



**City of Maple Lake**  
10 Maple Avenue S.  
PO Box 757  
Maple Lake, Minnesota 55358

**Request for Proposals**

Safe Streets and Roads for All (SS4A):  
City of Maple Lake Comprehensive Safety Action Plan (CSAP)

**Proposals Due: October 25, 2024**  
**4:00 PM (CST)**

Scott Hildebrand  
City Administrator  
320-963-3611  
[cityadmin@ci.maple-lake.mn.us](mailto:cityadmin@ci.maple-lake.mn.us)

# CITY OF MAPLE LAKE REQUEST FOR PROPOSALS

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## I. INTRODUCTION

### A. General Information

The City of Maple Lake (City) is requesting proposals from qualified firms for the creation of a Comprehensive Safety Action Plan (CSAP).

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City of Maple Lake shall not be liable for any expenses incurred by the proposer including but not limited to expenses associated with the preparation of the proposal, attendance at interviews, preparation of a compensation (fees) schedule or final contract negotiations.

To be considered, one master hard copy of the proposal must be mailed or delivered to the contact listed below and received prior to the deadline. In addition, email an electronic version of the proposal to the contact below:

#### **City of Maple Lake**

Attn: Scott Hildebrand  
PO Box 757 / 10 Maple Avenue S.  
Maple Lake, MN 55358  
320-963-3611  
cityadmin@ci.maple-lake.mn.us

The proposal must be received no later than **4:00 PM CST on October 25, 2024**. Proposers are solely responsible for delivering their proposals to the City before the deadline. Any proposal received after the deadline will not be considered.

The City reserves the right without prejudice to reject any or all proposals submitted.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

It is anticipated the selection of a firm will be completed by **November 6, 2024**. Following the notification of the selected firm, it is expected a contract will be executed between both parties following the **November 13, 2024**, meeting of the City Council.

### B. Term of Engagement

The contract term will start after City Council approval and is expected to end with City Council acceptance of the CSAP and final project invoicing, which is expected in the summer of 2025.

### C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City and in conformance with all federal requirements.

## II. NATURE OF SERVICES REQUIRED

### A. Scope of Work to be Performed

See Appendix A.

**B. Reports to be Issued**

See Appendix A.

All deliverables, including the final plan document, text, maps, graphics, and other relevant data are to be submitted in a user-editable format.

**C. Standards to be Followed**

See Appendix B.

**D. Additional Services**

Additional services are not anticipated but can be performed as allowed and desired upon the mutual consent and agreement of compensation between the City and selected firm.

**E. Special Considerations**

**1. Federal and State Funds**

The services requested within this RFP will be funded by United States Department of Transportation's Federal Highway Administration (FHWA).

As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.

**2. Title VI Assurances**

Prospective consultants should be aware of the following contractual requirements regarding compliance with Title VI should they be selected pursuant to this RFP:

a) Compliance with Regulations. The consultant shall comply with the regulations relative to nondiscrimination in federally assisted programs of the U.S. Department of Transportation, 49 CFR Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations).

b) Nondiscrimination. The consultant, with regard to the work performed by it, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*, in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The consultant shall not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

c) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by the consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the consultant of the contractor's obligations to City of Maple Lake and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, or income status\*\*.

d) Information and Reports. The consultant shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by City of Maple Lake to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consultant is in the exclusive possession of another who fails or refuses to furnish this information, the consultant shall so certify to City of Maple Lake as appropriate and shall set forth what efforts it has made to obtain the information.

e) Sanctions for Noncompliance. In the event of the consultant's noncompliance with the nondiscrimination provisions as outlined herein, City of Maple Lake shall impose such sanctions as it or FHWA may determine to be appropriate, including but not limited to:

- Withholding of payments to the consultant under the contract until the consultant complies; and/or
- Cancellation, termination, or suspensions of the contract, in part or in whole.

f) Incorporation of Title VI Provisions. The consultant shall include the provisions of Section XIII, paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

The consultant shall take such action with respect to any subcontract or procurement as City of Maple Lake, the U.S. Department of Transportation, or FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation by a subcontractor or supplier as a result of such direction, the consultant may request City of Maple Lake enter into such litigation to protect the interests of City of Maple Lake; and, in addition, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

\*\* The Act governs race, color, and national origin. Related Nondiscrimination Authorities govern sex, 23 USC 324; age, 42 USC 6101; disability/handicap, 29 USC 790; and low income, EO 12898.

