

South Euclid Lyndhurst School District
Request for Qualifications
For
Safe Routes to School Travel Plan (STRS)
5044 Mayfield Road, Lyndhurst, OH 44124

Request for Qualifications

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Section 1: General Information

Request for Qualifications (RFQ): Safe Route to School Travel Plan - SEL-SRTS-2025

Please use the above description and number on all submissions and related correspondence.

RESPOND NO LATER THAN 8/29/2025 by 3 pm EST	All suppliers must respond in detail to each element of this RFQ to be considered for a contract award. One electronic version of the submitted qualifications should be emailed to the contact person at the address below.
	SEND ALL CORRESPONDENCE TO THE CONTACT BELOW: Mr. Lee Fuller 5044 Mayfield Road Lyndhurst, Ohio 44124 fullerl@selschools.org

Section 2: Objectives

Introduction: The South Euclid Lyndhurst School District (the District) is requesting statements of qualifications (SOQs) proposals from qualified firms or teams of firms with the appropriate expertise to develop a Safe Routes to School Study Travel Plan (the Travel Plan) as part of the Safe Routes to School program. The Safe Routes to School (SRTS) program is a federally funded,

community-based initiative to create safe, convenient, and fun opportunities for children to bicycle and walk to and from schools. The program has been designed to reverse the decline in children walking and bicycling to schools, and to help address the alarming nationwide trend toward childhood obesity and inactivity. The Travel Plan is funded through a grant awarded by the Ohio Department of Transportation.

The goals of this Travel Plan are to enhance the safety of students traveling to and from school and increase the number of students walking or bicycling to school. This will be accomplished by identifying challenges that prevent students from doing so safely and identifying solutions to these challenges. A previous Travel Plan was prepared in 2013, but the new Travel Plan is not being viewed as an update of the previous plan since more than ten years has passed and new technologies, techniques or best practices have been developed since 2013.

The District will review and assess the RFQ responses to determine if the response from solicited suppliers will meet the needs of the District. The budget for the Travel Plan is for an amount not to exceed \$79,266.

Background: The South Euclid Lyndhurst School District encompasses the City of South Euclid, the City of Lyndhurst and a portion of Richmond Heights. These communities are located in northern Ohio, east of Cleveland. There are six schools within the district including one high school, one Junior High School and four elementary schools.

Section 3: Submittal Requirements

The statements of qualifications will consist of:

A 1-page cover letter

A description of your firm, any subconsultants to be used, and the firms' office(s) in Ohio.

An organization chart for the project team

A half-page biography of the project manager

Text describing your understanding of the goals of the project

Text describing your firm's understanding of the Ohio DOT and USDOT safety grant programs

Examples of 3 projects involving municipalities or school districts that have involved infrastructure recommendations and public engagement.

Resumes of no longer than 2 pages each of the Project Manager and up to 2 other Key Staff

Not counting the cover letter, the submission should not be more than 15 one-sided pages.
Font should be 11-point minimum.

No technical approach is required. This is a qualifications-based selection process, so no pricing information is required at this time.

Any question regarding the RFQ can be sent to

Mr. Lee Fuller
5044 Mayfield Road
Lyndhurst, Ohio 44124
Fullerl@selschools.org

Section 4: RFQ Evaluation Process

The following scoring will be utilized to evaluate and rank the submitted qualifications statements.

Criteria	Points	Description
Relevant Project Experience	30	Experience with similar transportation safety plans, pedestrian/bike infrastructure, and ODOT/federal grant-funded work.
Staff Qualifications	30	Relevant expertise of proposed key staff and team members.
Understanding of Project Goals	20	Demonstrated understanding of SRTS objectives, school/community coordination, and ODOT grant processes.
Local Knowledge and Presence	20	Familiarity with the local school district or region; experience coordinating with school staff or municipalities.
TOTAL	100	

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RFQ Process Timeline

RFQ Advertisement: August 12, 2025

RFQ Deadline: August 29, 2025

Notification of selection results: September 15, 2025

Section 5: Scope of Work

The selected team will utilize guides and tools developed by the Ohio Department of Transportation, in accordance with the federal Safe Routes to School program, to develop a Safe Routes to School Travel Plan for all the schools within the South Euclid-Lyndhurst School District. (see Appendix C). The Travel Plan is funded through a grant awarded by the Ohio Department of Transportation.

The goals of this Travel Plan are to enhance the safety of students traveling to and from school and increase the number of students walking or bicycling to school within a two-mile radius of each school. The Plan will be developed in conjunction with a task force consisting of school representatives, community representatives, local government representatives, education representatives, health representatives and public safety representatives. The task force will consider the “Five Es” to address walking and safety issues: Engineering, Education, Enforcement, Encouragement, and Evaluation. The products will include a SRTS Vision, travel profiles for each school within the District, a summary of Key Issues, recommendations for countermeasures, and solicitation of public input.

