



CITY OF NEW HAVEN

REQUEST FOR PROPOSAL

Safe Streets and Roads for All (SS4A)
Comprehensive Action Plan

RELEASE DATE
January 10, 2025

SUBMITTAL DATE:
February 14, 2025

CONTACT PERSON
Pone Vongphachanh
Economic Development Director
Pone@NewHaven.In.Gov
260.494.8324

CITY OF NEW HAVEN
815 LINCOLN HIGHWAY EAST
NEW HAVEN, INDIANA 46774
WWW.NEWHAVEN.IN.GOV

REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN

PUBLIC NOTICE

The City of New Haven is seeking a qualified firm to create a Comprehensive Safety Action Plan (CSAP). The consultant must have expertise in transportation safety planning and will provide timely, high quality professional services. The plan must include the entire planning jurisdictional area of the city. The CSAP must include all the components laid out by the U.S. Department of Transportation (USDOT) in the Safe Streets for All (SS4A) grant.

Information related to this solicitation, including any addenda, will be provided by the City to all parties that have submitted a letter of interest for the project. For questions related to the RFP please Contact:

Pone Vongphachanh, Economic Development Director
City of New Haven, Indiana
815 Lincoln Highway East, New Haven, Indiana 46774
pone@NewHaven.In.gov
260.494.8324

REQUIREMENT FOR LETTER OF INTEREST

A “letter of interest” with specific email contact information from any proposer interested in submitting a proposal shall be provided to the City. The City will use contact information from the “letter of interest” to provide additional information and notification of any modifications to the RFP process, should it be necessary. Letters of Interest are due on or before January 24, 2025. Letters of Interest should be submitted to:

Pone Vongphachanh, Economic Development Director
City of New Haven, Indiana
815 Lincoln Highway East, New Haven, Indiana 46774
pone@NewHaven.In.gov

PROPOSAL

The proposal should include the following:

- a description of expertise, experience and resources directly relevant and available for the proposed project
- a list of similar projects previously completed
- a list of references
- resumes of professional staff members that will work on the project
- name of person to be in charge of project
- description of scope of services to be provided
- name, title, address, and telephone number of individuals with the authority to negotiate and bind the proposer contractually, and who may be contacted during the period of evaluation

At a minimum, the proposal should have the following sections and information:

- Cover Letter
- Staffing

REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN

- Work Plan and Approach
- Experience and work samples, including past work on similar projects
- Subconsultants, Identification and Policy

SELECTION PROCESS

The City will conduct a fair and impartial process to select a consultant for this project. A selection committee assembled by the City will review and evaluate the proposals based on the selection criteria listed in the next section. Depending on the evaluation of the proposals, the selection committee may select a single finalist and immediately begin the contract negotiations.

Discussions may be conducted with consultants who submit proposals determined to be reasonably qualified to be selected for the award. If necessary, the selection committee will interview representatives from the firm on a short list. The selection committee can recommend a finalist to the Board of Public Works and Safety (BOW), who will make the final determination. The BOW reserves the right to request additional information following the review of the initial submission.

EVALUATION CRITERIA

Proposals will be evaluated based on the requirements of the RFP. The award will be made based on the strength of the proposal and experience of the team. Interviews are not anticipated but may be held at the option of the selection committee. The City reserves the right to obtain clarification or additional information from any firm in regard to its proposal.

In seeking the best and highest quality of service, the following criteria will be considered in evaluating the proposals:

- **Specialized Work Experience of Firm (30 Points)**
Specialized experience in the type of work to be performed, specifically including previous work developing Safety Action Plans for other communities.
- **Qualification and Experience of Team (20 Points)**
Qualifications and experience of key team members assigned to the project.
- **Proposed Approach to Project (20 Points)**
A demonstrated understanding of the project scope, approach, and methodology.
- **Quality of Work (15 Points)**
Examples of previous work are professional in appearance, clear, easily understood and exhibit an effective use of graphics and visual techniques.
- **Cost (15 Points)**
The proposed cost of the work will be considered. The highest score in this category will not necessarily be given to the proposal with the lowest cost, but rather the proposal that best demonstrates that the firm can produce quality work for a reasonable cost.