#### **F. Retention of Workpapers and Access to Working Papers**

All working papers and reports must be retained, at the firm's expense, for a minimum of 3 years, unless the firm is notified in writing by the City of the need to extend the retention period. The firm will be required to make working papers available, upon request, to the following parties or their designees: City of Maple Lake, Minnesota Department of Transportation, Federal Highway Administration.

#### **G. Ownership**

All reports, plans, models, software, websites, electronic process and plan communications, diagrams, analyses, and information generated in connection with performance of this Agreement shall be the property of the City. The City may use all plan information for its purposes. The City shall be the copyright owner of all documents.

### III. DESCRIPTION OF THE CITY OF MAPLE LAKE

The City of Maple Lake is located in Wright County, Minnesota, just 40 miles West of I-94 on Highway 55. Highway 55 bisects the City which creates unique safety concerns as residents travel to the area School. Maple Lakes current estimated population is 2,059 and hosts just as many jobs to local industry.

In 2021, the Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program, with \$5 billion in appropriated funds for 2022-2026. The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micro-mobility users, and commercial vehicle operators. The program provides funding to develop the tools to help strengthen a community's approach to roadway safety and save lives.

The City of Maple Lake City Council approved the submittal of an application for the Safe Streets for All (SS4A) federal grant program and was successfully awarded a grant of \$134,576 in July of 2024. The grant is for the purpose of developing a Comprehensive Safety Action Plan which will aim to reduce or eliminate roadway fatalities and serious injuries in Maple Lake through action plan development and implementation.

### IV. TIME REQUIREMENTS

#### A. Anticipated Proposal Calendar

The following is a list of key dates regarding the selection process:

1. Request for Proposals Released..... October 1, 2024
2. Proposals Due ..... October 25, 2024
3. Finalist Interviews, as necessary ..... November 6, 2024
4. Vendor Selected..... November 6, 2024
5. Contract Approved by City Council..... November 13, 2024

#### B. Notification

It is anticipated that the staff recommended firm will be notified prior to **November 6, 2024**.

#### C. Schedule for Completion of Work

The consultant will prepare a detailed work plan and achievable timelines for the CSAP. The following are required CSAP document timelines.

Planned Draft CSAP Completion Date:	June 01, 2025
Planned CSAP Completion Date:	October 01, 2025
Planned CSAP Adoptions Date:	December 01, 2025

### V. PROPOSAL REQUIREMENTS

#### A. General Information

##### 1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be addressed to:

**Scott Hildebrand**  
City Administrator  
PO Box 757 / 10 Maple Avenue S.  
Maple Lake, MN 55358  
320-963-3611  
cityadmin@ci.maple-lake.mn.us

All responses, questions, and correspondence should be directed to Scott Hildebrand. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

Written questions on the RFP will be accepted until **4:00 p.m., October 24, 2024**, to allow time for staff to respond. Written questions submitted after 4:00 p.m., October 24, 2024, may go unanswered.

## **2. Submission of Proposals**

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake delivery of a Comprehensive Safety Action Plan (CSAP) for the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation.

The proposal should demonstrate the qualifications of the firm and its staff to undertake this project. It should also specify the proposed approach that best meets the RFP requirements. The proposal must address each of the service specifications under the Scope of Work and Performance Tasks.

## **B. Detailed Proposal**

### **1. General Requirements**

The proposal should address all the points outlined in the request for proposal. The proposal should provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal.

At minimum, proposals shall include the following information:

**Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the consultant's project manager.

**Introduction and Executive Summary.** This section shall document the firm name, business address (including telephone, email address(es), year established, type of ownership and parent company (if any), project manager name and qualifications, and any major features that may differentiate this proposal from others, if any.

