



CITY OF NATCHITOCHES

**REQUEST FOR PROPOSALS FOR DEVELOPMENT OF COMPREHENSIVE SAFETY ACTION PLAN
FOR SAFE STREETS FOR ALL (SS4A) PROGRAM**

JUNE 19, 2023

Part 1: Scope of Services to Be Provided

The City of Natchitoches is seeking the services of a transportation planning consulting firm to develop a Comprehensive Safety Action Plan (hereinafter referred to as “Action Plan”) meeting the requirements of the U.S. Department of Transportation FY 22 Safe Streets for All (hereinafter referred to as “SS4A”) program.

The goal of the Action Plan is to identify and prioritize a list of specific projects that have the greatest potential to eliminate traffic fatalities and severe injuries, and potential funding sources, so that funding for implementation can be sought over the next several years.

The Action Plan shall utilize an evidence-based approach to examine trends of accident locations, conditions, and other factors that result in serious injury and fatalities on all streets within the Natchitoches corporate limits, including on the State highway system. With 24.10% of its population in an Underserved Community census tract, demographics and road users that are overrepresented in crashes shall be identified and areas of the City that are in the greatest need of safety improvements shall be determined in order to promote equity throughout the community. Low-cost, high-impact strategies, as well as the use of Federal Highway Administration proven safety countermeasures, shall be considered in the development of the Action Plan. The implementation of innovative technologies or strategies to promote safety and equity shall also be considered. The Plan shall consider all road users, including pedestrians, bicyclists, public transportation users, personal conveyance and micromobility users, as well as motorists and commercial operators.

The Action Plan shall meet all requirements of the Notice of Funding Opportunity [NOFO] for the Safe Streets for All program as found in the Federal Register, Volume 87, No. 100, dated May 24, 2022. The following components as listed in Table 1 of the NOFO shall be addressed in the Action Plan:

- Leadership Commitment and Goal Setting
- Planning Structure
- Safety Analysis
- Engagement and Collaboration
- Equity Considerations
- Policy and Process Changes
- Strategy and Project Selections
- Progress and Transparency

See NOFO for details about each of these components.

In particular, the selected Consultant shall assist City of Natchitoches staff in robust engagement with the public and community stakeholders, and shall incorporate feedback from these efforts into the Action Plan. The Plan shall also include establish performance measures meeting US DOT requirements. The draft Action Plan shall be complete and ready for public comments no later than December 31, 2023.

Part 2: Firm Qualifications

Firms to be considered shall be experienced in the analysis of existing conditions and historical crash data and in the development of highway safety plans, as well as in the area of community engagement and strategies to promote equity.

If the firm intends to utilize a subcontractor to complete portions of the work, this should be noted and the subcontractor's past experience in the specific areas of the work shall be specifically documented.

Part 3: Submittal of Responses to This RFP

Responses to this Request for Proposals shall include the following parts:

1. **General** :
 - a. Name, address, telephone number, e-mail address, and Federal tax identification number of Proposer.
 - b. Name and contact information for the person authorized to contractually obligate the Proposer on behalf of the Proposer.

2. **Introduction:**
 - a. A brief statement of the Proposer's understanding of the scope of work to be performed.
 - b. A confirmation that the Proposer meets the appropriate State licensing requirements to practice in the State of Louisiana.
 - c. A confirmation that the Proposer has not had a record of substandard work within the last five years.
 - d. A confirmation that the Proposer has not engaged in any unethical practices within the last five years.
 - e. A confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.
 - f. The signature of the individual who is authorized by the Proposer to provide information of this nature.

3. **Background and Experience:**
 - a. Describe Proposer's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.

- b. Describe any prior engagements in which Proposer's firm engaged in the development of highway safety plans. Include examples of work on similar projects as previously described in this RFP and a list of completed projects, including the names, phone numbers, and email addresses of contact persons in the organizations for whom any projects referenced in this section were conducted. Proposer should include written references from previous clients attesting to the quality of work and compliance with performance schedules Proposer cites in this section.
- c. Describe any issue which would be uniquely relevant in evaluating the experience of Proposer's firm to handle the proposed project.
- d. Provide current information on professional errors and omissions insurance coverage carried by Proposer's firm, including amount of coverage.

4. Specialized Knowledge:

- a. Describe the firm or Consultant's knowledge of the Safe Streets for All program or similar programs.

5. Personnel/Professional Qualifications:

- a. Include resumes of each staff member who will be assigned to this project, including name, position, telephone number, fax number, email address, education, and years and type of experience. Describe, for each such person, the projects relevant to this RFP on which they have worked. Provide the names, telephone numbers, and email addresses of contact persons with the firms or organizations with whom these staff members worked on these projects.
- b. Estimate the number of persons to be assigned to this project.

6. Approach:

- a. Clearly describe the unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the Scope of Services.
- b. Present innovative concepts, approaches, and methodologies, if any, not discussed in the proposed Scope of Work for consideration.

7. Proposed Compensation:

Proposer shall provide a Lump Sum Fixed Fee for all services described in Part 1: Scope of Services to Be Provided. The City of Natchitoches reserves the right to negotiate with the successful proposer to ensure that the proposed fee fits within the established project budget.

