

Posting Date: April 27, 2026

Request for Proposals Notification

Title: Northwestern Indiana Regional Planning Commission’s (NIRPC) Regional Safety Action Plan (Des # N/A) in the LaPorte District.

Response Due Date & Time: May 28, 2026 at 12:00 PM CT

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LOI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

Contact for Questions: Lisa Todd, Procurement Manager
6100 Southport Rd.
Portage, IN 46368
219-254-2527
ltodd@nirpc.org

Submittal Requirements:

- 1. Letter of Interest – [Click here to enter # of Copies.](#) Copies (required content and instructions follow) sent through the U.S. Mail;

OR

- Letter of Interest – submitted electronically (pdf) to **Lisa Todd, Procurement Manager** at email address **ltodd@nirpc.org**.

AND

- 2. One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0% sent through the U.S. Mail;

OR

- One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0% sent electronically (pdf) to **Lisa Todd, Procurement Manager** at email address **ltodd@nirpc.org**.

Submit To: Lisa Todd, Procurement Manager
6100 Southport Rd
Portage, IN 46368
219-254-2527
ltodd@nirpc.org

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form used to evaluate and score the submittals 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
- Rank totals with the lowest rank total being the top ranked firm

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 "Response 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

1. Identification, Qualifications and Key Staff

- a. 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.
- b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/>).
- c. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items confirm the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal greater than "0", in order to be considered for selection. The consultant must identify the DBE firms with which it intends to subcontract.

On the Affirmative Action Certification, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform.

If the consultant does not meet the DBE goal, the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE goal.

All DBE subcontracting goals apply to all prime submitting consultants regardless of the prime's status of DBE.

INDOT DBE Reciprocity Agreement with KYTC

An Agreement between INDOT and the Kentucky Transportation Cabinet (KYTC) established reciprocal acceptance of certification of DBE firms in their respective states under the Unified Certification Program (UCP) pursuant to 49 CFR ?26.81(e) and (f).

Copies of the DBE certifications, as issued by INDOT or the Kentucky Transportation Cabinet (KYTC), are to be included as additional pages after the AAC form for each firm listed on the AAC form. The following are DBE Locator Directories for each State Transportation Agency:

INDOT: <https://entapps.indot.in.gov/DBELocator/>

KYTC: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Certified-DBE-Directory.aspx>

Information about the Indiana DBE Program is available at:
<https://www.in.gov/indot/about-indot/equity-initiative-services/>.

Information about the KYTC DBE Program is available at:
<https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/default.aspx>.

Work item details:

Local Public Agency: Northwestern Indiana Regional Planning Commission (NIRPC)

Project Location: Lake, Porter, and LaPorte Counties

Project Description: NIRPC and the counties of Lake, Porter, and La Porte in Indiana have partnered together to develop a Regional Safety Action Plan to improve roadway safety and significantly reduce or eliminate roadway fatalities and serious injuries within their jurisdictions. As the lead agency, NIRPC will manage the selected professional planning or engineering Consultant to develop all aspects of the plan. The Consultant team will perform all the necessary services provided under this contract within the NIRPC region. Work will involve the development of multiple deliverables to be used in informing NIRPC’s planning, policies, and practices related to safety.

INDOT Des #: N/A

Phases Included: N/A

Contract Amount: \$500,000.00

Funding: 80% Federal, 20% Local

Term of Contract: December 31, 2027

DBE goal: 0%

Required Prequalification Categories:

- 5.2 Environmental Document Preparation - CE
- 6.1 Topographical Survey Data Collection
- 8.1 Non-Complex Roadway Design
- 9.1 Level 1 Bridge Design
- 11.1 Right of Way Plan Development
- 12.1 Project Management for Aquisition Services
- 12.2 Title Search
- 12.4 Appraisal
- 12.5 Appraisal Review
- 13.1 Construction Inspection

Additional Categories Listed Below:
[Click here to enter Additional Categories](#)

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for:	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
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
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				
	Demonstrated outstanding expertise and resources identified	2		15	
	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,				
	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. 1/27/2023)	

Des. #: [Click here to enter text.](#)

Affirmative Action Certification (AAC) for Disadvantaged Business Enterprises (DBE)

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified by the State of Indiana’s DBE Program and the Kentucky Transportation Cabinet (KYTC) DBE Program to participate as part of this proposal. An Agreement between INDOT and KYTC established reciprocal acceptance of certification of DBE firms in their respective states under the Unified Certification Program (UCP) pursuant to 49 CFR §26.81(e) and (f).

I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE websites to confirm that the firms listed below are currently certified DBEs:

INDOT: <https://entapps.indot.in.gov/DBELocator/>

KYTC: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Certified-DBE-Directory.aspx>

I certify that I have contacted the certified DBE’s listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated. I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal. After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT’s Economic Opportunity Division.

I. DBE Subconsultants to be applied toward DBE goal for the RFP item:

Certified DBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

II. DBE Subconsultants to be utilized beyond the advertised DBE goal for the RFP item:

Certified DBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

Estimated Total Percentage Credited toward DBE Goal: _____

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal: _____

Company Name: _____

Signature: _____ Date: _____

* It is understood that these individual firm percentages are estimates only and that percentages paid may be greater or less as a result of negotiation of contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