**Work Plan and Project Approach Methodology.** Proposals shall include the following, at minimum:

- a) Detailed work plan identifying the major tasks to be accomplished relative to the requested study tasks and expected product as outlined in this RFP;
- b) Timeline for completion of the requested services, including all public outreach and stakeholder meetings, identifying milestones for development of the project, and completion of individual tasks;

- c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past;
- d) List of the proposed principal(s) who will be responsible for the work, proposed Project Manager, and project team members (with resumes);
- e) Breakout of hours for each member of the team by major task area, and percentage of overall project team hours allocated to each task, with applicable rates.
- f) List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned; Request for Proposals (RFP)
- g) List of client references for similar projects described within the RFP;
- h) Required Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE) Firms participation documentation, if applicable; and
- i) Ability of firm to meet required time schedules based on current and known future workload of the staff assigned to the project.

**Signature.** Proposals shall be signed in ink by an authorized member of the firm/project team.

**Attachments.** Complete and submit the following with the proposal:

- Exhibit A – Cost/Budget Proposal
- Exhibit B – Federal Clauses



## **VI. EVALUATION PROCEDURES**

### **A. Selection Committee**

Proposals submitted will be evaluated by a four-member Selection Committee consisting of:

- Lynn Kissock - Mayor
- Andrew Johnson – Maintenance Supervisor
- Al Hudek – Public Works Director
- Scott Hildebrand – City Administrator

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Firms may be requested to make oral presentations to the Selection Committee as part of the final evaluation process.

### **B. Evaluation Criteria**

The following represent the principal selection criteria that will be considered during the evaluation process:

20 pts	Consultant's related experience with similar projects, including the consultant's ability, familiarity, and involvement in handling similar types of activities
20 pts	Specific qualifications of the consultant's project manager and key staff's experience related to the development of similar studies
20 pts	Consultant's understanding of the project scope and knowledge of local issues related to the study, as well as proposed project approach and methodology, project work plan, and project management techniques, including demonstration of ability to comply with federal grant and funding requirements
20 pts	Proposed cost of completion of CSAP and other pertinent deliverables
15 pts	Consultant's current workload, availability of key personnel, and record of past performance
5 pts	Consultant or subconsultant is documented as a Disadvantaged Business Enterprise (DBE) and/or Minority Business Enterprise (MBE)

### **C. Price Consideration**

Fees should be broken down by item and rate and should equal the total all-inclusive maximum price proposed. A description of the proposer's billing process should be included. Cost will not be the only factor the review committee will use to evaluate proposing firms.

### **D. Oral Presentations**

During the evaluation process, the Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have about a firm's proposal. Not all firms may be asked to make such oral presentations.

**E. Final Selection**

The City intends to select a firm based upon the recommendation of the Selection Committee. It is anticipated that the Council will approve the recommended firm on **November 13, 2024**.

**F. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected. The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the city's best interest.

## **APPENDIX A: SCOPE OF WORK & PERFORMANCE TASKS**

### **Project Overview**

The development of a Comprehensive Safety Action Plan (CSAP) for the Maple Lake area will provide a framework of innovative strategies and prioritized implementation actions to reduce fatal and serious crashes for all roadway users. The CSAP will help the City of Maple Lake build a safer transportation system for all users and all modes of travel.

Using guidance from FHWA's Safe System approach and SS4A's CSAP components, and in collaboration with community stakeholders, Maple Lake will develop a CSAP that delivers the following:

- Community commitment to Safe Streets including stakeholder and public engagement, with an emphasis on equity considerations and multi-modal solutions.
- Data collection and review, including a summary of existing plans, programs, and policies.
- Crash data review, including an analysis of regional trends, contributing factors, and patterns of transportation-related accidents in the community.
- Progress and communication tools, including graphics and visualizations that illustrate safety countermeasures, context-sensitive solutions, and performance measurement tracking.
- Prioritized implementation plan for safety measures including:
  - Policies, programs, innovative practices, and low-cost/high-impact strategies
  - Specific construction projects including scope and recommended timeline
- Prioritized SS4A and Department of Transportation's overall mission, including:
  - Promote safety to prevent death and serious injuries on public roadways;
  - Employ low-cost, high impact strategies that can improve safety over a wide geographic area;
  - Ensure equitable investment in the safety needs of underserved communities, which includes both underserved urban and rural communities;
  - Incorporate evidence-based projects and strategies and adopt innovative technologies and strategies;
  - Demonstrate engagement with a variety of public and private stakeholders; and  
Align with the Department's mission and Strategic Goals such as safety, climate change and sustainability; equity and Justice; and workforce development, job quality, and wealth creation.

