
Safety Action Plan
Federal Award No.: 693JJ32640571
Project Type: Safety Study

Selection Committee Members:

Firm Name:

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	20	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	20	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	25	See Note 3, Exhibit 1	
Project Approach	25		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the LPA and other agencies. The selection committee may contact ODOT and outside agencies if necessary. Any sub factors identified should be weighed heavily in the differential scoring.

Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than for a complex project, and differential scoring should reflect this, with higher differentials assigned to projects that require a larger role for the project manager.



2. The experience and strength of the assigned staff, including subconsultant staff, should be ranked and scored as noted for Number 1 above, with higher differential scores assigned on more difficult projects. Any sub factors identified in the project notification should be weighed heavily in the differential scoring.

As above, other agencies may be contacted.

3. The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider ODOT CES performance ratings if available and consult other agencies as appropriate. The use of CES ratings shall place emphasis on the specific type of services requested.

The differential scoring should consider the complexity of the project and any sub factors identified in the project notification.

4. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.

Federal Grant Agreement

- 1. Federal Award No.**
693JJ32640571
- 2. Effective Date**
See No. 15 Below
- 3. Assistance Listings No.**
20.939
- 4. Award To**
Warren County
210 West Main St
Lebanon, Ohio 45063

Unique Entity Id.: XSTHF3CMKY17
TIN No.: 45-2941900
- 5. Sponsoring Office**
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop W56-485
Washington, DC 20590
- 6. Period of Performance**
Effective Date of Award – 36 months
- 7. Total Amount**

Federal Share:	\$240,000
Recipient Share:	\$60,000
Other Federal Funds:	\$0
Other Funds:	\$0
Total:	\$300,000
- 8. Type of Agreement**
Grant
- 9. Authority**
Section 24112 of the Infrastructure Investment and Jobs Act (IIJA, Pub. L. 117–58, November 15, 2021)
- 10. Procurement Request No.**
HSA260148PR
- 11. Federal Funds Obligated**
\$240,000
- 12. Submit Payment Requests To**
See Article 5.
- 13. Description of the Project**
Warren County Comprehensive Safety Action Plan.

RECIPIENT

14. Signature of Person Authorized to Sign

 6/1/26

Signature _____ Date _____
Name: Kurt E. Weber, P.E., P.S.
Title: Warren County Transportation Improvement District
Secretary-Treasurer

FEDERAL HIGHWAY ADMINISTRATION

15. Signature of Agreement Officer

Signature _____ Date _____
Name: Hector R. Santamaria
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

**GRANT AGREEMENT UNDER THE
FISCAL YEAR 2025 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM**

This agreement is between the United States Department of Transportation’s (the “**USDOT**”) Federal Highway Administration (the “**FHWA**”) and the Warren County Transportation Improvement District (the “**Recipient**”).

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“**SS4A**”) Grant for the Warren County Comprehensive Safety Action Plan.

The parties therefore agree to the following:

**ARTICLE 1
GENERAL TERMS AND CONDITIONS**

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2025 Safe Streets and Roads for All (“**SS4A**”) Grant Program,” dated January 22, 2026 which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under “Fiscal Year 2025.” Articles 7–33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

**ARTICLE 2
APPLICATION, PROJECT, AND AWARD**

2.1 Application.

Application Title: Warren County Comprehensive Safety Action Plan

Application Date: 06/13/2025

2.2 Award Amount.

SS4A Grant Amount: \$240,000

2.3 Federal Obligation Information.

Federal Obligation Type: Single

2.4 Budget Period.

Budget Period: See Block 6 of Page 1

2.5 Grant Designation.

Designation: Planning and Demonstration

**ARTICLE 3
SUMMARY PROJECT INFORMATION**

3.1 Summary of Project's Statement of Work.

Narrative: This award is for an action plan

Warren County Ohio will develop a Comprehensive Safety Action Plan for the county outside of incorporated areas. Work includes 5-year crash analysis, high-injury network and hotspot identification, stakeholder engagement, developing a list of prioritized projects with Proven Safety Countermeasures (including roundabouts and pedestrian refuge islands), and a monitoring framework to guide implementation.