APPENDIX A

Standard Terms & Conditions

1. The selected firm shall comply with all applicable federal, state, and local laws, rules, and regulations.
2. All work must comply with current ODOT and USDOT standards and guidelines.
3. Insurance coverage and indemnification shall be required and must be provided prior to contract execution.
4. The District reserves the right to reject any or all submittals and to waive any irregularities.
5. This RFQ does not obligate the District to award a contract or pay any costs incurred in the preparation of a response.

APPENDIX B

DBE Goals and Non-discrimination Notice

The District encourages the participation of Disadvantaged Business Enterprises (DBEs), including minority-owned, women-owned, and small businesses.

The selected consultant must not discriminate on the basis of race, color, national origin, sex, age, disability, or income level.

All respondents must ensure that their firm and subconsultants comply with Title VI of the Civil Rights Act of 1964 and related statutes.

APPENDIX C

Map of School Locations

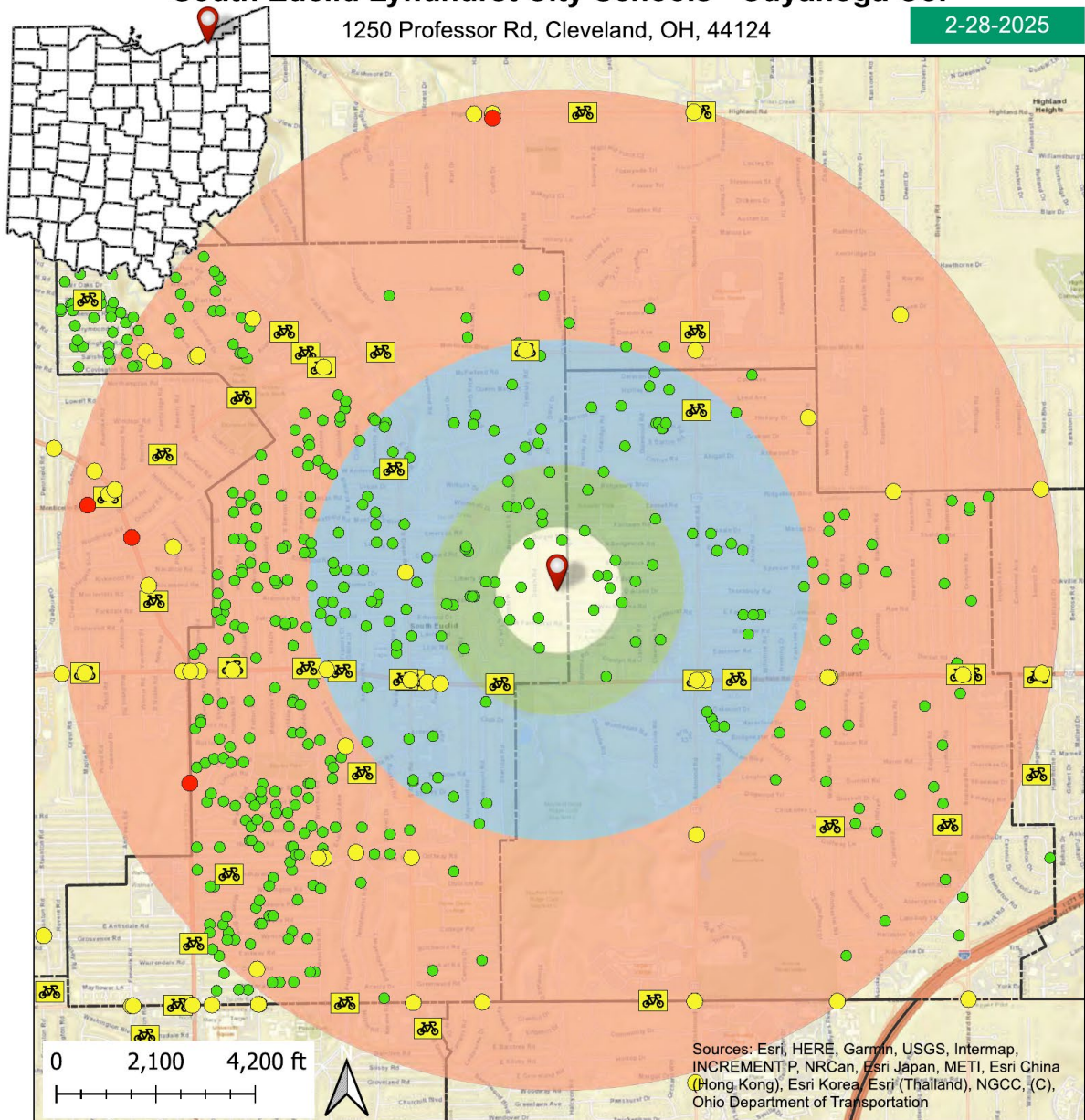
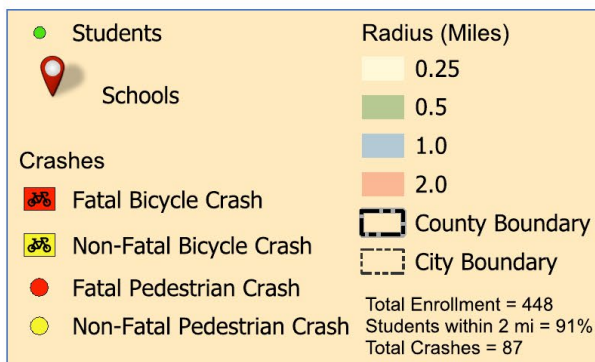
A map showing the six school locations within the South Euclid Lyndhurst School District will be provided as an attachment.