Broadly, eligible activity costs must comply with the cost principles set forth in 2 CFR, Subpart E (i.e., 2 CFR § 200.403 and § 200.405). DOT reserves the right to make cost eligibility determinations on a case-by-case basis. Eligible activities for grant funding include the following related to development of an Action Plan:

- A. Developing a comprehensive safety action plan or Action Plan (i.e., the activities described within the scope of work in Appendix A of this RFP).

## **Project Structure and Work Plan**

The consultant will prepare a detailed work plan and an achievable timeline for the CSAP, which is anticipated to be completed for adoption by October 01, 2025. The work plan will outline the overall approach, as well as specific actions and activities that will occur during the project and how these will result in successful delivery of the CSAP.

## **Project Management and Coordination**

The Consultant is required to manage the study and coordination with any subconsultants, as well as bear responsibility for all documentation and equipment needs. The consultant will identify a project lead from their team to act as the direct point of contact for the City of Maple Lake's project manager. The Consultant is required to incorporate regular progress meetings with the City of Maple Lake, the preparation of monthly progress reports, The Consultant will provide documentation of travel and expense receipts, and the preparation and submission of invoices consistent with federal requirements.

## **Project Components & Deliverables**

Project deliverable will be a final plan document, including text, maps, graphics, and other relevant data.

The final plan document and all text, maps, graphics and other relevant data are to be submitted in both a user-editable format and in Adobe .pdf formats.

All reports, plans, models, software, websites, electronic process and plan communications, diagrams, analyses, and information generated shall be the property of the City. The City may use all plan information for its purposes and the City shall be the copyright owner of all documents.

### **1. Leadership Commitment and Goal Setting**

Build the foundation and commitment to the Safe Streets 4 All CSAP with City leadership.

- Establish Vision, Goals and Guiding Principles for the CSAP which are in alignment with the USDOT's Safe System Approach (SSA) and the Safe Streets 4 All goal for zero roadway fatalities and serious injuries on Maple Lake's transportation corridors.
- Goals will be established within the context of jurisdictional authority and In cooperation with County, State and Federal partners.
- Complete effective communication with the Maple Lake City Council throughout the project. Confirm leadership commitment to the CSAP Vision, Goals and Guiding Principles.
- Adoption of a resolution of the Council that provides a specific timeline for eliminating roadway fatalities and serious injuries, including:
  - A target date for achieving zero deaths and serious injuries, and/or
  - An ambitious percentage reduction for death or inquiry by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.

### **2. Planning Structure**

Coordinate the involvement and activities of a local Safe Streets 4 All task force which provides for local participation and project guidance. The task force will provide oversight of the CSAP development and will serve as a champion for CSAP implementation.

- Develop the structure for the task force which includes the voices most impacted by and involved with Safe Street decisions and the inclusion of diverse and/or under-represented populations within the community.
- Integrate the task force in the process of establishing the CSAP's Vision, Goals and Guiding Principles.
- Educate task force on project Vision, Goals and Principles.
- Coordinate activities, communication, resulting work products and all records of the local task force.

### **3. Safety Analysis**

Develop a detailed Safety Analysis document which provides a comprehensive baseline of existing conditions and trends for Maple Lake's street network. The resulting analysis will include all roadways within the jurisdiction, without regard for ownership.

- Analysis of the built environment and known structural issues
- Preparation of community demographics
- Analysis of crash locations, crash types and severity, and contributing factors for death and serious injury crashes
  - Data on locations, demographics, crash factors (such as speed, left turns), severity, relevant road users
- Evaluation and status of Complete Streets facilities throughout the community system
- Preparation of systemic and specific safety needs analysis and recommendations, including:
  - Built environment considerations
  - High-risk road features
  - Specific safety needs of relevant road users
  - Public health approaches
- Based on the analysis performed above, prepare a geospatial identification of high-risk locations (a High-Injury Network or equivalent).