Payment terms will be negotiated with the successful proposer but will include specific time frames and performance measures that must be achieved to receive payment for services rendered. Failure to meet the specified time frames and/or performance measures will result in the assessment of damages.

8. Responses:

Responses to this Request for Proposals shall be delivered to the City of Natchitoches, Attention: Mayor Ronnie Williams, Jr., whose office is located at 700 Second S., Natchitoches, LA 71457. If mailed, responses shall be addressed to Mayor Ronnie Williams, Jr. 700 Second St., Natchitoches, LA 71458. Four (4) copies of the firm’s submittal shall be provided. In order to be considered, responses must be received in the Office of the Mayor not later than **4:00 p.m. on Wednesday, July 5, 2023.**

Proposals shall be sealed and identified on the outside as:

“Response to City of Natchitoches Request for Proposals for SS4A Action Plan”

The City of Natchitoches reserves the right to reject any or all proposals.

Responses will be evaluated by a Review Team comprised of the Purchasing Director, Finance Director, City Engineer, and Grants Manager. All proposals will be scored and ranked in accordance with the Evaluation and Selection Criteria as outlined in Part 5 below, with the highest ranked firm being selected. Formal acceptance and award of contract to the selected firm will be made following review and approval of the Federal Highway Administration, Louisiana Division, and approval by the Natchitoches City Council.

Questions about this RFP may be directed to Mr. Nick Verret, City Engineer, at nverretjr@natchitochesla.gov.

Part 4: Evaluation and Selection Criteria

Responses to this RFP will be evaluated by the City of Natchitoches based on the rating criteria outlined below. Proposals will be evaluated on the basis of written materials furnished by the proposer. Sufficient information must be included in the proposal to ensure the correct rating. Incomplete or incorrect information may result in a lower score.

1. Proposal Cost:

The lowest proposed Lump Sum Fixed Fee received by the City of Natchitoches will be scored at the maximum number of points for this selection criterion, with the remaining proposals receiving a pro-rated score for this factor based on comparison to the lowest Fixed Fee proposal.

2. Non-Cost Evaluation Factors:

- a. Firm qualifications, including specialized expertise and technical competence
- b. Past experience of firm in the development of highway safety plans or similar projects, relative to quality and timeliness of work, based on review of list of past projects and references from previous clients
- c. Firm capacity to deliver timely services

3. Rating System:

Respondents will be evaluated on the basis of the written materials submitted and verified, according to the following factors:

- Past experience of firm in development of highway safety plans/similar projects Max. 35 Points
- Proposed total cost for work as outlined in Part 1 Max. 25 Points
- Firm qualifications, including specialized expertise and technical competence Max. 15 Points
- Qualifications of Actively Involved Staff Max. 15 Points
- Firm capacity to deliver timely services Max. 10 Points

TOTAL MAXIMUM SCORE = 100 Points

In the event of a tie, additional information may be requested and/or oral interviews may be held with those firms, either by telephone or in person.

Part 5: Execution of the Work and Payment

Upon evaluation of proposals received in accordance with the criteria outlined above, the selection of firm by the City of Natchitoches, and concurrence in the award of contract by the Federal Highway Administration, Louisiana Division, and the Natchitoches City Council, a written contract will be executed.

Upon execution of the contract, the selected firm shall immediately begin the work and shall continuously execute the work as outlined in Part 1 through project completion and closeout.

The City of Natchitoches will make payment to the selected firm upon receipt of project funds from the U.S. Department of Transportation.

Part 6: Equal Opportunity Employment Statement

The City of Natchitoches is an Equal Employment Opportunity Employer and encourages all qualified firms, including Disadvantaged Business Enterprises and those owned by minorities and women, to submit proposals for review and evaluation.

Part 7: Terms & Conditions

Late Proposals:

The City of Natchitoches ("the City"), reserves the right to not accept late proposals. Each Respondent is responsible for insuring the responses to this RFP have been delivered by the date, time and to the location as specified in this RFP Document. The receipt of the responses submitted will be acknowledged as received only, and does not constitute any acceptance by the City of Natchitoches as an offer. Documentation will become a part of the City Clerk's minutes only after selection is made, if any.

Disadvantaged Business Enterprise (DBE):

The City of Natchitoches is committed to developing, establishing, maintaining, and enhancing minority business involvement in the total procurement process. The City, its contractors, their suppliers and

subcontractors, vendors of goods, equipment, services, and professional services, shall not discriminate on the basis of race, color, religion, national origin, age, handicap, or sex in the award and/ or performance of contracts. However, competition and quality of work remain the ultimate standards in contractor, subcontractor, vendor service, professional service, and supplier utilization. All vendors, suppliers, professionals and contractors doing business or anticipating doing business with the City shall support, encourage and implement steps toward our common goal of establishing equal opportunity for all residents of Natchitoches. Small and minority businesses, women's business enterprises, and labor surplus are firms are encouraged to participate in this RFP.

Cost of Preparation:

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations or negotiations. The City assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that The City assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process:

All documents submitted as part of the Respondent' s offering will be deemed confidential during the evaluation process.

Rejection of Responses:

The City reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the City, or to award a contract to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after approval of the selection by the Natchitoches City Council.