REQUEST FOR PROPOSALS
(RFP 26-02.02)
Regional Safety Action Plan

April 23, 2026

Table of Contents

1. SPECIFICATIONS	4
1.1. INTRODUCTION	4
1.2. BUDGET/SCHEDULE OF FEES	4
1.3. METHOD OF PROCUREMENT	4
1.4. SOLICITATION SCHEDULE	4
1.5. TIMELINE	4
1.6. CONTRACT AWARD	5
1.7. PROJECT SCOPE	5
1.8. DELIVERABLES	5
1.9. CONTACT	5
2. INSTRUCTIONS TO PROPOSERS	6
2.1. QUESTIONS	6
2.2. INSTRUCTIONS FOR SUBMITTAL	6
2.2.1. <i>Cover letter</i>	6
2.2.2. <i>Team Member Qualifications</i>	6
2.2.3. <i>Firm Profile(s) and Prior Work Experience</i>	6
2.2.4. <i>Work Plan</i>	7
2.2.5. <i>Schedule of Fees</i>	7
2.2.6. <i>Project Schedule</i>	7
2.2.7. <i>Executed Certifications</i>	7
2.2.8. <i>Proposals</i>	8
2.3. EVALUATION AND CONSULTANT SELECTION	8
2.3.1. <i>Proposal Evaluation</i>	8
2.4. SCORING	8
2.4.1. <i>Evaluation Criteria</i>	8
2.5. RFP DEADLINE	9
3. GENERAL CONDITIONS.....	9
3.1. DEFINITIONS	9
3.2. ADDENDA TO SOLICITATION/POSTPONEMENT OF SUBMISSION DEADLINE	10
3.3. CONFIDENTIAL INFORMATION	10
3.4. RIGHT OF REJECTION	10
3.5. WITHDRAWAL OF PROPOSALS	10
3.6. MODIFICATION OF PROPOSALS	10
3.7. PROPOSALS OPENING PROCEDURES	11
3.8. CONFLICT OF INTEREST	11
3.9. PROPOSER RESPONSIBILITY	11
3.10. FAMILIARIZATION OF SCOPE OF WORK	11
3.11. RESPONSIVE PROPOSAL(S)	11
3.12. PROTEST PROCEDURES	11
3.13. RESPONSIBILITY FOR COMPLIANCE WITH LEGAL REQUIREMENTS	11
4. SCOPE OF WORK.....	15
4.1. BACKGROUND AND GENERAL SUMMARY OF SERVICES	15
4.2. TASKS	16
4.2.1. <i>Task 1: Project Management & Engagement Plan</i>	16
4.2.2. <i>Task 2: Practice, Policy, & Plan Review</i>	17
4.2.3. <i>Task 3: Stakeholder Input & Priority Issue Identification</i>	17
4.2.4. <i>Task 4: Data Analyses</i>	18

4.2.5. Task 5: Regional Safety Action Plan Report	19
4.2.6. Task 6: Safe Street Visualizations	19

5. REQUIRED CERTIFICATIONS	21
5.1. COMPLIANCE WITH FEDERAL REQUIREMENTS	22
5.2 COMPLIANCE WITH DEBARMENT AND SUSPENSION	23
5.3 CERTIFICATION REGARDING LOBBYING	24
5.4 NON-COLLUSION AFFIDAVIT	25
5.5 NO INVESTMENT IN IRAN	26
5.6 EMPLOYMENT ELIGIBILITY VERIFICATION	27

1. SPECIFICATIONS

1.1. Introduction

The Northwestern Indiana Regional Planning Commission (NIRPC) is the Metropolitan Planning Organization for the Indiana portion of the Chicago IL-IN urban area, the Valparaiso-Shorewood Forest urban area, and the Indiana portion of the Michigan City – La Porte IN-MI urban area. Its Metropolitan Planning Area encompasses all of Lake, Porter, and La Porte counties and includes a population of 765,500 people. Within this area, 606,200 people live in incorporated cities and towns and another approximately 159,300 people reside in an unincorporated area. The NIRPC region is home to both one of the largest industrial complexes in the U.S., and the Indiana Dunes National and State parks. The region contains 41 cities and towns and is the eastern gateway to the Chicago metropolitan area, the third largest metro in the country.

The three counties are responsible for all local roads located outside of incorporated municipalities and collectively maintain 2,388 miles of roadways. Between 2017 and 2021, there were 136 fatal crashes in the unincorporated areas. A crash in an unincorporated area of Northwest Indiana is more than twice as likely to result in a fatality than a crash in a city or town. This is a distinct safety challenge that the counties are partnering to address.

NIRPC and the Indiana counties of Lake, Porter, and La Porte have partnered together to develop a Regional Safety Action Plan to improve roadway safety and significantly reduce or eliminate roadway fatalities and serious injuries within their jurisdictions.

NIRPC is soliciting proposals from experienced consultants to provide professional planning services for the preparation of the Regional Safety Action Plan. The Scope of Work is detailed in Section 4.0 of this RFP and provides information regarding the level of effort required as well as specific tasks to be accomplished. NIRPC proposes to use an SS4A grant to fund the Regional Safety Action Plan.

1.2. Budget/Schedule of Fees

Financial support for this contract is provided through NIRPC, utilizing federal transportation planning funds provided by US DOT from the Safe Streets and Roads for All (SS4A) grant program. The project budget has been established as an hourly contract with a not-to-exceed amount of \$500,000.00. The proposal shall include an estimated number of hours per position needed to complete the project as proposed.

1.3. Method of Procurement

The method of procurement will be Competitive Proposals utilizing Best-Value Selection. Consultants will be scored based on their proposals submitted for this project. The scoring system can be found in Section 2.4.

1.4. Solicitation Schedule

RFP Release Date:	April 23, 2026
Deadline for Inquiries:	May 7, 2026, by 12:00 PM (CT)
Deadline for Q&A Response:	May 14, 2026
Deadline for Submittals:	May 28, 2026, by 12:00 PM (CT)
Executive Commission Approval:	June 18, 2026
Award Date:	June 19, 2026
Tentative Contract Start Date:	June 22, 2026

1.5. Timeline

NIRPC anticipates that the start date for the contract will be June 22, 2026, and that the study should be concluded no later than December 31, 2027.

1.6. Contract Award

The successful proposer will be required to execute a professional services contract with NIRPC. The Consultant will need to have an understanding of Indiana State law and US DOT requirements while also understanding our region as a whole. NIRPC reserves the right, in its sole discretion, to discontinue and terminate the professional services contract at any time, with or without cause.

1.7. Project Scope

NIRPC and the counties of Lake, Porter, and La Porte in Indiana have partnered together to develop a Regional Safety Action Plan to improve roadway safety and significantly reduce or eliminate roadway fatalities and serious injuries within their jurisdictions. As the lead agency, NIRPC will manage the selected professional planning or engineering Consultant to develop all aspects of the plan. The Consultant team will perform all the necessary services provided under this contract within the NIRPC region. Work will involve the development of multiple deliverables to be used in informing NIRPC's planning, policies, and practices related to safety. The Scope of Work is detailed in Section 4.0 of this RFP.