3.2 Project's Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	03/01/2029
Planned SS4A Final Report Date:	05/01/2029

3.3 Project's Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$240,000
Other Federal Funds:	\$0
State Funds:	\$0
Local Funds:	\$60,000
In-Kind Match:	\$0
Other Funds:	\$0
Total Eligible Project Cost:	\$300,000

(b) Cost Classification Table - Reserved

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient's approved Budget Application. In the event the Recipient's indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient's indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4 CONTACT INFORMATION

4.1 Recipient Contact(s).

Kurt Weber
Secretary-Treasurer
Warren County Transportation Improvement District
210 W. Main Street, Lebanon, Ohio 45036
513-695-3301
KWeber@warrencountyohio.gov

4.2 Recipient Key Personnel.

Name	Title or Position
Roy Henson	Chief Deputy Engineer

Name	Title or Position
Dan Corey	Improvement District Project Manager

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
 Federal Highway Administration
 Office of Safety
 HSSA-1, Mail Stop: W56-485
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
 Federal Highway Administration
 Office of Competitive Grants and Workforce Programs
 HACG-30, Mail Stop W51-232
 1200 New Jersey Avenue, S.E.
 Washington, DC 20590
HCFASS4A@dot.gov

and

Division Administrator Ohio
 Agreement Officer's Representative (AOR)
 200 North High Street, Room 328
 Columbus, OH 43215
 (614) 280-6896
ohio.fhwa@dot.gov

and

Danielle King
 Ohio Division Office Lead Point of Contact
 Program Management Analyst I Grants Coordinator
 Bricker Federal Building, Room 328
 200 N. High Street
 Columbus, OH 43215
 614-280-6823
yamile.brito@dot.gov

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Competitive Grants and Workforce Programs

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the “AO”) are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement.

N/A

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient’s supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient’s share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer’s Representative (the “AOR”) may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the

DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6 SPECIAL GRANT TERMS

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3** SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4** The Recipient of a Planning and Demonstration Grant acknowledges that the Action Plan will be made publicly available and agrees that it will publish the final Action Plan on a publicly available website.
- 6.5** There are no other special grant requirements.

**ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION**

Study Area: Warren County, outside of incorporated areas

Baseline Measurement Date: N/A

Baseline Report Date: N/A

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

**ATTACHMENT B
CHANGES FROM APPLICATION**

Scope: N/A

Schedule: Twenty-four (24) months is added to the period of performance for a total of 36 months, to allow time for consultant procurement and reporting which was not included in the original grant agreement. Work will start after execution of the grant agreement instead of January 1, 2026, as listed in the application.

Budget: N/A

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

ATTACHMENT C

[RESERVED]

ATTACHMENT D

[RESERVED]

**ATTACHMENT E
LABOR AND WORK**

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table align with the application:

	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i>
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i>
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including union participation or project labor agreements which promote cost-effectiveness and open competition. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i>
x	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in schedule B. <i>(Identify the relevant actions from schedule B in the supporting narrative below.)</i>
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

Warren County, Ohio has taken significant steps to create high paying jobs through infrastructure investment and industrial expansion. Recently, the county has invested heavily in infrastructure to attract jobs, including the expansion of SR 63 between I-75 and SR 741, to support industrial growth. This grant allows free and fair choice to join a union.

**ATTACHMENT F
CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE**

1. Efforts to Strengthen the Security and Resilience of Critical Infrastructure Against Both Physical and Cyber Threats.

The Recipient states that rows marked with “X” in the following table are accurate:

	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.
x	Not applicable. Grant does not require the purchase of information technology or operational technology.

2. Supporting Narrative.