

City of New Albany, Indiana
Request for Cost and Proposals (RFP)

Professional Engineering Services for Community-Wide Multi-Modal Transportation Safety Plan

1) Introduction

- a) The City of New Albany is inviting proposals from qualified consultants to develop a comprehensive multi-modal transportation safety plan that encompasses the entire city.
- b) The plan aims to enhance safety for all users of City of New Albany rights-of-way, including pedestrians, bicyclists, motorists, public transportation users, and individuals with disabilities.
- c) The plan will involve research, public involvement, regulatory and policy review, road safety analysis, non-motorist safety analysis, and implementation.
- d) The primary goal of the plan is to further enhance our vibrant and accessible community by reducing crashes, injuries, and promoting overall safety.

2) Scope of Work

- a) The selected consultant will be responsible for the following tasks:
 - i) Research and data analysis: Collect and analyze transportation safety data, including crash reports, traffic volumes, and pedestrian and bicycle counts. Identify high-risk locations and corridors and assess trends and patterns in crashes and injuries.
 - ii) Public involvement: Develop and implement a public outreach and engagement strategy to solicit input from community members, stakeholders, and partner agencies. Facilitate community meetings, surveys, and focus groups to gather feedback on transportation safety priorities and concerns.
 - iii) Regulatory and policy review: Review and analyze existing federal, state, and local transportation regulations and policies related to safety, such as Complete Streets, Vision Zero, and Safe Routes to School. Identify opportunities and barriers to implementing these policies in the City of New Albany.
 - iv) Road safety analysis: Conduct a thorough analysis of road safety for all modes of transportation. Evaluate roadway design, signage, and markings, and identify

opportunities for improvement. Develop a prioritized list of potential roadway safety enhancements.

- v) Non-motorist safety analysis: Conduct a comprehensive analysis of safety for pedestrians, bicyclists, and public transportation users. Evaluate existing infrastructure, crossings, and facilities, and identify opportunities for improvement. Develop a prioritized list of potential non-motorist safety improvements.
- vi) Implementation: Develop a comprehensive action plan that includes prioritized strategies and projects for improving transportation safety in the City of New Albany. Place particular focus on traffic calming best practices, proposing policies for implementation, and identify critical locations that would most benefit from these practices. Identify potential funding sources, timelines, and responsible agencies or partners for each project, and develop a performance measurement and monitoring plan to track progress toward achieving the plan's goals and objectives.

3) Proposal Requirements

- a) The proposal should include the following:
 - i) Letter of interest: Briefly describe your firm's qualifications and experience in developing transportation safety plans.
 - ii) Proposed approach: Provide a detailed description of your proposed approach to completing the tasks outlined in the scope of work. Include a detailed plan for involving community members and stakeholders throughout the process.
 - iii) Project timeline: Provide a detailed timeline for completing the tasks outlined in the scope of work.
 - iv) Team qualifications: Identify the key members of your team and describe their qualifications and experience in transportation safety planning and analysis.
 - v) References: Provide three references from previous clients who have engaged your firm for similar projects.
 - vi) Pricing proposal: Provide a detailed breakdown of the proposed fees and costs associated with completing the scope of work outlined in this Request for Proposal. The City of New Albany encourages proposers to provide a competitive and

comprehensive pricing proposal that will be used to evaluate overall value and cost-effectiveness, including the quoted price for the consultant.

4) Proposal Submission

a) Proposals should be submitted in electronic format (PDF) and should be emailed to the City of New Albany at lsummers@cityofnewalbany.com by 5:00 PM EST on August 29, 2023. The proposal should not exceed 20 pages in length and should include a detailed breakdown of the proposed fees and costs associated with completing the scope of work outlined in this Request for Proposal.

b) Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and key personnel in developing transportation safety plans (25%)
- Proposed approach to completing the scope of work, including public involvement strategy (25%)
- Demonstrated understanding of federal, state, and local transportation regulations and policies related to safety (10%)
- Quality and feasibility of the proposed road safety analysis and non-motorist safety analysis (20%)
- Quality and feasibility of the proposed implementation plan and performance measurement and monitoring plan (20%)

5) Reservation of Rights: The City of New Albany reserves the right to negotiate with the selected consultant to modify the scope of work or to clarify any proposal items. The City of New Albany may also reject any or all proposals submitted and may waive any informalities or minor irregularities in any proposal received.

6) Schedule

a) The following schedule represents the City of New Albany's best estimate of the schedule. The City reserves the right to adjust the schedule as needed.

- i) Issuance of RFP: July 18, 2023
- ii) Deadline for Questions: August 18, 2023

iii) Proposal Due Date: August 29, 2023

iv) Evaluation of Proposals: August 29-Sept 29, 2023

7) Questions

a) Questions regarding this Request for Proposal should be directed in writing to lsummers@cityofnewalbany.com by August 18, 2023.

b) Answers to questions received by the deadline will be posted on the City of New Albany's website by August 23, 2023 under legal notices page.

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