1.8. Deliverables

Deliverables include:

- Task 1: Project Management & Engagement Plan
 - Project Management Plan (draft and final)
 - Stakeholder Engagement Plan (draft and final)
 - Monthly Progress Reports
 - In-person Presentations to the Transportation Committee and/or Commission
- Task 2: Practice, Policy, & Plan Review
 - One or more Technical Memo(s) documenting findings of Task 2
- Task 3: Stakeholder Input & Priority Issue Identification
 - Technical Memo on Priority Issues (draft and final)
 - Summary Memos on Stakeholder (technical and general public) Feedback (final)
 - Summary of Public Comments on Draft Recommendations (final)
- Task 4: Data Analyses
 - Technical Memo on Data Analysis, Crash & Risk Findings, and methodology for creating a High Injury Network (HIN) and a High Risk Network (HRN) (draft and final)
 - Comprehensive categorization and listing of regional roadway safety challenge locations
 - Regional HIN network for all modes
 - Regional HIN network for Vulnerable Road User (VRU) modes (bicycle and pedestrian)
 - Regional HRN network for all modes
 - Regional HRN network for VRU modes (bicycle and pedestrian)
- Task 5: Regional Safety Action Plan Report
 - Regional Safety Strategy report (draft and final)
- Task 6: Safe Street Visualizations
 - Visualizations for Safety Countermeasures

1.9. Contact

Lisa Todd
Procurement Manager
Northwestern Indiana Regional Planning Commission
6100 Southport Road

2. INSTRUCTIONS TO PROPOSERS

2.1. Questions

Any questions related to this RFP shall be directed to the contact whose name appears herein. Questions shall be submitted in writing by email. Any correspondence related to this RFP should refer to the RFP number and name, page number, and paragraph number. Oral interpretations or clarifications will be without legal effect. Any Proposer believing that there is any ambiguity, inconsistency, or error in the RFP shall promptly notify NIRPC at the email address for questions. Failure to notify NIRPC by the deadline for asking questions shall constitute a waiver of any and all claims of ambiguity, inconsistency or error

All questions are due by 12:00 p.m. CST on May 7, 2026, with the subject line:

Question Re: RFP 26-02.02– Regional Safety Action Plan

Responses to all written questions received by NIRPC will be provided to all Proposers no later than May 14, 2026, via email and posting on NIRPC’s website at NIRPC.org. Only questions answered by a formal written solicitation amendment will be binding.

It is the interested parties’ responsibility to contact the individual whose name appears herein to be added to the email list. If the interested party is not on the email list, they will not be sent any addenda, questions, answers, etc. This can be done by submitting an email to Lisa Todd (ltodd@nirpc.org), with the subject line: **RFP 26-02.02 – Regional Safety Action Plan**

2.2. Instructions for Submittal

Proposer(s) must include the following information in the order outlined below in their response:

2.2.1. Cover letter

Maximum of one (1) page describing the firm’s interest in the project and the firm’s understanding of the project. The cover letter must be signed by an individual authorized to commit firm resources to the project.

2.2.2. Team Member Qualifications

Maximum of two (2) pages describing the qualifications and role of each team member. Team members shall demonstrate having completed an RSAP in Indiana or the United States following generally accepted guidance for completing RSAPs.

- i. One half (1/2) page for the firm’s project principal.
- ii. One half (1/2) page for the firm’s project manager.
- iii. One half (1/2) page for each additional team member with a maximum of six team members.
- iv. One half (1/2) page organization chart that shows team members and roles/responsibilities.
- v. This section must also demonstrate the availability of staff to complete the work.

2.2.3. Firm Profile(s) and Prior Work Experience

Maximum of four (4) pages.

- i.Up to one (1) page for lead firm profile.
- ii.Up to one (1) page for the firm profile for each additional firm on the team.
- iii.Up to one (1) page for relevant project descriptions for similar projects for the lead firm.
- iv.Up to one (1) page for relevant project descriptions for similar projects for each additional firm.
- v.Example projects must have been completed in the last five (5) years. Include the date the project was completed. Also include client contact information for reference checks, including the name of the responsible individual, phone number, and email.

2.2.4. Work Plan

Maximum of five (5) pages.

- i. Greater detail in Section 4: Scope of Work.
- ii.The work plan must include a description of specific tasks that will be performed. Any tasks proposed to be performed by NIRPC staff must be clearly identified in the work plan.
- iii.The proposal must include:
 - i. How the proposer plans to address the eight components described in the FY24 SS4A NOFO and other SS4A guidance.
 - ii. How the proposer plans to identify the region’s HIN and HRN.
 - iii. How the proposer plans to address the rural and urban elements of the plan. Include how the proposer plans to incorporate other applicable planning documents.
 - iv. How the proposer plans to identify safety issues and specific actions to improve safety.
 - v. How the proposer plans to develop recommendations for both motorized and non-motorized modes in the roadway network.
 - vi. Specific implementation recommendations tailored to the four project partners.
 - vii. How the proposer will engage with stakeholders and the public.
- iii.Proposers are encouraged to use their creativity and experience in developing the work plan. The tasks identified, including their descriptions, in the work plan and how they are woven together, will be critical to be selected.
- iv.The work plan must describe how the consultant team proposes to coordinate with NIRPC staff.
- vi.The work plan must describe the proposer’s QA/QC process, identifying responsible parties and how any problems will be resolved. NIRPC expects work products submitted for NIRPC review to be of high quality and not contain errors, omissions, or typos.

2.2.5. Schedule of Fees

Proposer(s) must include a detailed schedule of fees that correspond to the tasks proposed in the work plan.

2.2.6. Project Schedule

Proposer(s) must include a detailed project schedule that corresponds to the proposed work plan. The schedule must demonstrate how the consultant team will complete the project on time. Key tasks (not all tasks) must be reflected on the schedule.

2.2.7. Executed Certifications

Proposer(s) must submit all the attached Certifications under Section 5.

2.2.8. Proposals

Submit by email an electronic (Adobe PDF format) copy of the Proposal, with the subject line: **Response – RFP 26-02.02 – Regional Safety Action Plan** to Lisa Todd, Procurement Manager at ltodd@nirpc.org.

2.3. Evaluation and Consultant Selection

2.3.1. Proposal Evaluation

Proposals will be subject to an initial review by the Procurement Manager. Interested Proposers shall be deemed responsive if they conform to the essential requirements of this document, which include the specifications, terms, and conditions to be met.

All submitted Proposals will be subject to scoring and evaluation by a review committee appointed by the Commission, and a short list of the highest-scoring responses will be developed. Where there are apparent deficiencies, ambiguities, and uncertainties present in the Proposal, the Commission may engage in discussions, in the manner most appropriate (either verbally or in writing), with Proposers for the sole purpose of addressing these deficiencies, ambiguities, and uncertainties.