This map will outline the boundaries and walk zones for each school.

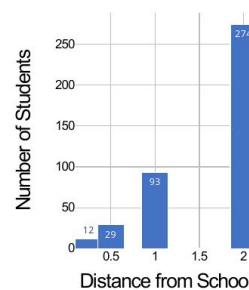
Memorial (Grades 7-8) South Euclid Lyndhurst City Schools - Cuyahoga Co.

1250 Professor Rd, Cleveland, OH, 44124

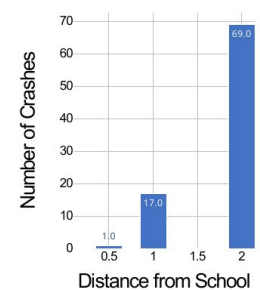
2-28-2025



Student Counts



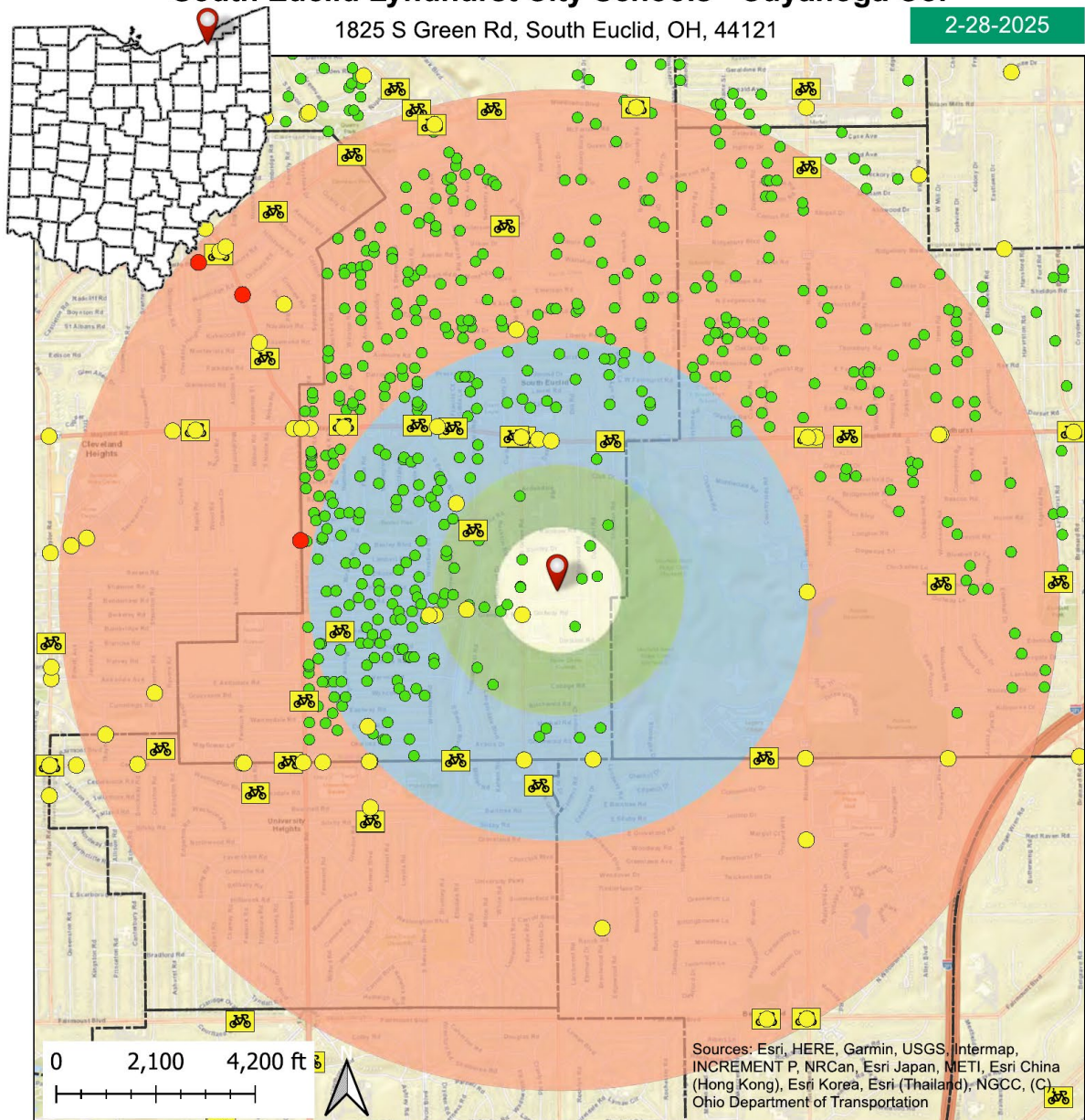
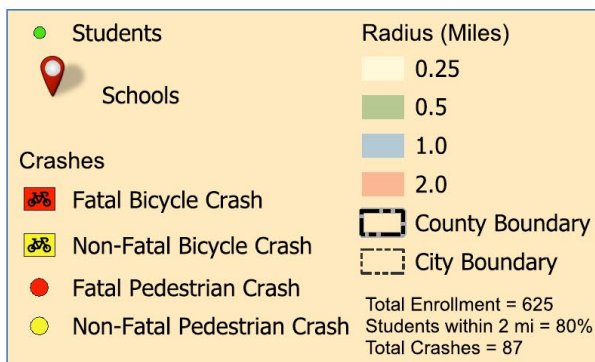
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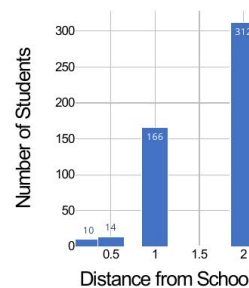
Greenview (Grades 4-6) South Euclid Lyndhurst City Schools - Cuyahoga Co.

