

REQUEST FOR PROPOSALS TOWN OF FERDINAND

The Town of Ferdinand (Town) is seeking Proposals for grant administration services described below relating to the development of a comprehensive safety action plan.

DESCRIPTION OF SERVICES NEEDED

The successful applicant will work with the Town to administer grant funding according to the guidelines of the USDOT-Federal Highway Administration (FHWA) and USDOT-Safe Streets and Roads For All (SS4A) program specifications.

The following tasks have been identified but not limited to:
General Administration Services
Financial Management
Grant Close Out

TYPE OF CONTRACT

The Town will execute a firm, fixed-price type of contract for these services that is contingent on the final commitment of grant funding. All services will be delivered for the agreed upon price.

FEDERAL REQUIREMENTS

Prospective offerors should note the successful proposer must meet the terms and conditions outlined in the U.S. Department of Transportation including but not limited to:

1. Infrastructure Investment and Jobs Act
2. Executive Order 14052 – Implementation of the Infrastructure Investment and Jobs Act
3. 2 C.F.R Part 200 and 1201
4. Executive Order 14008 – Climate Change and Environmental Justice
5. Executive Order 13985 – Racial Equity and Barriers to Opportunity
6. Title VI of the Civil Rights Act of 1964.
7. Executive Order 11246 - Equal Employment Opportunity
8. Architectural Barrier Act of 1968.
9. Age Discrimination Act of 1975.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Copeland Anti-Kickback Act
13. In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. Sections 2000d to 2000d-4) and the Regulations, the Town hereby notifies all proposers 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 ground of race, color, or national origin in consideration for an award.

For a full list of applicable federal laws and regulations, see Exhibit A of the Exhibits to the FHWA Grant Agreements.

Proposers are required to submit a signed certification of Debarment, Suspension, Ineligibility and Voluntary Exclusion (found at 49 CFR 29 – Appendix B).

PROPOSAL CONTENT

The proposal should include the following:

1. A description of expertise, experience and resources directly relevant and available for the proposed project.
2. A list of similar projects previously completed.
3. A list of references.
4. Resumes of professional staff members that will work on this project.
5. Name of person to be in charge of project.
6. Description of scope of services as per “Description of Services Needed” and proposed prices as per “Type of Contract”.
7. A project time line.
8. Proposed Fee for Providing Services

The proposal shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of proposal evaluation.

AWARD OF CONTRACT

Proposal Evaluation criteria shall include:

1. Firm’s history and resource capabilities to perform required services. (Rating 5; Weight 10= Possible 50 points)
2. Evaluation of assigned personnel. (Rating 5; Weight 10= Possible 50 points)
3. Related Experience. (Rating 5; Weight 10= Possible 50 points)
4. Financial Management experience and results. (Rating 5; Weight 10= Possible 50 points)
5. Familiarity with local experience and results. (Rating 5; Weight 10= Possible 50 points)
6. Ability to relate to project. (Rating 5; Weight 10= Possible 50 points)
7. Analysis of narrative statement. (Rating 3; Weight 10= Possible 30 points)
8. Reference check. (Rating 3; Weight 10= Possible 30 points)
9. Price comparison. (Rating 2; Weight 10= Possible 20 points)

If you are interested in providing the required services, please note that three (3) copies of your proposal must be received by the Town of Ferdinand no later than the close of business (4:30 p.m.) ET (Ferdinand time) on Friday January 17, 2025. Proposals should be clearly marked on the outside “Town of Ferdinand SS4A Grant Administration” and may be mailed or hand delivered to the Tamara Miller, Clerk-Treasurer, Town of Ferdinand, P.O. Box 7, 2065 Main Street, Ferdinand, IN 47532-9555. Each Proposal will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to be held following receipt of the Proposals.

The Town may or may not negotiate the fee schedule with one or more offers and reserves the

right to reject any and/or all proposals. The Town is an Equal Opportunity Employers. Offerors may desire additional information, a site visit or clarification regarding the Proposal. If so, please contact Tamara Miller, Town of Ferdinand, at 812-367-2280.