



## REQUEST FOR PROPOSAL

### Bicycle Safety Education Clubs Safe Routes to School

Federal Aid Project No. SRS-155F(709)ST  
Job Piece No. 26337(04)

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**Proposals Due:**  
**Friday, January 29, 2010**  
**5:00 pm**

INCOG Transportation Planning  
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## **Project Summary**

The Indian Nations Council of Governments (INCOG) is requesting proposals for the development and implementation of a children's bicycle safety and education course to be taught at five elementary schools throughout the Tulsa Public and Union School Districts. This project is part of the Safe Routes to School Non-Infrastructure grant administered by the Oklahoma Department of Transportation and implemented by INCOG. The proposed budget for this portion of the project is \$8,000. The purpose of the project is to teach bicycle and pedestrian safety in schools where a high proportion of students walk or bike to school. Specific tasks will be to coordinate with school principals, provide at least 30 children's bicycles and helmets intended for 3<sup>rd</sup> through 5<sup>th</sup> grade students per location, teach bicycle safety to elementary school students, and comply with any rules and requirements for working in the Tulsa Public School (TPS) and the Union Public School (UPS) districts. Work will be done in cooperation with the OU Transportation Studies and Community Programs office. Instructors who have completed a "Traffic Skills 101" (also known as Road 1) course from the League of American Bicyclists are preferred. A project manager who has an active League Certified Instructor status is also preferred.

## **Scope of Work**

The scope of work will include all activities necessary to cover bicycle safety education through a multi-week after school program at five elementary schools in the Community Schools program. These schools include Mark Twain, Marshall, McClure, Owen, and Rosa Parks.

### **Task 1 – Scheduling (15 days)**

Schedule bike safety education courses with five schools in TPS and Union Public Schools. This will include coordination with TPS staff, Community School coordinators, physical education staff, and background checks as required by the school district. The preferred time frame for these activities will be March and April 2010, with final evaluations to be complete before May 15.

Consultant will be responsible for coordination with school principals on selection of students who will complete the program. Advertisement of the program should be made through flyers sent home to parents several weeks before the program begins.

### **Task 2 – Curriculum Preparation (15 days)**

Develop and prepare curriculum for each school based on consultation with TPS and UPS staff. Printing costs will be borne by the OU Transportation Studies and Community Programs office and are not expected to be covered as part of this proposal.

Procure and present no fewer than 30 children's bicycles to be used in the program. These bicycles must be in good working condition with helmets to be supplied for each bike club.

### Task 3 – Bicycle Safety Clubs (60 days)

Complete five multi-week bicycle education courses at Community Schools in Tulsa Public Schools and Union Public Schools. An minimum of 6-weeks for each of the five bicycle clubs is desired, however if necessary can be as few as 4-weeks if coordination with school administration does not allow for a 6 or 8-week program. The courses must at a minimum cover the following skills and drills:

1. Identification of bicycle parts (brakes, tires, spokes, seat, handlebars, etc.)
2. Identification of safety gear (helmet)
3. Helmet fitting
4. Proper bicycle sizing and seat adjustment
5. Where to ride on the roadway
6. Safely riding with traffic
7. Hand signals
8. Quick stop drill
9. Serpentine drill
10. Active scanning drill
11. Rock dodge drill
12. Fixing a flat tire
13. Neighborhood group ride practicing learned skills

After the completion of the course, a test should be given to students to assess their understanding of the course material.

This task should be completed by April 30, 2010 so that evaluation of effectiveness can be conducted before the end of the Spring 2010 semester.

All tasks will be completed in cooperation with the University of Oklahoma Transportation Studies and Community Programs Office. This entity will be providing printing and design services and conducting pre-program surveys as an evaluation tool for SRTS program reporting. It is critical that the consultant be in constant communication with OU so that the program can be completed timely and to ODOT standards.

## **Proposal Outline**

At a minimum, please include in the proposal:

1. Statement of Qualifications
2. Project Manager's resume
3. Contact information (phone, email, mailing address)
4. Fixed fee bid for completing tasks as described

5. Implementation details for individual tasks (see above)
6. Sample Schedule of Events and curriculum plan for a 4-week, 6-week, and 8-week program

## **Additional Information**

INCOG reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel in part or in its entirety this RFP if it is in the best interests of INCOG. This solicitation of proposals in no way obligates INCOG to award a contract. If deemed necessary, qualified consultants may be selected for follow-up interviews. Interviews, if requested, will take place at the INCOG offices.

INCOG reserves the right to award the contract to the most qualified bidder, not necessarily the lowest bidder. INCOG has 90 days from the bid opening date to award a contract or reject all bids.

The offeror may withdraw the proposal at any time prior to the submission deadline. A proposal may also be retrieved from INCOG and resubmitted only prior to the date and time listed for submission. Proper identification and a formal letter will be required to withdraw the proposal. All proposals become the property of INCOG upon submission. The cost of preparing, submitting, and presenting a proposal lies solely with the offeror.

## **Contact Info**

Questions may be submitted before the deadline to James Wagner at (918) 579-9447 or via email at [jwagner@incog.org](mailto:jwagner@incog.org).

Proposals must be received no later than **January 29, 2010 at 5:00pm** via mail, email, or fax. Proposals will be evaluated and qualified candidates will be invited for an interview prior to contract execution.

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