



City of Terre Haute
Brandon C. Sakbun, Mayor

City of Terre Haute
Department of Engineering
City Hall, 17 Harding Avenue,
Terre Haute IN 47807
Phone: 812-244-4903

Request for Proposals Notification

Title: City of Terre Haute Safe Streets for All (SS4A) Action Plan

RFP Issued: July 8, 2024

Proposals Due Date and Time: August 19, 2024 at 4:00 pm.

Project Description: The City of Terre Haute is looking for qualified firms to create a Terre Haute Transportation Safety Action Plan. The Action Plan must develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries within the City of Terre Haute. The Safety Action Plan must include all components laid out by the U.S. Department of Transportation (DOT) in the SS4A grant. Components of the SS4A can be found on Table 1 in the SS4A 2023 NOFO found at <https://www.transportation.gov/sites/dot.gov/files/2023-03/SS4A-NOFO-FY23.pdf>. The Action Plan must include the entire City of Terre Haute's Jurisdictional area.

Contact for Questions:

Marcus Maurer, City Engineer
Maitri Desai, City Planner
17, Harding Avenue, Terre Haute, IN 47807
Marcus.Maurer@terrehaute.in.gov
Maitri.Desai@terrehaute.in.gov

Requirements for Letters of Interest (LOI)

- A. General instructions for preparing and submitting a Letter of Interest (LOI).
 1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
 2. LOI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
 3. LOI's must be received no later than the "Proposals Due Date and Time"; as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.
- B. Letter of Interest Content
Identification, Qualifications and Key Staff

1. Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
2. List firm's qualifications and experience that they have in making Safety Action Plans or similar planning efforts.
3. List the Project Manager and other key staff members who will be working on this project, if selected. Included staff qualification and key experience related to this project and breakdown of estimated percentage of work each staff member will perform.
4. Provided unique ways your firm will approach this project and how they will approach the safety of both pedestrians and vehicles.
5. Proposed schedule on when components of the action plan will be completed.
6. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

Submission: LOI's shall be submitted electronically (pdf) to Maitri Desai at email address maitri.desai@terrehaute.in.gov

Project Fee: If selected, the firm will be paid through cost reimbursement with an agreed upon maximum cost.

Project Schedule: If selected, the proposed completion date for the Action Plan will be September 2025.

Selection Procedures: Consultants will be selected for work based on the evaluation of the LOI. The Consultant Selection Rating Form used to evaluate and score is included for your reference. Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

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 Sta. 252, 42, U.S.C. §§ 200d to 2000d-4) and Regulations, hereby notifies all prospective consultants 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 letters of interest in response to this invitation and will not be discriminated against on grounds of race, color, or national origin in consideration of an award.

RFP Selection Rating for:	City of Terre Haute - SS4A Action Plan	Des. No.		
	(City, County, Town) or (Local Public Agency)			
Services Description:				
Consultant Name:				

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

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.

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:	
(Form Rev. 7/20/2023)			