PROJECT TIMELINE

- RFP Release – January 10, 2025
- Letter of Interest – January 24, 2025
- Questions to City Contact – January 31, 2025

REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN

- Proposal Due – February 14, 2025
- Proposal Selection – February 21, 2025
- Contract Negotiation Begins – February 26, 2025
- Board of Works and Public Safety Approval – March 18, 2025
- Kick off Meeting – Week of March 24, 2025
- Completion Date – September 30, 2026

*** With the exception of the Submission Deadline, the above-referenced dates are subject to change in the City's sole discretion.*

Proposal Submission

Proposal should be submitted in a sealed envelope that is clearly marked on the outside “New Haven SS4A Safety Action Plan Proposal” and all items required for a responsive proposal shall be included. It is the sole responsibility of the individual or company to ensure that the proposal is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. Proposals submitted by facsimile or other electronic means will not be accepted. Please submit five (5) printed copies of your proposal no later than 4:00 PM, local time, February 14, 2024, by mail or delivered to:

Pone Vongphachanh, Economic Development Director
City of New Haven, Indiana
815 Lincoln Highway East, New Haven, Indiana 46774

The City reserves the rights to:

- Reject any and/or all proposals.
- Revise or extend this schedule at its sole option.
- Conduct pre-award discussion and/or pre-award contract negotiations with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposers prior to selection; and make investigations of the qualifications of Proposers as it deems appropriate.
- Request that Proposer(s) modify its proposal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.
- The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific proposal elements with a Proposer into a project of lesser or greater magnitude than described in this RFP or the Proposer's reply.
- Negotiate any modifications to a proposal that it deems acceptable, waive minor irregularities in the procedures, and reject any and all proposals.
- Process the selection of the successful Proposer without further discussion.
- Waive any irregularity in any proposal, or reject any and all proposals, should it be deemed in its best interest to do so. The City shall be the sole judge of Proposers' qualifications and reserves the right to verify all information submitted by the Proposers. The proposal selected will be that proposal which is judged to be the most beneficial to the City.

**REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN**

Additional information can be obtained by contacting Pone Vongphachanh, Economic Development Director, at 260.494.8324 or via email at pone@NewHaven.In.gov (the “City Contact”).

All communication is strictly limited to written questions submitted to the City Contact. Communication may be submitted by email or mail prior to the deadline for submitting questions – January 31, 2025, at 5:00pm EST. Questions received by the deadline and deemed appropriate for response by the City, in its sole discretion, will be answered by posting the questions and answers on the City’s website. Proposers shall be responsible for checking the City website. The City may rephrase questions as it deems appropriate and may consolidate similar questions. Responses, when posted, will constitute addenda to this RFP.

PROPOSAL FORMAT

Proposals should be clear and concise, and should be arranged as follows:

- Cover Sheet
- General Information
- Qualification and Experience of Firm
- Qualification and Experience of Team Members
- Project Understanding, Methodology, and Approach
- Letters of Reference from Previous Clients

OWNERSHIP OF INTELLECTUAL PROPERTY

The City of New Haven shall have exclusive ownership of all intellectual property rights in all designs, plans, and specifications, documents, and other work product prepared by, for, or under the direction of the selected firm pursuant to any contract under this RFP (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the firm a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

EQUAL OPPORTUNITY – TITLE VI

The City of New Haven in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21: Nondiscrimination in Federally-Assisted Programs of the Department of Transportation Issued Pursuant to Such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate against any respondent on the grounds of race, color, sex, sexual orientation, gender identity or national origin in consideration for an award.

COMPLIANCE WITH STATE AND FEDERAL REGULATION

The contract with the selected firm will be subject to a grant agreement between the City, United States Department of Transportation (USDOT), and Indiana Department of Transportation (IDOT). In addition to other provisions of the RFP, the successful firm must adhere to all applicable Federal and State regulations, including:

REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN

- Equal Employment Opportunity - Successful firm will be required to comply with all applicable Equal Employment Opportunity Laws and Regulations.
- Title VI Assurances – Successful firm will be required to comply with all requirements imposed by Title VI of the Civil Rights Act of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there under (49 C.F.R. part 21), and assurances by the MPO thereto.
- Compliance with E-Verify Program - Successful firm will be required to comply with IC 22-5-1.7, as amended. Pursuant to IC 22-5-1.7, as amended. A duly executed Certificate affirming that the business entity does not knowingly employ an unauthorized alien and confirming Contractor's enrollment in the Program, unless the Program no longer exists, shall be filed with the City prior to the execution of the contract agreement.
- Non-Collusion - Successful proposer will be required to submit a Non-Collusion Affidavit. A duly executed Affidavit shall be filed with the City prior to the execution of the contract agreement.

CONDITIONS & LIMITATIONS

The City may negotiate different terms and conditions with any Proposer after opening the proposals. Material, documents and information submitted in response to this RFP shall be prepared at the sole cost and expense of Proposers and when submitted in response to this RFP shall become the property of the City.

Proposers are advised that all documents submitted in response to this RFP will be considered public documents subject to Indiana statutes governing access to public records, Ind. Code § 5-14-3 et. seq., after negotiations with the Winning Proposer(s) conclude. During consideration of proposals and negotiations, the City will avoid disclosure of proposal contents to competing Proposers. After award of an Agreement, contents of proposals may be viewed and copied by any member of the public.

