REQUEST FOR QUALIFICATIONS (RFQ)

FOR ENGINEERING & PLANNING SERVICES

SAFE STREETS AND ROADS FOR ALL (SS4A) – COMPREHENSIVE SAFETY ACTION PLAN

RFQ Issued:
June 3, 2026

Notice of Intent Deadline
June 15, 2026

Submission Deadline
July 8, 2026

Contact:
Dan Reyes
Assistant Town Manager
(219) 836-6907
Dreyes@munster.org
1005 Ridge Road
Munster, IN 46321

1. INTRODUCTION

The Town of Munster, Indiana, through its Department of Public Works, invites qualified engineering and planning firms to submit Statements of Qualifications (SOQs) to assist the Town in preparing a Comprehensive Safety Action Plan under the Federal Safe Streets and Roads for All (SS4A) program administered by the Federal Highway Administration.

The Town has been awarded SS4A planning grant funding and seeks professional services to develop a data-driven, community-supported roadway safety action plan consistent with federal guidance.

2. PROJECT BACKGROUND

The Town of Munster is a mature, built-out community in Lake County, Indiana, with approximately 23,000 residents. The Town maintains an extensive network of local roadways and coordinates with Lake County and INDOT facilities within its jurisdiction.

The Town is committed to:

- Reducing fatal and serious injury crashes
- Improving pedestrian and bicycle safety
- Addressing high-risk corridors and intersections
- Developing implementable safety countermeasures
- Aligning with Federal Safe System Approach principles

This Action Plan will position the Town for future SS4A Implementation Grant funding. The Town's application narrative is included.

3. Project Budget

The Town is receiving $240,000 in Federal funding towards the SS4A Safety Action Plan and providing an additional $60,000 for a total not to exceed $300,000.

4. SCOPE OF SERVICES

The selected consultant shall provide professional services including, but not limited to:

A. Project Management

- Develop detailed project schedule
- Coordinate with Town staff and Study Advisory Team.
- Prepare required USDOT reporting documentation
- Conduct progress meetings

B. Safety Data Collection & Analysis

- Review crash data (minimum 5-year dataset)
- Review Local and state transportation plans, recreation management plans, community strategic plans, comprehensive plans, and any other documents that will help guide the Safety Action Plan
- Review plans as related to the development of Ridge Road
- Identify high injury network (HIN)
- Conduct roadway safety audits as needed
- Evaluate pedestrian/bicycle conflict areas
- Analyze speed data and traffic volumes
- Assess equity and underserved community impacts
- Origin-Destination analysis

C. Stakeholder & Public Engagement

- Public workshops and stakeholder meetings
- At least three updates to Town Council
- Online engagement tools/surveys, and website
- Coordination with:
    - Police Department
    - Schools
    - County and State
    - Regional planning organizations
    - Local non-profits

D. Development of Safety Action Plan

- Vision & safety goal statement
- Policy review
- Identification of priority corridors
- Countermeasure toolbox (engineering, enforcement, education)
- Cost estimates and prioritization matrix
- Implementation timeline
- Performance measures and evaluation framework

E. Federal Compliance

- Ensure plan meets all SS4A grant requirements
- Incorporate Safe System Approach
- Provide documentation suitable for Implementation Grant submission

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5. DELIVERABLES

The consultant shall provide:

- Draft Safety Action Plan and perform revisions as necessary
- Final Comprehensive Safety Action Plan
- GIS-based mapping files
- Executive summary for public distribution
- Implementation-ready project list
- Presentation materials for Town Council

All materials shall be delivered in Microsoft Word® and Adobe PDF format.

6. MINIMUM QUALIFICATIONS

Firms must demonstrate:

- Experience with SS4A planning grants
- Knowledge of FHWA and USDOT requirements
- Experience developing High Injury Networks
- Proven public engagement experience
- Registered Professional Engineer (Indiana preferred)
- Experience working with Indiana municipalities
- Experience coordinating with the Federal Railroad Administration (FRA) and other rail operators or agencies associated with rail systems

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7. NOTICE OF INTENT AND SUBMITTAL REQUIREMENTS

Notice of Intent:

All interested parties are encouraged to submit a written "Notice of Intent to Submit Statement of Qualifications – Town of Munster Safe Streets for All (SS4A)". Failure to submit written notice shall waive any obligation on behalf of the Town to provide notice of any alterations in the RFQ process and/or responses to questions concerning the RFQ.

Interested parties can provide written notice by email to the SS4A Contact, found above, with the "Notice of Intent to Submit SOQ – Town of Munster SS4A" in the subject line. The body of the e-mail shall contain the name of the interested party, a contact person to receive any information from the Town concerning the RFQ process and that person's contact information.