1825 S Green Rd, South Euclid, OH, 44121

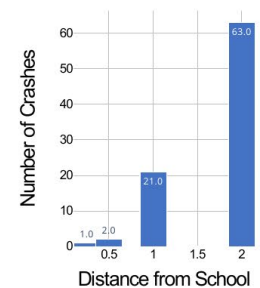
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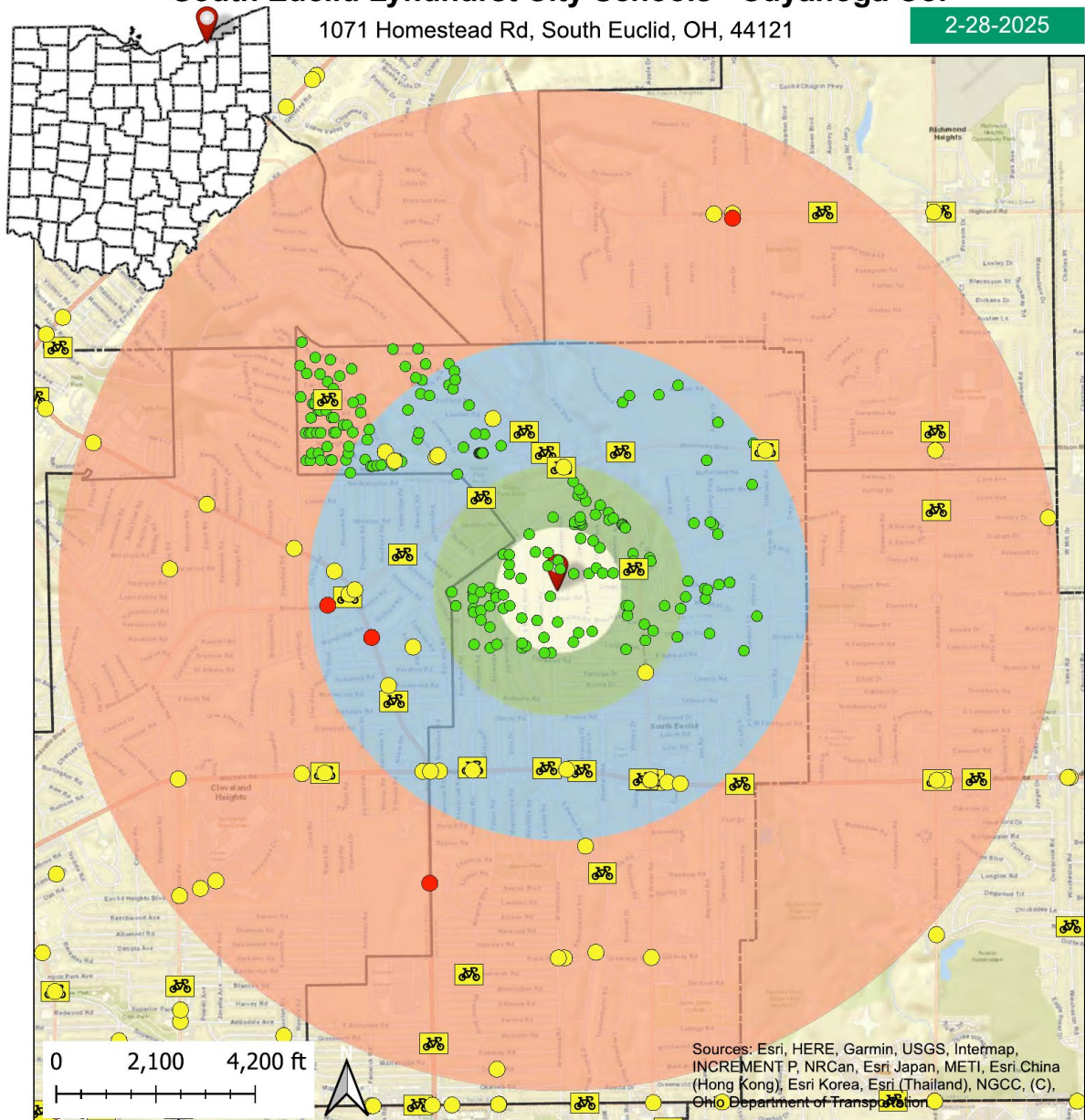
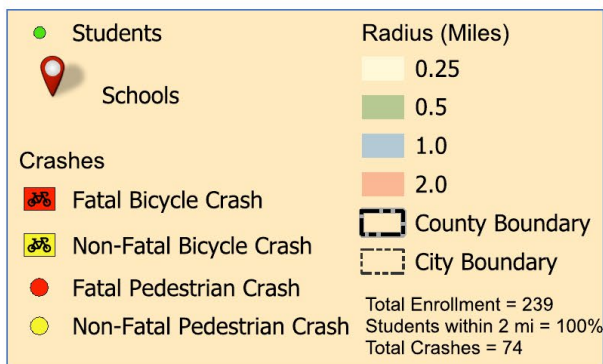
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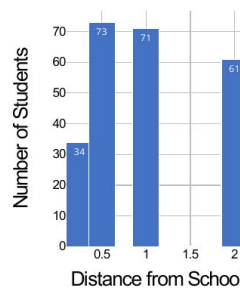
Adrian (Grades K-3) South Euclid Lyndhurst City Schools - Cuyahoga Co.