### **4. Engagement and Collaboration**

Promote the active participation and engagement of the Maple Lake community and impacted stakeholders in development of the CSAP. The consultant is encouraged to utilize creative methods, opportunities, and activities when collaborating, engaging, and informing stakeholders and the public, especially for communities disproportionately impacted and traditionally underserved.

- Develop a distinct project identity to build community recognition and support.
- Prepare and execute a detailed public engagement plan that provides for robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- Prepare and provide regular communication with Maple Lake policy boards, including the City Council, Planning Commission, and others as determined.
- Provide communication examples for on-going performance reporting to the public.
- Integrate into the CSAP the information received through engagements and collaboration. The CSAP should clearly demonstrate how information received from engagement and collaboration is analyzed and incorporated into the CSAP.

- Coordinate with related jurisdictions to ensure that plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.

## 5. Equity Considerations

Evidence shows that underserved communities are disproportionately impacted by traffic crashes. The CSAP will use inclusive and representative processes to address this disparity where it exists in Maple Lake. To gather an accurate picture, a successful and equitable data-driven approach will require both collecting data as well as a robust community engagement process that prioritizes outreach in underserved communities.

- Identify underserved communities and those communities disproportionately impacted by traffic crashes as an early project priority.
- Once identified, build partnerships and contacts within underserved communities to collaborate with appropriate partners for the analysis of underserved communities.
- Analyze the overlap of areas of serious injury and fatality crashes and areas of underserved communities.
- Provide both population characteristics and initial equity impact assessments of the proposed projects.
- Consider and outline the impact of proposed CSAP projects and strategies on underserved communities as part of the strategy and policy recommendations.
- Equity measurement in compliance with final grant performance reporting, described as follows: Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT.

Projects, strategies, and demonstration activities must have equity—the consistent, fair, just, and impartial treatment of all people—at their foundation. This includes traffic enforcement strategies. As part of the Safe System Approach adopted in the USDOT’s National Roadway Safety Strategy, any activities related to compliance or enforcement efforts to make our roads safer should affirmatively improve equity outcomes as part of a comprehensive approach to achieve zero roadway fatalities and serious injuries. The SS4A program can be used to support safety projects and strategies that address serious safety violations of drivers (e.g., speeding, alcohol and drug-impaired driving, etc.), so long as the proposed strategies are data-driven and demonstrate a process in alignment with goals around community policing and in accordance with Federal civil rights laws and regulations. Funds may not be used, either directly or indirectly, to support or oppose union organizing.

## 6. Implementation Plan

The final CSAP will yield an Implementation Plan which outlines prioritized policy and infrastructure recommendations directed at achieving the Vision, Goals and Principles established for the project, and the community’s demonstrated safety needs.

### A. Policy and Process Changes

The policy recommendation component will result in actionable recommendations for existing city policies, development of new policies, practices, and/or programs.

- Assess baseline conditions as established in the Safety Analysis Component
- Analyze existing policies
  - Standards, manuals, plans, guidelines

- Identify opportunities for policy improvements to prioritize transportation safety
- Provide a detailed recommendation of revisions, amendments and new policies, guidelines, and/or standards, as appropriate, including but not limited to:
  - Review and provide recommendations on the City’s traffic calming policy that is currently being developed.
  - Develop a draft policy for pavement markings and signage for unsignalized pedestrian crossings throughout the City.
  - Develop a draft policy and standards for pedestrian and vehicle level lighting for the public right-of-way.
  - Review City standard details and provide recommendations.

**B. Strategy and Project Selections**

The Strategy and Project recommendation component will result in actionable projects and strategies which focus on infrastructure, as well as behavioral and/or operational safety. Each must specifically address a safety need identified by the safety analysis. These recommendations will be shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations. These strategies and countermeasures will focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities.