Proposers who are on the short list may be asked to participate in an interview with the Commission. The final selection of the successful Proposer will be made after interviews are conducted, if necessary, with each Proposer on the short list.

Notwithstanding the above, the Commission reserves the right to select one Proposer based on the original submission of the Proposals, without negotiations with any Proposer or without interviews.

2.4. Scoring

2.4.1. Evaluation Criteria

Responsive Proposal(s) will be evaluated in accordance with the following five evaluation and selection criteria, listed in general order of relative importance. The Commission will evaluate the Proposals received based on the following criteria:

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
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:	

Each Proposal will be reviewed to determine if it meets the minimum requirements. The Proposal must be complete, in the required format, and in compliance with all the requirements. A list of ranked Proposals will be developed based on the totals of each committee member's score for each Proposal. The review committee will then recommend the selected proposal to the Commission's Board for approval.

2.5. RFP Deadline

All Proposal(s) must be received at the Commission by **May 28, 2026, at 12:00 PM CST**. No Proposal(s) will be accepted after this time and date. The Commission reserves the right to reject any or all Proposal(s) received.

3. GENERAL CONDITIONS

3.1 Definitions

Proposal(s): Proposal(s) may refer to a quote, proposal, response, sealed bid, or set of qualifications that is to be submitted by the Proposer.

Proposer: Proposer shall refer to a firm, agent, company, person, or team of firms submitting a Proposal(s) or Qualifications to the Commission.

Contract: Refers to an agreement between the Proposer and the Commission in which a set of terms and conditions and a scope of work are agreed upon after evaluations have determined a competitive Proposer.

RFP: Request for Proposals

The Commission: The Commission may refer to the Northwestern Indiana Regional Planning Commission (NIRPC), the governing body of NIRPC, the Executive Board, or the full governing body.

NIRPC: Northwestern Indiana Regional Planning Commission.

Inquiries: Questions and clarifications regarding the content in this document.

Solicitation: Refers to this document.

3.2 Addenda to Solicitation/Postponement of Submission Deadline

NIRPC reserves the right to revise or amend the RFP up to the date and time for the submission of responses. Such revisions and amendments, if any, shall be announced by written addenda to the RFP. If an addendum significantly changed the RFP, the date set for the submission may be postponed by such number of days as in the opinion of NIRPC shall enable potential proposers to revise their proposals. In any case, the submission deadline shall be at least five (5) business days after the last addendum, and the addendum shall include an announcement of the new date, if applicable, for the submission of proposals.

Upon issuance, addenda will be considered part of the RFP and will prevail over inconsistent or conflicting provisions contained in the original RFP. Copies of all addenda will be made available on the NIRPC website at NIRPC.org. Proposers are solely responsible to ensure that they have received all addenda issued by NIRPC and should routinely monitor this website.

3.3 Confidential Information

Proposers are advised that materials contained in proposals are subject to the Indiana Access to Public Records Act, IC 5-14-3 et. seq (the "APRA") and may be viewed and/or copied by any member of the public, including news agencies and competitors after a contract is awarded.

3.4 Right of Rejection

The Commission reserves the right, in its sole discretion, to cancel this RFP, to postpone the closing/opening date for its own convenience, and to reject any or all Proposal(s) for any reason. Incomplete submissions will not be reviewed or considered.

3.5 Withdrawal of Proposals

A written request for the withdrawal of a proposal may be granted if the request is received by NIRPC prior to the time of award.

3.6 Modification of Proposals

No proposal may be modified after the deadline for proposal submission.

3.7 Proposals Opening Procedures

The opening of all proposals shall commence immediately after the stated delivery date and time at the NIRPC office. The proposals shall be taken under review at that time.

3.8 Conflict of Interest

NIRPC employees engaged in the award and administration of contracts, or any person acting on their behalf, are prohibited from accepting, directly or indirectly, and gifts whatsoever, from any person with whom the employee interacts on official NIRPC business. Therefore, the firm may not make gifts or favors to any NIRPC employee.

3.9 Proposer Responsibility

The Proposer shall have the responsibility of satisfying all parts of this solicitation. It is the desire of the Commission to enter into a professional planning services contract of the finest quality. No advantage shall be taken by the Proposer in the omission of any part of the detail that would be necessary to fully satisfy all work required in this solicitation. The proposer states that they will secure at their own expense all personnel required in providing the services under the contract. Such personnel shall not be employees of or have any contractual relationship with NIRPC that would have a real or apparent conflict of interest. All the services required hereunder will be performed by the proposer or under its supervision, and all personnel engaged in the work shall provide their professional resume as evidence of their qualifications and shall be trained, authorized and/or licenses, if applicable, under state and local law to perform such services. None of the work or services covered by the contract shall be sub-contracted without prior written approval from NIRPC. The selected proposer shall at its own expense furnish all labor, supplies, and materials necessary to provide the services required by the contract, unless otherwise indicated in the Scope of Work. Failure to submit a complete proposal or changing any of the certifications provided will result in disqualification of the proposal. All certifications must be signed to be considered for an award.

3.10 Familiarization of Scope of Work

Before signing a contract, each Proposer shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. It shall carefully correlate its observations with the requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Proposer. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

3.11 Responsive Proposal(s)

The Commission shall award contracts only to responsible/responsive Proposers who possess the potential to perform successfully under the terms and conditions of the Request for Proposals. The Proposer shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed Sub-Contractors. If information obtained by the Commission clearly indicates that the Proposer is not responsive and the Commission has doubts about the productive capability or financial strength of a Proposer that cannot be resolved affirmatively, a determination that the Proposer is non-responsive shall be rendered.

3.12 Protest Procedures

NIRPC has developed procurement protest procedures to handle and resolve any disputes relating to the procurement process. Protests must be in written form. NIRPC will provide a copy of the NIRPC protest procedures via email by request. No verbal protest complaints will be addressed.

3.13 Responsibility for Compliance with Legal Requirements

The Proposer's services shall be in full compliance with any and all applicable federal, state, and local laws, regulations, ordinances, and standards regardless of whether or not they are referred to in this RFP.

