



Jerome Prince
Mayor

CITY OF GARY
DEPARTMENT OF REDEVELOPMENT
GARY REDEVELOPMENT COMMISSION
504 BROADWAY, SUITE S200
GARY, INDIANA 46402
DIRECT: (219) 886-1531
WWW.GARY.GOV

Wendy L. Vachet
Executive Director

Request for Proposal

PROJECT: City of Gary IN – Citywide Comprehensive Safety Action Plan

Project Description: The City of Gary is looking for qualified firms to create a Comprehensive City-wide Safety Action Plan. The Action Plan must develop a holistic well-defined strategy to prevent roadway fatalities and serious injuries within the City of Gary. The Safety Action Plan must include all the components laid out by the U.S. Department of Transportation (DOT) in the SS4A grant (Appendix A). The Action Plan must include the entire City of Gary’s jurisdictional area.

The Project highlighted in this document is a result of a grant awarded to the City of Gary Redevelopment Department by the US Department of Transportation’s Safe Streets and Roads for All Grant. The grant provides up to \$165,000 for professional services that will be awarded through this Request for Proposals. We anticipate that the project will be completed with the approval and adoption of the resulting City of Gary’s Citywide Safety Action Plan in the 2nd quarter of 2024.

Schedule of Selection*

- Request for Proposals issued: July 31, 2023
- Submit LOI and completed proposal package by Aug 17, 2023 at 3:00 pm CDT
- Review, Evaluate and Select the best qualified proposal/firm: August 18 – September 8, 2023
- Issue Notice of Award/Sign Contracts: by September 22, 2023

Project Schedule: If selected, the anticipated milestones for the Action Plan are as follows

Draft Action Plan Completed by mid April 2024
Safety Action Plan completed by end of May, 2024.
Safety Action Plan Adopted by the end of June 2024
SS4A Final Report by 8-20-2024

Requirements for Letters of Interest (LOI)/Proposal Package

1. Provide the firm name, brief description of the firm, 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 in developing Safety Action Plans or similar planning efforts, including: a) examples of relevant past projects designed by the firm and key personnel and b) contact information for references.
3. List the Project Manager and other key staff members who will be working on this project, if selected. Include staff resume’s/qualification and key experience related to this project and breakdown of estimated percentage of work each staff member will perform.
4. Provide a concise narrative as to the unique ways your firm will approach this project, engage the community, address equity and otherwise comply with the required SS4A Action Plan Components (see Appendix A) and how they will approach the safety of both motorists and vulnerable road users.
5. LOI/Proposal Packet shall be limited to ten (10) pages.
6. Proposers must submit a certification of suspension and debarment (see Appendix B).

Project Fee: If selected, the firm will be paid through cost reimbursement with an agreed upon maximum cost up to \$165,000.

Submission: LOI/Proposal Packet must be submitted electronically (pdf) via email before 3 PM CDT on August 17th, 2023 to **Deb Backhus @ dbackhus@gary.gov**.

Contact for Questions: Deb Backhus, Program Manager
504 Broadway, Suite 200
Gary, IN 46402
219-886-1531 or dbackhus@gary.gov

In addition to the electronic/mailed submission, submit one hard copy of your complete proposal by mail. This mailing must be postmarked prior to the August 17, 2023 @ 4 PM CDT.

Responses received after this deadline will not be considered.

Selection Procedures: Consultants will be selected for work based on the evaluation of the LOI/Proposal Packet. The Consultant Selection Rating Form used to evaluate and score is included for your reference (see page 3). Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

Respectfully,

Wendy L. Vachet, AICP
Executive Director of Redevelopment
City of Gary
504 Broadway, 2nd Fl
Gary, Indiana 46402

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.

* if there are any questions prior to submitting a response, please submit via email and all answers will be shared via a FAQ sheet on the Redevelopment Department's webpage <https://gary.gov/redevelopment/city-properties/>. Questions can be emailed to dbackhus@gary.gov

EVALUATION CRITERIA AND SCORING TABLE

Evaluation Criteria

- Previous performance on contracts, including quality of work, timeliness, and cost control.
- Specialized experience and technical and policy expertise of the organization and its personnel in connection with the scope of services to be provided and the uniqueness and complexity of the project.
- Approach to project, both in staff and/or team philosophy and innovative understanding of the project scope and unique challenges with implementation of the plan within the City of Gary.
- Availability, capacity, and proximity to participate in key project meetings and public outreach events in person in Gary.

City of Gary RFP Selection Rating for: SS4A Action Plan

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted
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		30	
	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	2		30	
	Demonstrated high level of expertise and resources identified	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. Confirmed by relevant references and/or past clients.				
	Demonstrated outstanding experience in similar type and complexity.	2		25	
	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.				
	Demonstrates outstanding innovative concepts to accelerate project completion, address equity and engage public.	2		15	
	Demonstrates innovative concepts that will reduce schedule or address equity or public engagement.	1			
	Demonstrates limited innovative concepts.	0			
	Innovative concepts are not described.	-3			
Weighted Sub-Total:					

Safe Streets and Roads for All

APPENDIX A

Action Plan Components

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>

Leadership Commitment and Goal Setting



An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- (1) the target date for achieving zero roadway fatalities and serious injuries, OR
- (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.



Planning Structure

A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.



Safety Analysis

Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

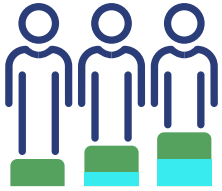


Engagement and Collaboration

Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.



Safe Streets and Roads for All Action Plan Components



Equity Considerations

Plan development using inclusive and representative processes. Underserved communities* are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.



Policy and Process Changes

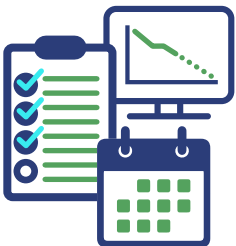
Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.



Strategy and Project Selections

Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.

Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.



Progress and Transparency

Method to measure progress over time after an Action Plan is developed or updated, including outcome data. Means to ensure ongoing transparency is established with residents and other relevant stakeholders. Must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan online.

* An underserved community as defined for this NOFO is consistent with the Office of Management and Budget's Interim Guidance for the Justice40 Initiative <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf> and the Historically Disadvantaged Community designation, which includes U.S. Census tracts identified in this table <https://datahub.transportation.gov/stories/s/tsyd-k6ij>; any Tribal land; or any territory or possession of the United States.



APPENDIX B:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Participants:

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR 200.213 and 2 CFR Part 417.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE FOLLOWING PAGE)

(1) The prospective lower tier participant 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 participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Names(s) and Title(s) of Authorized Representative(s) of the Vendor

Signature(s)

Date

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment