



## REQUEST FOR PROPOSALS

The City of Noblesville is requesting Proposals from select consulting firms who are qualified in providing professional services in conjunction with the following project:

### **Safety Action Plan – Safe Streets and Roads for All (SS4A)**

The Action Plan will be utilized to reduce roadway and pedestrian fatalities and serious injuries within the City of Noblesville's multi-modal transportation network. The Action Plan should create a thorough plan of various levels of involvement in order to ultimately achieve this goal. While the Action Plan should include the entirety of the Noblesville city limits, special attention and consideration should be given to the City of Noblesville's Central Business District. The Safety Action Plan must include all components laid out by the U.S. Department of Transportation (DOT) in the SS4A grant. Components of a SS4A Action Plan can be found on Table 1 in the SS4A 2022 NOFO found at <https://www.transportation.gov/sites/dot.gov/files/2022-08/SS4A-NOFO-FY22-Amendment-1.pdf>

#### **The selected firm shall be responsible for the following:**

1. Public and private stakeholder involvement
2. Collection of relevant data
3. Compilation of Safety Action Plan

#### **A Consultant will be selected for this project based upon:**

1. The firm's professional qualifications and experience in creating Safety Action Plans or similar planning efforts. INDOT Prequalification in the following categories:
  - a. Roadway Design and Plan Development
  - b. Public Involvement
  - c. Any additional INDOT prequalification to ensure complete project delivery
2. Experience and expertise of key personnel to be assigned to the project including the identified project manager.
3. The firm's approach for development of an action plan tailored to the needs of the City of Noblesville.
4. The ability to complete the work within the anticipated schedule. The selected Consultant shall have the capacity to complete this project and satisfy Owner



requirements on an accelerated timeline. The proposed completion date for the Action Plan is April 1, 2024.

The Proposal shall not exceed 10 pages in length. **The Proposal will be evaluated on and should, at a minimum, include the following information:**

1. Firm name, address, contact information, and authorized negotiator.
2. General firm information and qualifications, including location of the office performing the work.
3. Proposed staffing for the work, including designation of Project Manager and other key personnel.
4. Anticipated work to be subcontracted.
5. Statement of present workload on all other engineering projects.
6. A list or general description of relevant past projects completed on similar work types that would indicate your firm's ability to perform on this project.
7. A proposed schedule for project development from award of contract to completion of the Safety Action Plan.
8. Reasons why the City of Noblesville should select your firm. This should include strategic and creative project delivery.

#### **Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion**

1. The Consultant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the Consultant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **Title VI Assurance**

The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

#### **Questions and Timeline**

Questions pertaining to this Request for Proposals should be directed to Andrew Rodewald, Project Manager, from 8:30 am to 4:30 pm, Monday through Friday at (317) 776-6330 or via e-mail at [arodewald@noblesville.in.us](mailto:arodewald@noblesville.in.us) Questions shall be submitted by August 24, 2023.



The proposal shall be submitted via email to Andrew Rodewald at [arodewald@noblesville.in.us](mailto:arodewald@noblesville.in.us) at or before 4:00 pm (local time) on Friday, September 1, 2023. Proposals received late will not be considered and shall be returned unopened.

Selection of consultant shall be the week of September 11, 2023.



RFP Selection Rating for      **City of Noblesville**  
 (City, County, Town) or (Local Public Agency)

Project Number: \_\_\_\_\_

Services Description:      **Safety Action Plan**

Consultant Name: \_\_\_\_\_

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Capacity of Team to do Work	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>				
	Availability of more than adequate capacity that results in added value.	1	0	20	0
	Adequate capacity to meet the schedule.	0			
Insufficient available capacity to meet the schedule.	-1				
Team's Demonstrated Qualifications	<b>Technical Expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2	0	15	0
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
Insufficient expertise and/or resources.	-3				
Project Manager	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2	20	0	
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
Insufficient experience.	-3				
Approach to Project	<b>Project Understanding and Innovation that provides cost and/or time savings.</b>				
	High level of understanding and viable innovative ideas proposed.	2	0	15	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
Lack of project understanding.	-3				
<b>Weighted Sub-Total:</b>					<b>0</b>

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR118.36.

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_