Federal Requirements

This project is funded by Federal funds. As such, the project will be developed in a manner that satisfies all applicable Federal, State, and Local laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the use of Federal funds for this project. Performance under this project shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Recipient and any applicable sub-recipients. The applicable provisions to this project include, but are not limited to, the following:

General Federal Legislation

- a. Federal Fair Labor Standards Act – 29 U.S.C. 201, et seq.
- b. Hatch Act – 5 U.S.C. 1501, et seq.
- c. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – 42 U.S.C. 4601, et seq.
- d. National Historic Preservation Act of 1966 - Section 106 – 54 U.S.C. 306108
- e. Archeological and Historic Preservation Act of 1974 – 54 U.S.C. 312501, et seq.
- f. Native American Graves Protection and Repatriation Act – 25 U.S.C. 3001, et seq.
- g. Clean Air Act, P.L. 90-148, as amended – 42 U.S.C. 7401, et seq.
- h. Section 404 of the Clean Water Act, as amended – 33 U.S.C. 1344
- i. Section 7 of the Endangered Species Act, P.L. 93-205, as amended – 16 U.S.C. 1536
- j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 U.S.C. 1451, et seq.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) – 42 U.S.C. 4012a
- l. Age Discrimination Act of 1975 – 42 U.S.C. 6101, et seq.
- m. American Indian Religious Freedom Act, P.L. 95-341, as amended
- n. Drug Abuse Office and Treatment Act of 1972, as amended – 21 U.S.C. 1101, et seq.
- o. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. 4541, et seq.
- p. Sections 523 and 527 of the Public Health Service Act of 1912, as amended – 42 U.S.C. 290dd through 290dd-2
- q. Architectural Barriers Act of 1968 – 42 U.S.C. 4151, et seq.
- r. Power Plant and Industrial Fuel Use Act of 1978, P.L. 100-42 - Section 403 – 42 U.S.C. 8373
- s. Contract Work Hours and Safety Standards Act – 40 U.S.C. 3701, et seq.
- t. Copeland Anti-kickback Act, as amended – 18 U.S.C. 874 and 40 U.S.C. 3145
- u. National Environmental Policy Act of 1969 – 42 U.S.C. 4321, et seq.
- v. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. 1271, et seq.
- w. Federal Water Pollution Control Act, as amended – 33 U.S.C. 1251-1376
- x. Single Audit Act of 1984 – 31 U.S.C. 7501, et seq.
- y. Americans with Disabilities Act of 1990 – 42 U.S.C. 12101, et seq.
- z. Title IX of the Education Amendments of 1972, as amended – 20 U.S.C. 1681 through 1683 and 1685 through 1687
- aa. Section 504 of the Rehabilitation Act of 1973, as amended – 29 U.S.C. 794
- bb. Title VI of the Civil Rights Act of 1964 – 42 U.S.C. 2000d, et seq.
- cc. Title IX of the Federal Property and Administrative Services Act of 1949 – 40 U.S.C. 1101 -1104, 541, et seq.
- dd. Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 U.S.C. 1352
- ee. Freedom of Information Act – 5 U.S.C. 552, as amended
- ff. Magnuson-Stevens Fishery Conservation and Management Act – 16 U.S.C. 1855
- gg. Farmland Protection Policy Act of 1981 – 7 U.S.C. 4201, et seq.
- hh. Noise Control Act of 1972 – 42 U.S.C. 4901, et seq.
- ii. Fish and Wildlife Coordination Act of 1956 – 16 U.S.C. 661, et seq.

- jj. Section 9 of the Rivers and Harbors Act and the General Bridge Act of 1946 – 33 U.S.C. 401 and 525
- kk. Section 4(f) of the Department of Transportation Act of 1966 – 49 U.S.C. 303
- ll. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended – 42 U.S.C. 9601, et seq.
- mm. Safe Drinking Water Act – 42 U.S.C. 300f to 300j-26
- nn. Wilderness Act – 16 U.S.C. 1131-1136
- oo. Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 – 42 U.S.C. 6901, et seq.
- pp. Migratory Bird Treaty Act – 16 U.S.C. 703, et seq.
- qq. The Federal Funding Transparency and Accountability Act of 2006, as amended (Pub. L. 109–282, as amended by section 6202 of Public Law 110–252)
- rr. Cargo Preference Act of 1954 – 46 U.S.C. 55305
- ss. Section 889 of the John D. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232

Executive Orders

- a. Executive Order 11990 – Protection of Wetlands
- b. Executive Order 11988 – Floodplain Management
- c. Executive Order 12372 – Intergovernmental Review of Federal Programs
- d. Executive Order 12549 – Debarment and Suspension
- e. Executive Order 14005 – Ensuring the Future is Made in All of America by All of America’s Workers
- f. Executive Order 14025 – Worker Organizing and Empowerment
- g. Executive Order 14149, Restoring Freedom of Speech and Ending Federal Censorship
- h. Executive Order 14154, Unleashing American Energy
- i. Executive Order 14151, Ending Radical and Wasteful Government DEI Programs and Preferencing
- j. Executive Order 14168 Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- k. Executive Order 14173, Ending Illegal Discrimination and Restoring Merit-Based Opportunity

Presidential Policy Directives and Memorandums

- a. Presidential Policy Directive 21 – Critical Infrastructure Security and Resilience
- b. National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Systems

General Federal Regulations

- a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2 C.F.R. Parts 200, 1201
- b. Non-procurement Suspension and Debarment – 2 C.F.R. Parts 180, 1200
- c. Investigative and Enforcement Procedures – 14 C.F.R. Part 13
- d. Procedures for predetermination of wage rates – 29 C.F.R. Part 1
- e. Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States – 29 C.F.R. Part 3
- f. Labor standards provisions applicable to contracts governing federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act) – 29 C.F.R. Part 5
- g. Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements) – 41 C.F.R. Parts 60, et seq.
- h. New Restrictions on Lobbying – 49 C.F.R. Part 20

- i. Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 – 49 C.F.R. Part 21, including any amendments thereto
- j. Uniform relocation assistance and real property acquisition for Federal and Federally assisted programs – 49 C.F.R. Part 24
- k. Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance – 49 C.F.R. Part 25
- l. Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance – 49 C.F.R. Part 27
- m. DOT’s implementation of DOJ’s ADA Title II regulations compliance procedures for all programs, services, and regulatory activities relating to transportation under 28 C.F.R. Part 35
- n. Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation – 49 C.F.R. Part 28
- o. Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors – 49 C.F.R. Part 30
- p. Governmentwide Requirements for Drug-Free Workplace (Financial Assistance) – 49 C.F.R. Part 32
- q. DOT’s implementing ADA regulations for transit services and transit vehicles, including the DOT’s standards for accessible transportation facilities in Part 37, Appendix A – 49 C.F.R. Parts 37 and 38
- r. Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs – 49 C.F.R. Part 26, including any amendments thereto (as applicable under section 18.3 of this agreement)

Office of Management and Budget Circulars

- a. Any applicable OMB Circular based upon the specific FY 2024 Safe Streets and Roads for All Grant Recipient.