A. Reservation of Rights. This RFP does not commit the City to accept a proposal, award a contract for the services or reimburse or pay costs incurred in the preparation of a proposal. The City will evaluate proposals based on responsiveness to this RFP and whether the proposal is advantageous to and in the best interest of the City. Although financial information is important, other factors like past performance, experience and effective communication skills will be considered when the City determines the Winning Proposer(s).

B. Discussions. The City specifically reserve the right to (1) conduct written discussions with Potential Awardees; (2) reject any or all proposals or part thereof; or (3) waive any defects or informalities in a proposal when it is in the best interest of the City. Notwithstanding the foregoing, Proposers shall not contact the City except as provided in the "Proposal Submission" section above.

C. Inconsistency or Error in the RFP. Any applicant believing that there is any ambiguity, inconsistency, or error in the RFP shall promptly notify the City Contact using the procedure set forth in the "Proposal Submission" section above. Failure to so notify the City Contact by the deadline for asking questions shall constitute a waiver of any and all claims of ambiguity, inconsistency or error.

D. Addenda. The City shall not be responsible for and specifically disclaims any oral instructions given by any employee, independent contractor or person purporting to act on behalf of

REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN

the City with respect to this RFP. Any changes to this RFP will be provided in the form of Addenda published on the City's website.

E. Applicant Incurred Costs. Proposers shall be responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP becomes the property of the City and may not be returned after the RFP Submission Deadline.

F. Rejection of Proposals. The City reserves the right to reject any or all proposals received, or any part thereof; to accept any response or any part thereof (including specific services); or to waive any informality when it is deemed to be most advantageous to the City.

G. Indemnity. The Winning Proposer(s) shall indemnify, defend and hold harmless the City, their employees, elected and appointed officials, officers, directors, attorneys, and agents (the "City Indemnified Parties") from and against any and all losses, costs, damages, expenses, actions, causes of action, demands and claims of any nature whatsoever (including reasonable attorneys' fees) in any way arising out of, or related to (i) Winning Proposer's breach of any representations, warranties or covenants contained in the Agreement, (ii) Winning Proposer's nonfulfillment of any of the covenants or agreements of Buyer contained in the Agreement, or (iii) any Assumed Liability, as further described in the Agreement.

Contract Requirements

At any time during the selection process or afterward until the Agreement is negotiated and signed, the City reserves the right to terminate the process. The City intends to negotiate an Agreement with the most responsible and responsive Proposer whose proposal meets the needs of the City to the best degree. Final contract will be subject to negotiations with the City.

The City reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the City.

No Proposer shall assign its proposal or any rights or obligations there under without the written consent of the City.

All taxes of any kind and character payable on account of the work done and materials furnished under the award/contract shall be paid by the Proposer and shall be deemed to be included in the proposal. Proposal prices include all royalties and costs arising from patents, trademarks and copyrights in any involved in the work. Whenever the Proposer is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Proposer shall indemnify and save harmless the City Indemnified Parties from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment or process, to be performed under the award/contract, and shall indemnify the City Indemnified Parties, its officers, agents and employees for any costs, including litigation costs and attorneys fees through the appellate process, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of work.

Any agreement resulting from this RFP may be canceled by the City in whole or in part by written notice of default to the Proposer upon non-performance or violation of contract terms, including the failure of the Proposer to deliver materials or services within the time stipulated in this specification, unless extended in writing by the City. In the event the agreement is canceled because of the default

REQUEST FOR PROPOSAL
SS4A COMPREHENSIVE ACTION PLAN

of the Proposer, the City may (a) purchase the services specified in this specification on the open market, or (b) negotiate a contract with another Proposer and establish the period of such contract at its sole discretion.

Insurance

If selected, the Proposer will be required to maintain appropriate insurance necessary for the full protection of all of its assets, business, operations, products and services. Coverages may include, but not be limited to the following, in relation to the performance of its duties and responsibilities in owning and/or operating the regional sewer utility: (i) General Liability Insurance, (ii) Workers Compensation Insurance, (iii) inland marine, (iv) property insurance, and (v) environmental insurance. The Winning Proposer shall designate the City Indemnified Parties as additional named insureds.

Litigation and Dispute Disclosure

Indicate and disclose all lawsuits including claims involving arbitration or other alternative dispute resolution mechanisms filed against the Proposer and any affiliates within the past five years of the date of this RFP. Notwithstanding the above disclosure requirement, the Proposer is not required to include in its disclosure of lawsuits the following litigation claims:

- Workmen's compensation claims filed by employees of the Proposer or its affiliates or by independent contractors retained or hired by the Proposer or affiliates;
- Mechanics, supplier or materialmen liens of less than \$5,000; and
- Real property tax appeals.

Among the types of lawsuits that are expected to be disclosed are sexual harassment claims; age discrimination claims; other claims involving protected classes such as race, national origin, gender or sexual preference; breach of contract claims; and claims involving violations of collective bargaining agreements.