Statement of Qualifications:

Five (5) copies of the firm's proposal shall be submitted to the Town Manager's Office, 1005 Ridge Road, Munster, Indiana 43621, and a PDF copy shall be mailed to dreyes@munster.org,

no later than May 1, 2026, at 3:00 PM CST. Faxed, mailed only, or emailed only proposals will not be considered.

In order to be responsive, all proposals must follow the format and contain information listed in this section. Unnecessarily elaborate brochures and other presentations beyond those sufficient to present and complete and effective response to the solution are not desired.

1. Cover letter – Provide a one or two-page letter introducing your firm.
2. Overview and Approach– Provide an abstract of your firm's submittal, summarizing the nature of the proposal, and demonstrating your understanding of the project.
3. Project team – Include brief bios or resumes of the staff who will be assigned to the project. Discuss experience and applicability to this project.
4. Relevant project experience - Provide details of up to three prior projects your firm has completed which support the firm's qualifications for this assignment.
5. Schedule
6. References - Contact information for three references knowledgeable about the firm's experience in this type of project.
7. Disclosure of any conflicts of interest

Submittals shall not exceed 25 pages (excluding resumes).

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8. SELECTION PROCESS

The Town will evaluate firms based on:

- Relevant experience (30%)
- Technical approach (25%)
- Knowledge of federal requirements (20%)
- Project team qualifications (15%)
- Ability to meet schedule (10%)

The Town reserves the right to conduct interviews

9. GENERAL TERMS

- Questions regarding the project may be directed to Dan Reyes. The provisions of this RFQ cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the Town, or the Town decides to revise any part of this RFQ, addenda will be provided to all parties that have provided notice to the Town of their intent to submit an SOQ.
- This Request for Qualifications (RFQ) is not a commitment or contract of any kind. The Town reserves the right to pursue any and/or all ideas generated by this request. The Town further reserves the right to reject, modify, or cancel, in part or in its entirety, this RFP. The Town assumes no obligation, and none is implied, to award a contract for any

phase or services, specified in this RFQ. Costs for developing submissions are entirely the responsibility of the respondents and shall not be reimbursed in any case. The Town reserves the right to reject any and all submissions. The Town reserves the right to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of the Town.

- The Town of Munster is subject to Access to Public Records Act and the Indiana Open Door Law. Submittals are public records subject to disclosure under the Access to Public Records Act. The Town cannot guarantee that any information submitted in response to the RFP will remain confidential. Vendors must understand that information and other materials submitted in response to this RFQ or in connection with any contract because this RFQ may be subject to disclosure as a public record. Therefore, submission of trade secrets or proprietary information or materials is discouraged. Confidential information in the RFQ should be clearly marked.
- Contractor shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Indiana Act.
- Contractors shall comply with the requirements of the Town Munster Ordinance 1629 To Establish Responsible Bidding Practices and Submission Requirements for Submitting Bids to Perform Construction Work on Public Works Projects.
- The Consultant 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 participating in covered transactions by any Federal department or agency.
- Title VI Assurance: The Recipient, 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.
- Where the Consultant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

10. Insurance Requirements

All coverage should list Town of Munster as an additional insured on a primary and non-contributory basis. Below is an outline of our recommendations.

Commercial General Liability Coverage

1. $1,000,000 Per Occurrence
2. $1,000,000 Personal & Advertising Injury

3. $2,000,000 General Aggregate
4. $2,000,000 Products/Completed Ops Aggregate
1. *The Town should be named as an additional insured on a primary & non-contributory basis*

Commercial Automobile Liability Coverage

1. $1,000,000 Combined Single Limit
1. *The Town should be named as an additional insured on a primary & non-contributory basis*

Umbrella or Excess Liability

1. $5,000,000 Per Occurrence
2. $5,000,000 General Aggregate
2. *Coverage provided should be follow form*

Workers Compensation Coverage

1. Statutory limits
2. Employers Liability Limits of $1,000,000/$1,000,000/$1,000,000
3. *Above coverages shall be from a company authorized to do business in Indiana and with at least an "A VII" rating from A.M. Best Company*
4. *If requested, organization must provide copies of applicable policy endorsements*

Attachments:

Non-Collusion Affidavit

Non-Collusion Affidavit

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

_____

Offeror (Firm)

_____

Signature of Offeror or Agent

State of Indiana
County of Lake

This instrument was acknowledged before me on _____ (date) by _____ (name of person) as _____ (type of authority, e.g., officer, trustee, etc.) of _____ (name of party on behalf of whom instrument was executed).

_____

signature of Notary Public

My Commission Expires: _____

Resident of _____ County

(seal)