Highway Federal Legislation

- a. Agreements relating to the use of an access to rights-of-way—Interstate System, 23 U.S.C. 111
- b. Planning, 23 U.S.C. 134 and 135 (except for projects that are not regionally significant that do not receive funding under Title 23 or Chapter 53 of Title 49)
- c. Tolls, 23 U.S.C. 301 (to the extent the recipient wishes to toll an existing free facility that has received Title 23 funds in the past); except as authorized by 23 U.S.C. 129 and 166.
- d. Efficient Environmental Reviews - 23 U.S.C. 139
- e. Policy on lands, wildlife and waterfowl refuges, and historic sites - 49 U.S.C. 303

Federal Highway Regulations

- a. Planning – 23 C.F.R. Part 450 (except for projects that are not regionally significant that do not receive funding under Title 23 or Chapter 53 of Title 49)
- b. National Highway System Design Standards – 23 C.F.R. Part 625
- c. Location and Hydraulic Design of Encroachments on Flood Plains – 23 C.F.R. Part 650 Subpart A
- d. Manual on Uniform Traffic Control Devices – 23 C.F.R. Part 655
- e. Environmental Impact and Related Procedures – 23 C.F.R. Part 771
- f. Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites (Section 4(f)) – 23 C.F.R. Part 774
- g. Permitting Requirements under the National Pollutant Discharge Elimination System – 40 C.F.R. Part 122

Specific assurances required to be included in the FY 2024 Safe Streets and Roads for All Grant agreement by any

of the above laws, regulations, or circulars are hereby incorporated by reference into this agreement.

4. SCOPE OF WORK

4.1. Background and General Summary of Services

The Northwestern Indiana Regional Planning Commission (NIRPC) and the counties of Lake, Porter, and La Porte in Indiana have partnered together to develop a Regional Safety Action Plan to improve roadway safety and significantly reduce or eliminate roadway fatalities and serious injuries within their jurisdictions.

The three counties are responsible for all local roads located outside of incorporated municipalities and collectively maintain 2,388 miles of roadways. Between 2017 and 2021, there were 136 fatal crashes in the unincorporated areas. A crash in an unincorporated area of Northwest Indiana is more than twice as likely to result in a fatality than a crash in a city or town. This is a distinct safety challenge that the counties are partnering to address.

General Project Overview

NIRPC proposes to use an SS4A grant to fund a regional safety action plan to prevent roadway fatalities and serious injuries within Northwest Indiana.

As the lead agency, NIRPC will manage the selected professional planning or engineering Consultant to develop all aspects of the plan. The four project partners (NIRPC and the three counties) will serve as the selection committee. The four project partners will participate in a committee to oversee the development of the plan and to provide technical reviews of the recommendations. The governing boards of all four partners will be provided with project updates and opportunities for input.

The Consultant team will perform all the necessary services provided under this contract within the NIRPC region. Work will involve the development of multiple deliverables to be used in informing NIRPC's planning, policies, and practices related to safety. The Consultant team will conduct bi-weekly project management meetings throughout the duration of the contract. The time, date, location, and format of the meetings will be determined through joint agreement in Task 1 (Project Management Plan). The Consultant team will attend and present findings in committee, subcommittee, task force, planning team, advisory group meetings, and others critical to the successful performance of this scope of services.

The planning process and deliverables will address the eight components described in the FY24 SS4A NOFO and other SS4A guidance: Leadership commitment and goal setting; Planning structure; Safety analysis; Engagement and collaboration; Equity; Policy and process changes; Strategy and project selections; and Progress and transparency. Within this framework, the plan should, at a minimum, answer the following questions:

- What are the trends for safety in the region?
- Who is most at risk when traveling in the region?
- What aspects of road design, access management, vehicle design, community design, and human behavior or psychology lead to unsafe outcomes?
- What are the most dangerous types of roads and high-risk corridors in the region?
- How do the geographic scales and travel patterns of the region affect safety outcomes?
- How do residents and decision makers view or prioritize safe transportation in the region?
- What are effective tools for minimizing risk and improving roadway safety?
- How can NIRPC focus multi-modal solutions on high-risk corridors?
- What are the unique safety issues of rural and unincorporated areas and what are the unique strategies to address them?
- How can NIRPC's policies and funding programs improve regional safety outcomes, especially related to fatalities and serious injuries?

Drawing upon safety and demographic data analysis along with stakeholder and public engagement, the plan will identify the region's High-Injury Network (HIN) and a High-Risk Network (HRN) and the region's safety needs and propose policies, projects, and strategies to improve safety. Prioritization of these proposals will be guided by a Safe System Approach, stakeholder input, and equity.

The regional plan will analyze the road network of the entire region, including the federal, state, and local systems, but will include two distinct elements: a rural element and an urban element.

The rural element will address the distinct safety issues of the roadway network in the rural portions of the three counties and will be more comprehensive, providing detailed, specific project recommendations, including for safety improvements on corridors that extend across multiple counties.

The urban element will focus more broadly on the safety issues of the urban cities and towns and the unincorporated urban areas of the region but will have sufficient detail to meet the requirements of the safety action plan. Multiple cities and towns within the NIRPC planning area have received SS4A grants and have completed or are in the process of completing a safety action plan. These municipalities represent a significant portion of the urban area. To avoid duplication of work, as a supplemental planning activity, NIRPC and the selected consultant will coordinate with these communities and consolidate these local plans into the regional plan. Like the rural element, a goal of the urban element is to identify improvements that cross multiple jurisdictions.

The plan will also incorporate other applicable planning documents, including other state, regional, and local plans as applicable. The plan will reference national research (i.e. NCHRP, TRB, FHWA, NACTO, NHTSA, etc.)

This plan will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the region. The plan will develop recommendations for both motorized and non-motorized modes in the roadway network as well as other elements – land use, regional transit, greenways, or other community factors – to create a comprehensive course of action. The plan will address federal and state regulations (including design guidance as well as performance management goals, measures, and targets) and will promote equitable outcomes.

Specific implementation recommendations will be tailored to the four project partners' distinct jurisdictions and responsibilities: to NIRPC as the MPO and to the counties as the owners and maintainers of the county road network.

The Consultant Team will ensure the satisfactory accomplishment of the tasks described in the Scope of Services. Specific deliverables that must be provided are identified, but the Consultant Team may determine additional deliverables that contribute to the successful completion of the project and meet overall project objectives.

4.2. Tasks

4.2.1. Task 1: Project Management & Engagement Plan

In this task the Consultant will provide a plan for clear and consistent project management and public engagement. The Consultant Team will start by developing a Project Management Plan and an Engagement Plan.

The Project Management Plan will include an overall schedule for Tasks 2-6 deliverables, including timeframes for review. Monthly reports will be required to document progress and ensure timeframes are met. The Consultant Team will establish a process to incorporate feedback and input from one or more committees – composed of key stakeholders; local or national research experts; and representatives from partner agencies and organizations – which will be convened a minimum of six times to assist in this planning process.

The Engagement Plan will identify a diverse mix of key stakeholders, such as those from partner agencies, local governments, and community or advocacy groups, as well as the general public to engage throughout the entire process. The Engagement Plan will outline strategies to engage and include communities located throughout the three counties, including in rural areas, as well as communities disproportionately impacted by traffic risks and traditionally underserved by safety efforts. The Engagement Plan will establish an engagement schedule with

opportunities for authentic and meaningful public engagement with at least one in-person, public open house in each of the three counties.

No additional work beyond Task 1 will proceed until the Consultant Team has completed and NIRPC has approved these deliverables.

DELIVERABLES:

- Project Management Plan (draft and final)
- Stakeholder Engagement Plan (draft and final)
- Monthly Progress Reports
- In-person presentations to the Transportation Committee

4.2.2. Task 2: Practice, Policy, & Plan Review

In this task the Consultant will collect and review current federal and Indiana transportation safety programs, policies, and activities related to roadway and transit safety and provide a summary of the efforts, including strategies other jurisdictions are using to address safety, identifying programs that have evidence of measurable success, and assessments of the most effective and efficient methods used to achieve outcomes. The review should identify the metrics used by federal and state agencies to evaluate and select projects for safety-related funding programs and types of projects and strategies. This review should assess the quality and completeness of existing data in order to make recommendations on best analysis strategies, performance measures, and metrics to evaluate and rank project proposals.

Additionally, in this task the Consultant will collect completed and in-progress safety action plans in the NIRPC region. These plans will be summarized and documented for incorporation into the Regional Safety Action Plan.

This task will provide a foundation and structure for later analysis and recommendations. The deliverables from this task will inform the Plan's methodological approach, data analyses, and recommendations in the final report.

DELIVERABLES:

- One or more Technical Memo(s) documenting findings of Task 2

4.2.3. Task 3: Stakeholder Input & Priority Issue Identification

This task will ground the Regional Safety Action Plan with authentic, robust public engagement and input. The task will incorporate engagement activities that inform, consult, involve, empower, and collaborate with both decision-making leaders and those who are most affected by traffic fatalities and serious injuries. The Consultant Team will implement the Engagement Plan (Task 1) to identify safety priorities and to continuously engage both the committees, stakeholders, and the general public. The Consultant Team will prepare a technical memo on priority issues based on a comprehensive understanding of all stakeholder input.

The Engagement Plan (Task 1) will detail specific engagement methods that are uniquely tailored to involve a diverse range of audiences, including consideration of how to reach a diverse range of stakeholders representative of the region's geography and demographics. Activities may include regional public workshops; outreach to community leaders, local decision-makers, and local staff to understand current planning practices and priorities; community-based discussions of multi-modal safety along high-crash corridors and in areas where people are disproportionately impacted; and a variety of opportunities for technical stakeholders and the public to provide comments on draft recommendations. These methods may be conducted using virtual tools, but NIRPC prefers in-person engagement. Both the consultants and NIRPC will determine the best use of virtual tools in achieving representative input. A summary of each engagement opportunity - including the activity, the feedback received, and participants engaged - will inform the final report.

This Task will run concurrently and in conjunction with Tasks 2 through 5. Early efforts in the process should focus on listening and learning about public concerns. Later efforts may solicit responses to analysis findings and recommendations. Virtual engagement tools must ensure equitable and representative participation but can be

used to substitute and expand upon traditional in person methods, including but not limited to virtual public meetings; surveys; online visualizations; and social media tactics to solicit stakeholder feedback.

DELIVERABLES:

- Technical Memo on Priority Issues (draft and final)
- Summary Memos on Stakeholder (technical and general public) Feedback (final)
- Summary of Public Comments on Draft Recommendations (final)

4.2.4. Task 4: Data Analyses

This task will analyze data to provide insight into the trends, causes, and patterns of transportation safety in the NIRPC region. The Consultant Team will use methods and datasets identified in Task 2 to inform the Regional Safety Strategy, including:

- Regional safety trends over time;
- The prevalence of crash types, especially those resulting in serious injuries and fatalities;
- The regional distribution of crashes, including geographic locations of crashes as well as road typologies or system characteristics;
- Data that connect prevalent risks and crash characteristics to agency policy and processes, including implementing proven safety countermeasures, identifying projects or location for priority funding, and supporting local project development

Data analysis (and final recommendations) will prioritize infrastructure characteristics and engineering interventions, including walkway, bikeway, and roadway designs; intersection or crossing designs; traffic calming and speed management; signage and signalization; transit station and stop design; freight and curbside logistics; and other infrastructure as needed. Analysis and recommendations may examine non-infrastructure characteristics – such as education, outreach programs, etcetera – where supported by evidence. Enforcement activities and strategies may only be included based on guidance from the committees and literature review.

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.). The analysis should include all public roadways, transit and pedestrian facilities within the region without regard for ownership. Based on the analysis performed, the selected consultant will develop both a High-Injury Network (HIN) and a High-Risk Network (HRN) that excludes Interstate Highways except for at-grade ramp terminals. The consultant will also develop a separate HIN and a separate HRN for Vulnerable Road Users (VRUs). The consultant should examine all of the already completed and in-progress SS4A Plans for their HIN and HRN networks in order to determine if they should also be included in the regional HIN and HRN network for this effort when evaluated in the broader context of the entire 3-county region.