1071 Homestead Rd, South Euclid, OH, 44121

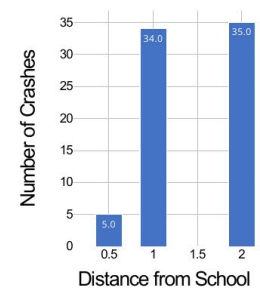
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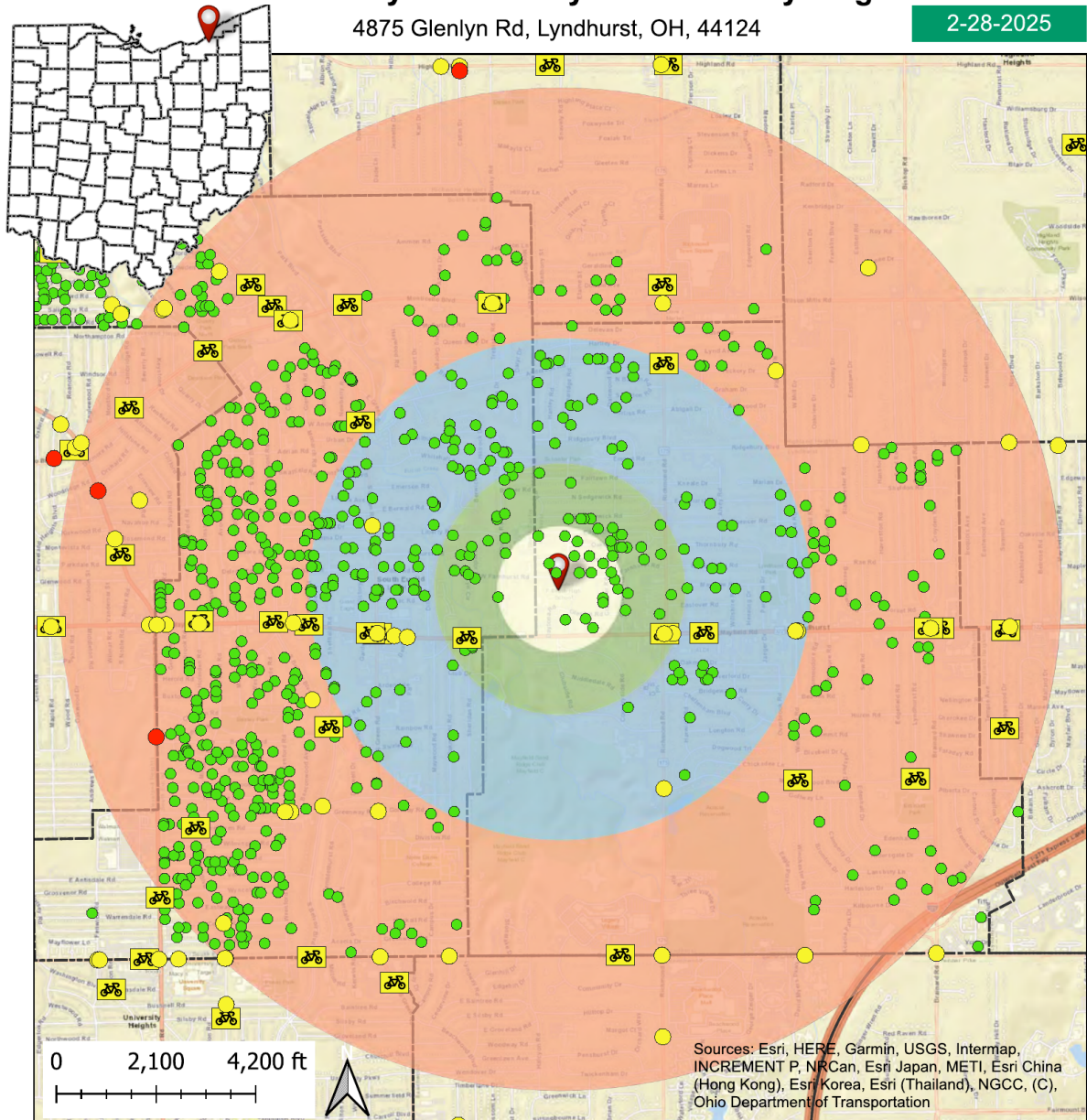
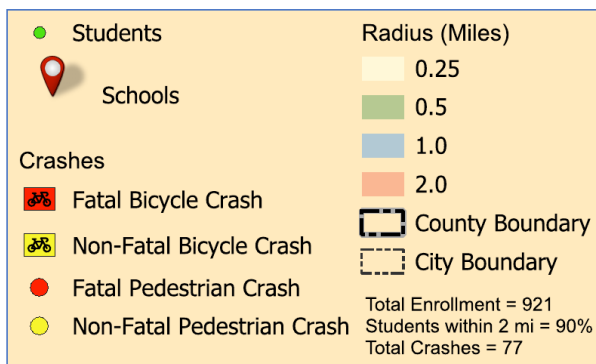
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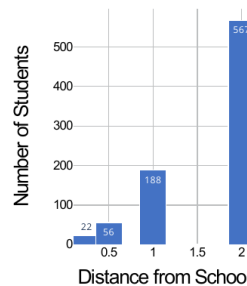
Charles F. Brush High School (Grades 9-12) South Euclid Lyndhurst City Schools - Cuyahoga Co.