- Develop prioritization criteria for projects and strategies
- Prepare a prioritized list of projects and strategies which includes the following items:
  - An explanation of how the project addresses an identified safety need from the Safety Analysis
  - Specific project and strategy descriptions, including maps, exhibits, and cost estimates
  - An explanation of the prioritization criteria used and applicable
  - Time range goal for deployment (e.g., short-, mid-, and long-term timeframes).
- For each project and strategies item, identify all Interventions applicable - infrastructure, behavioral, and/or operational safety.

**7. Transparency & Toolkit**

The final CSAP will include methods to measure progress over time following the CSAP’s adoption and a toolkit of usable materials to educate the community on progress and improvements.

- Identify methods to measure progress
- Identify methods to report to the public and stakeholders on progress
- Identify measurable outcome data points
- Provide format for annual reports
- Provide graphics and visualizations that illustrate safety countermeasures, context-sensitive design solutions, and user educational materials specific to the City of Maple Lake

## **APPENDIX B: STANDARD FEDERAL GRANT COMPLIANCE INFORMATION**

The services requested within this RFP will be partially funded by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

As such, the services requested by this RFP will be subject to federal and state requirements and regulations.

The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200.

### **Data Collection Requirements**

Under BIL, the Department shall post on a publicly available website best practices and lessons learned for preventing roadway fatalities and serious injuries pursuant to strategies or interventions implemented under SS4A. Additionally, DOT shall evaluate and incorporate, as appropriate, the effectiveness of strategies and interventions implemented under the SS4A grant program. The Department intends to measure safety outcomes through a combination of grant agreement activities and data collections, DOT data collections already underway, and program evaluations separate from the individual grant agreements in accordance with Section F.3.iii. The grant data-collection requirements reflect the need to build evidence of noteworthy strategies and what works. The Department expects to use the data and outcome information collected before and after evaluations. See Section F for more information about post-award reporting requirements.

### **Federal Award Administration Information**

#### Administrative and National Policy Requirements

##### i. Climate Change and Environmental Justice

Each applicant selected for SS4A grant funding must demonstrate effort to consider climate change and environmental justice impacts as described in Section A. Projects that have not sufficiently considered climate change and environmental justice in their planning, as determined by the Department, will be required to do so before receiving funds, consistent with Executive Order 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619).

##### ii. Equity and Barriers to Opportunity

Each applicant selected for SS4A grant funding must demonstrate effort to improve equity and reduce barriers to opportunity as described in Section A. Projects that have not sufficiently considered equity and barriers to opportunity in their planning, as determined by the Department, will be required to do so before receiving funds, consistent with Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government (86 FR 7009).

##### iii. Civil Rights and Title VI

As a condition of a grant award, grant recipients should demonstrate that the recipient has a plan for compliance with civil rights obligations and



nondiscrimination laws, including Title VI of the Civil Rights Act of 1964 and implementing regulations (49 CFR § 21), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act, all other civil rights requirements, and accompanying regulations. This should include a current Title VI plan, completed Community Participation Plan, and a plan to address any legacy infrastructure or facilities that are not compliant with ADA standards. DOT's and the applicable Operating Administrations' Office of Civil Rights may work with awarded grant recipients to ensure full compliance with Federal civil rights requirements.

iv. National Environmental Policy Act of 1969 (NEPA)

Funding recipients must comply with NEPA under 42 U.S.C. § 4321 et seq. and the Council on Environmental Quality's NEPA implementing regulations at 40 CFR §§ 1500-1508, where applicable.

v. Domestic Preference Requirements

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers (86 FR 7475), it is the policy of the executive branch to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Infrastructure projects and demonstration activities are subject to the Build America, Buy America Act (Pub. L. No 117-58, div. G §§ 70901-70927) as clarified in OMB Memorandum M-22-11.31 The Department expects all recipients to comply with this requirement. Projects under this notice will be subject to the domestic preference requirements at § 70914 of the Build America, Buy America Act.