Jurisdictions within the NIRPC area that have already completed or are currently working on SS4A Safety Action Plans include:

- Town of Burns Harbor
- City of Crown Point
- City of East Chicago
- City of Gary
- City of Hammond
- Town of Highland
- Town of Merrillville
- City of Michigan City
- City of Portage

- City of Valparaiso
- City of Whiting

Within this task, the consultant shall review the methodology and findings with the project committee to ensure that proportionately high crash locations in unincorporated and rural roads are clearly identified and represented in the HIN and HRN, and if necessary, prepare a separate analysis and network for rural areas.

DELIVERABLES:

- Technical Memo on Data Analysis, Crash & Risk Findings, and methodology for creating HIN and HRN networks (draft and final)
- Comprehensive categorization and listing of regional roadway safety challenge locations.
- Regional HIN network for all modes
- Regional HIN network for VRU modes (bicycle and pedestrian)
- Regional HRN network for all modes
- Regional HRN network for VRU modes (bicycle and pedestrian)

4.2.5. Task 5: Regional Safety Action Plan Report

This task will develop recommended actions NIRPC and its partners can take to improve safety outcomes in the region. which will be compiled into a final report. The final report will include a comprehensive set of projects and strategies, shaped by data, best practices, as well as stakeholder input and equity considerations. The list of projects and strategies shall be 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 Plan will prioritize evidence-based infrastructure recommendations that address data findings from Task 4 and specific policy and programming recommendations for NIRPC to pursue; enforcement recommendations may only be included after consultation with the committees.

The Plan will incorporate complementary regional and local frameworks for action. The Plan’s regional framework will address safety within MPO roles: regional goals and plans; project evaluation and prioritization; funding allocation; regional coordination; and federal performance targets. The Plan’s local framework will establish best practices for local governments in the NIRPC region, including safety-focused project development and “Vision Zero” strategies.

A key outcome of both regional and local frameworks will be estimating and achieving progressively lower roadway fatalities and injuries each year. Based on the Practice, Plan, and Policy Review (Task 2), the Consultant Team will develop strategies consistent with reporting needs for FHWA Safety Performance Targets and Governor’s Office of Highway Safety focus areas. Strategies in this task will compare current and alternate methods that support progressively lowering safety targets for crashes located within the MPO boundary.

The final report will summarize data analysis and policy recommendations and incorporate graphical illustrations (Task 6). The final report will be succinct and accessible for the public, elected officials, and practitioners. The Plan shall include methods to measure progress over time, which will provide ongoing transparency with residents and other relevant stakeholders.

DELIVERABLES:

- Regional Safety Strategy report (draft and final)

4.2.6. Task 6: Safe Street Visualizations

This task will leverage the findings from the Regional Safety Action Plan to illustrate safety concepts throughout NIRPC’s programs and plans. The task will develop materials and illustrations that NIRPC and partners can use in a wide variety of contexts, including through use in local technical assistance projects.

The Consultant Team will develop graphical visualizations, including renderings and presentation materials, that communicate and illustrate proven safety countermeasures, context-sensitive design solutions, multimodal roadway

and community typologies, and other recommendations developed in Tasks 2-5. Illustrations will be incorporated into the final Regional Safety Action Plan and will be delivered as files that NIRPC can incorporate into other regional planning documents.

DELIVERABLES:

- Visualizations for Safety Countermeasures

[Remainder of Page Intentionally Left Blank]

5. REQUIRED CERTIFICATIONS

[Remainder of Page Intentionally Left Blank]

5.1. Compliance With Federal Requirements

CERTIFICATION OF COMPLIANCE WITH FEDERAL REQUIREMENTS

_____ (Proposer) certifies that it can comply with the Federal requirements and conditions as outlined in this document.

Signature

Title

Date

5.2 Compliance With Debarment and Suspension

CERTIFICATION OF COMPLIANCE WITH GOVERNMENT-WIDE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION PROVISIONS – LOWER TIER COVERED TRANSACTIONS

(Contractors that apply or bid for an award of \$25,000 or more must file the required certification)

In regard to 2 CFR Part 180 and Executive Order 12549 and 12689

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below in accordance with the following instructions:

1. 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, NIRPC may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to NIRPC 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.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier 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 and 12689 [2 CFR Part 180]. You may contact NIRPC for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal 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 in writing by NIRPC.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. 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 issued by U.S. General Service Administration.
7. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. 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 all remedies available to the Federal Government, NIRPC may pursue available remedies including suspension and/or debarment.

Pursuant to the above instructions:

(1) The prospective lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 2 C.F.R. 180] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

_____ **Signature of Proposer's Authorized Official**

_____ **Name and Title of Proposer's Authorized Official**

_____ **Date**

5.3 Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

2 CFR Part 200 - Appendix II

Certification For Contracts, Grants, Loans, And Cooperative Agreements

(Contractors that apply or bid for an award of \$100,000 or more must file the required certification)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

_____ **Signature of Proposer's Authorized Official**
_____ **Name and Title of Proposer's Authorized Official**
_____ **Date**

5.4 Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The undersigned Proposer, being duly sworn on oath, says that he or she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him or her, entered into any combination, collusion or agreement with any person from Proposing not to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposing. He or she further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly any rebate, fee, gift, commission or thing of value on account of such sale.

Printed Name of Proposer

Signature of Proposer

Date

5.5 No Investment in Iran

CERTIFICATION IN NO INVESTMENT IN IRAN

As required by IC 5-22- 16.5, Contractor certified that it is not engaged in investment activities in Iran. Providing false certification may result in the consequences listed in IC 5-22-16.5-14, including termination of this Contract and denial of future state contracts, as well as imposition of a civil penalty.

Contractor

Signed: _____

Printed Name: _____

Title: _____

5.6 Employment Eligibility Verification

EMPLOYMENT ELIGIBILITY VERIFICATION

Contractor affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien. Contractor shall enroll in and verify the work eligibility status of all its newly hired employees through the Federal E-Verify program as defined in IC 22-5-1.7-3. Contractor is not required to participate should the Federal E-Verify program cease to exist. Contractor shall not knowingly employ or contract with an unauthorized alien. Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien. Contractor shall require its subcontractors, who perform work under this contract, to certify to the Commission that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Federal E-Verify program. Contractor agrees to maintain this certification throughout the duration of the term of this agreement with the Commission and during the term of any subsequent contract with a subcontractor performing work under this agreement. The Commission may terminate for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the Commission.

Contractor

Signed: _____

Printed Name: _____

Title: _____

Date: _____