4875 Glenlyn Rd, Lyndhurst, OH, 44124

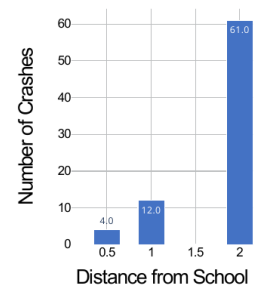
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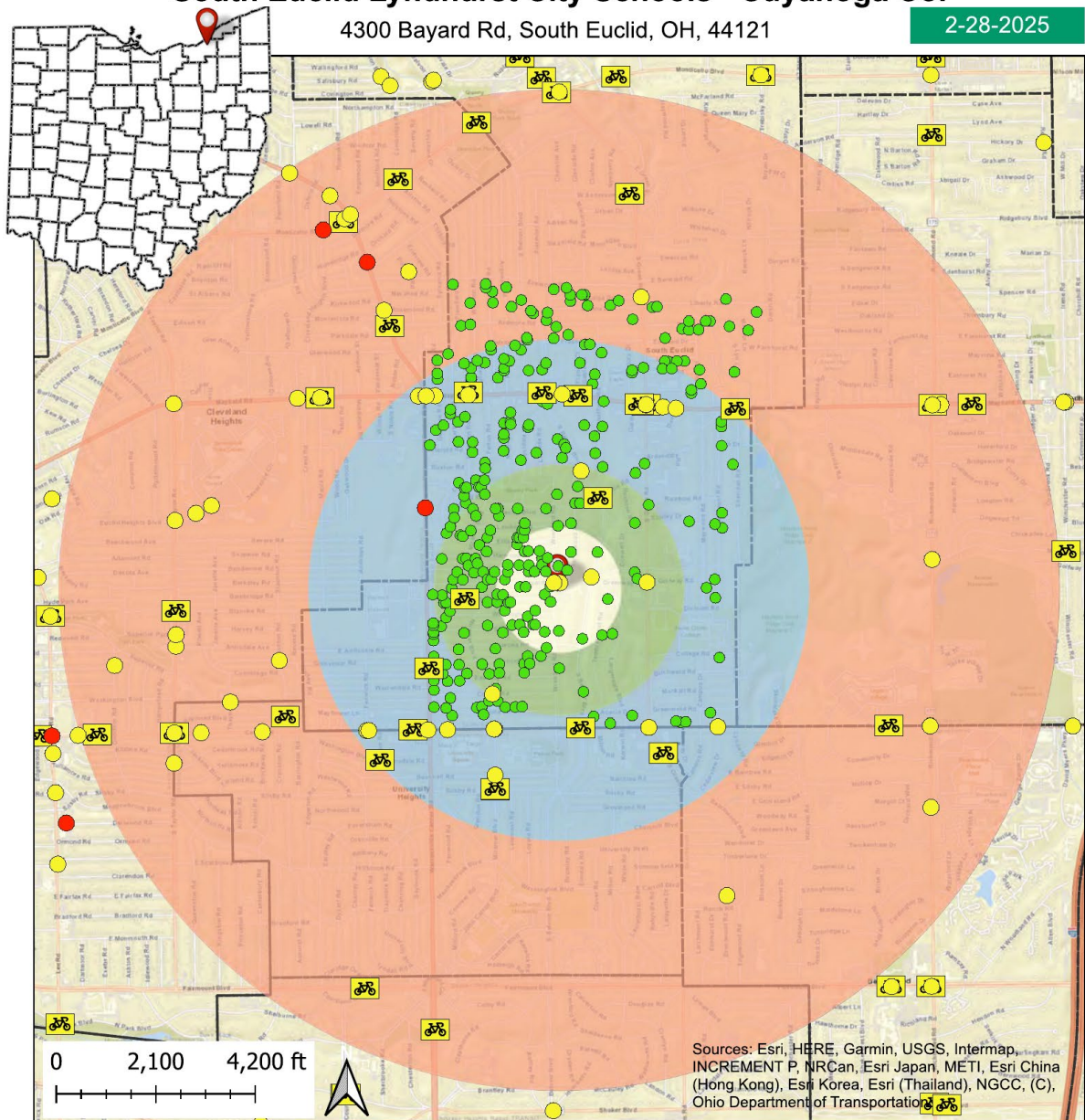
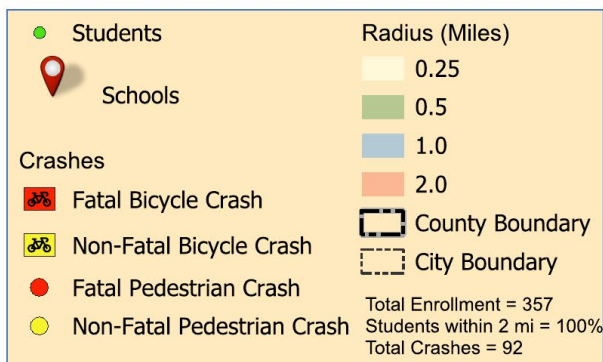
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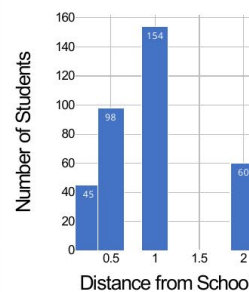
Rowland (Grades K-3) South Euclid Lyndhurst City Schools - Cuyahoga Co.