vi. Labor and Workforce

Each applicant selected for SS4A grant funding must demonstrate, to the full extent possible consistent with the law, an effort to create good-paying jobs with the free and fair choice to join a union and incorporation of high labor standards. To the extent that applicants have not sufficiently considered job quality and labor rights in their planning, as determined by the Department of Labor, the applicants will be required to do so before receiving funds, consistent with Executive Order 14025, Worker Organizing and Empowerment (86 FR 22829), and Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64335).

vii. Federal Contract Compliance

As a condition of grant award and consistent with EO 11246, Equal Employment Opportunity (30 FR 12319, and as amended), all Federally assisted contractors are required to make good faith efforts to meet the goals of 6.9 percent of construction project hours being performed by women, in addition to goals that vary based on geography for construction work hours and for work being performed by people of color. Under Section 503 of the Rehabilitation Act and its implementing regulations, affirmative action obligations for certain contractors include an aspirational employment goal of 7 percent workers with disabilities.

The U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) is charged with enforcing Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974. OFCCP has a Mega Construction Project Program through which it engages with project sponsors as early as the design phase to help promote compliance with non-discrimination and affirmative action obligations. OFCCP will identify projects that receive an award under this notice and are

required to participate in OFCCP's Mega Construction Project Program from a wide range of Federally- assisted projects over which OFCCP has jurisdiction and that have a project cost above \$35 million. DOT will require project sponsors with costs above \$35 million that receive awards under this funding opportunity to partner with OFCCP, if selected by OFCCP, as a condition of their DOT award.

viii. Critical Infrastructure Security and Resilience

It is the policy of the United States to strengthen the security and resilience of its critical infrastructure against both physical and cyber threats. Each applicant selected for SS4A grant funding must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities. Award recipients that have not appropriately considered and addressed physical and cyber security and resilience in their planning, design, and oversight, as determined by the Department and the Department of Homeland Security, will be required to do so before receiving Implementation Grant funds for construction, consistent with Presidential Policy Directive 21, Critical Infrastructure Security and Resilience and the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems. Additionally, funding recipients must be in compliance with 2 CFR § 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

ix. Other Administrative and Policy Requirements

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR § 200 as adopted by the Department at 2 CFR § 1201. Additionally, as permitted under the requirements described above, applicable Federal laws, rules, and regulations of the relevant operating administration (e.g., the Federal Highway Administration, etc.) administering the activities will apply to the activities that receive SS4A grants, including planning requirements, Stakeholder Agreements, and other requirements under the Department's other highway and transit grant programs. DOT anticipates grant recipients to have varying levels of experience administering Federal funding agreements and complying with Federal requirements, and DOT will take a risk-based approach to SS4A program grant agreement administration to ensure compliance with all applicable laws and regulations.

In connection with any program or activity conducted with or benefiting from funds awarded under this notice, recipients of funds must comply with all applicable requirements of Federal law, including, without limitation, the Constitution of the United States; the conditions of performance, nondiscrimination requirements, and other assurances made applicable to the award of funds in accordance with regulations of the Department of Transportation; and applicable Federal financial assistance and contracting principles promulgated by the Office of Management and Budget. In complying with these requirements, recipients, in particular, must ensure that no concession agreements are denied, or other contracting decisions made on the basis of speech or other activities protected by the First Amendment. If the Department determines that a recipient has failed to comply with applicable Federal requirements, the Department may terminate the award of funds and disallow previously incurred costs, requiring the recipient to reimburse any expended award funds.

## Reporting

### i. Progress Reporting on Grant Activity

Reporting responsibilities include quarterly program performance reports using the Performance Progress Report (SF-PPR) and quarterly financial status using the SF-425 (also known as the Federal Financial Report or SF-FFR).

Budget and recipient performance information will be gathered on a quarterly basis in a Performance Progress Report (SF-PPR). To fulfill the data collection requirements and in accordance with the USDOT Public Access Plan, award recipients must consider, budget for, and implement appropriate data management, for data and information outputs acquired or generated during the course of the grant. Federally recognized Tribal governments receiving grants may request alternative data collection requirements during grant agreement formulation, as appropriate. Applicants are expected to account for data and performance reporting in their budget submission.

### ii. Post Award Reporting Requirements/Reporting of Matters Related to Integrity and Performance

All award recipients shall submit a report by the end of the period of performance that describes:

- The costs of each eligible project and strategy carried out using the grant;
- The roadway safety outcomes and any additional benefits (e.g., increased walking, biking, or transit use without a commensurate increase in serious and fatal crashes, etc.) that each such project and strategy has generated, as:
  - o Identified in the grant application; and
  - o Measured by data, to the maximum extent practicable;
- The percent of funds spent in, and providing benefits to, underserved communities; and
- The lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.

Implementation Grant recipients must also provide: geo-coordinate information identifying specific project location(s); crash data on serious injury and fatalities in the locations where projects and strategies are implemented on an annual basis and at the end of the period of performance, which are expected to include crash characteristics and contributing factor information associated with the safety problems being addressed; and quantitative and qualitative project benefits documented in a final report.

Award recipients carrying out demonstration activities must also measure potential benefits through data collection and evaluative activities and report to the Department how the demonstration activities informed an Action Plan's list of projects and strategies and future implementation.

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the applicant during that period of time must maintain the currency of information reported in SAM that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and

Integrity Information System (FAPIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Pub. L. No.110–417, as amended (41 U.S.C. § 2313). As required by section 3010 of Pub. L. No. 111–212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. Additionally, if applicable funding recipients must be in compliance with the audit requirements in 2 CFR § 200, Subpart F.

### iii. Program Evaluation

As a condition of grant award, SS4A grant recipients may be required to participate in an evaluation undertaken by DOT, or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. The Department may require applicants to collect data elements to aid the evaluation and/or use information available through other reporting. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or DOT staff.

Recipients and sub-recipients are also encouraged to incorporate program evaluation including associated data collection activities from the outset of their program design and implementation to meaningfully document and measure the effectiveness of their projects and strategies. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115–435 (2019) urges Federal awarding agencies and Federal assistance recipients and sub-recipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency” (codified at 5 U.S.C. § 311). For grant recipients, evaluation expenses are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such expenses may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation (2 CFR §200).

## **APPENDIX C: INSURANCE REQUIREMENTS**

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract, whether such operations by himself or anyone directly or indirectly employed by Contractor.

### **Amount of Insurance**

- A) Comprehensive General Liability: Bodily Injury or Property Damage - \$1,000,000 each occurrence and general aggregate
- B) Automobile and Truck Liability: Bodily Injury or Property Damage - \$1,000,000 each occurrence and general aggregate

\*Comprehensive General Liability coverage and Automobile and Truck Liability coverage may be met with a combination of coverage including excess and umbrella liability coverage.

### **Type of Insurance for Contractor**

- A) Workers Comprehensive Insurance: Coverage for all people employed by the Contractor to perform work under this contract. This insurance shall be in the amount of \$500,000 for each accident, illness or disease or such other amount that may be required by the most current laws of the State of Minnesota, whichever is greater.
- B) Comprehensive General Liability Insurance: Covering bodily injuries and property damage and also including coverage for:
  - 1) Injury to or destruction of wires, pipes, conduits, and similar property located below the surface of the ground, whether public or private.
  - 2) Collapse of or structural injury to any building or structure except those on which work under this Contract is being performed.
  - 3) Contractual liabilities related to bodily injury and property damage.
- C) Automobile and Truck Liability Insurance: Covering bodily injury and property damage relating to operation of all motor vehicles and equipment, whether or not owned by the Contractor, being operated in conjunction with work under this contract.
- D) Product and Completed Operations Insurance: Coverage to be included in the amounts specified above for Comprehensive General Liability.

### **Evidence of Insurance**

The City of Maple Lake shall be listed as an Additional Insured on the certificates of insurance. The Contractor shall submit Certificates of Insurance to the Owner at the time of execution of the Service Contract.

Written notice shall be given to the City of Maple Lake at least thirty (30) days prior to cancellation or non-renewal of such insurance coverage.

As evidence of insurance coverage, the Owner may, in lieu of actual policies, accept official written statements from the insurance company certifying that all the insurance policies specified are in force for the specified period of the contract.