4300 Bayard Rd, South Euclid, OH, 44121

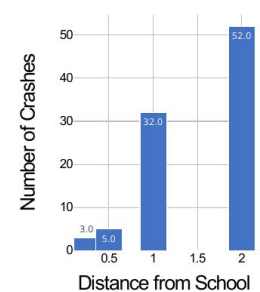
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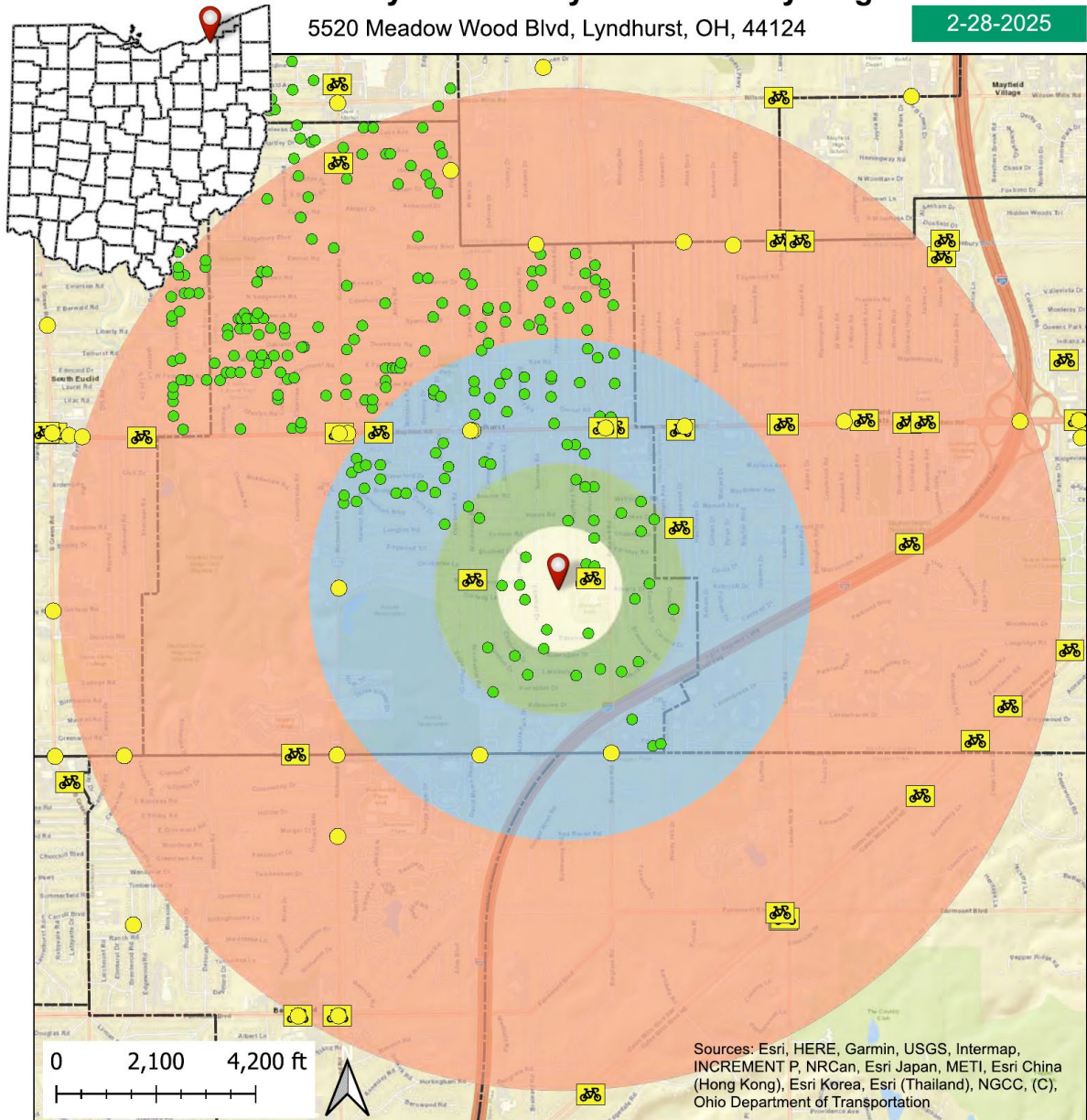
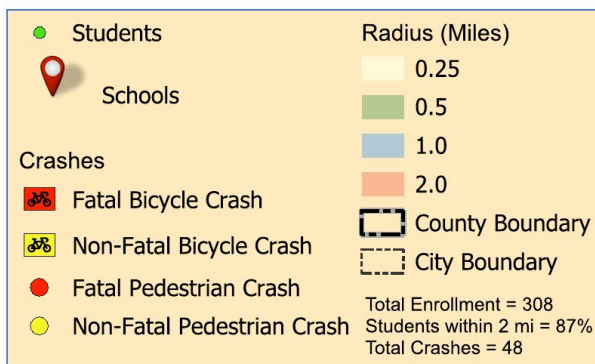
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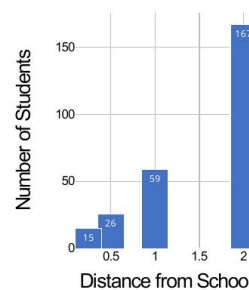
Sunview (Grades K-3) South Euclid Lyndhurst City Schools - Cuyahoga Co.

5520 Meadow Wood Blvd, Lyndhurst, OH, 44124

2-28-2025



Student Counts



Crash Total

