



# VAN BUREN CHARTER TOWNSHIP

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2023 -VBT SS4A-001 Van Buren Charter Township Safe Streets for All Comprehensive Safety Action  
Plan

## ADDENDUM #1:

The following are the responses to submitted questions to the RFP proposal:

1. How many printed copies of the proposal should be submitted?

Below are the submission introductions as listed under Bid Submission Process at the bottom of the Notice tab on bidnetdirect.com

Additional Bidding Instructions

Any RFP response shall be received by the Township until 2:00 p.m. EST on the 11th day of September 2023. Any RFP response, in its entirety, must be enclosed in a sealed, non-transparent envelope or package marked on the outside as follows: "Van Buren Township Safe Streets for All Comprehensive Safety Action Plan"

No late RFP responses will be accepted or considered by the Township.

Any RFP responses shall be submitted as follows:

One (1) printed, signed RFP response.

Three (3) copies of all submitted documents

One (1) USB flash drive containing an electronic version of the complete RFP response. Any RFP response shall be delivered to the following: Van Buren Township Clerk's Office, 46425 Tyler Road, Van Buren Township, Michigan 48111.

2. Cost Proposal - Page 10 mentioned that the cost proposal will be requested from the highest scored firm and on Page 12 (item7) is lists a cost proposal as required proposal item. Please confirm if the cost proposal should be submitted with the proposal on September 11th or not.

Please follow the Page 10 rule, A cost proposal will be requested from the most highly qualified consultant once all RFP's have been scored and ranked. Cost related items will not be considered in the selection process.

3. The RFP asks for applicants to provide examples of deliverables from other projects. Some of the reports we plan to share are hundreds of pages. Can those be provided electronically?

Yes, they can be shared electronically, if the electronic method is on a labeled thumb drive included with the submittal of the RFP proposal.

4. Is it possible to obtain the grant application that was submitted to the US DOT for this project?

The grant application is attached. Published as Addendum #2

5. On page 10 of the RFP, under Cost Proposal, states that *a cost proposal will be requested from the most highly qualified consultant once all RFP's have been scored and ranked* but on page 12 of the RFP, we are instructed to include a cost proposal. Please confirm whether or not we need to include a cost proposal.

Please follow the Page 10 rule, A cost proposal will be requested from the most highly qualified consultant once all RFP's have been scored and ranked. Cost related items will not be considered in the selection process.

6. On page 11, we are asked to include deliverables or action plans for 3 municipal projects, is it possible to include these reports on a USB drive? And if you'd prefer the documents to be printed, do we need to include the appendices? Our concern is the amount of paper that would be used if we print the appendices as well. Please advise.

Yes, a USB drive is the preferred method to be included with the submittal of the RFP proposal.

7. On page 10 of the RFP under the title "Cost Proposal" it states that cost will not be considered in the selection process, however, on page 12 of the RFP under "Proposal Content and Format," item 7 is a cost proposal. Is a cost proposal required as a part of the proposal package or will this be requested after selection as state on page 10 of the RFP?

Please follow the Page 10 rule, A cost proposal will be requested from the most highly qualified consultant once all RFP's have been scored and ranked. Cost related items will not be considered in the selection process.

8. For item 6 under "Proposal Content and Format" on page 11, for the work product examples, do you need printed copies of the work examples?

A USB drive is the preferred method to be included with the submittal of the RFP proposal.

9. What are the requirements for RFP response submittal? Can they be electronically submitted or are printed copies required?

Below are the submission introductions as listed under Bid Submission Process at the bottom of the Notice tab on [bidnetdirect.com](http://bidnetdirect.com)

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10. Can you provide a copy of the SS4A grant application?

The grant application is published as Addendum #2

11. The need to provide a Cost Proposal is discussed in multiple locations in the RFP with one location (page 12) describing the required format and another (page 8) stating that a cost proposal will be requested after selection. Please clarify if cost information should be included in the initial proposal submittal and whether it should be contained within the 25 pages of the Proposal or provided as a separate document.

Please follow the Page 10 rule, A cost proposal will be requested from the most highly qualified consultant once all RFP's have been scored and ranked. Cost related items will not be considered in the selection process.

12. Is there a minimum DBE percentage required?

Per page 8 as listed under section Disadvantaged Business Enterprise (DBE) following link [www.michigan.gov/mdotdbe](http://www.michigan.gov/mdotdbe) states a Public Notice of the Fiscal Year 2023-2025 Overall Goal for the DBE Program

13. Is coordination and interaction with the City of Belleville required? Will the SafeVB effort be expected to include streets through and within the City of Belleville?

No coordination and interaction with the City of Belleville is required. The SafeVB effort is not expected to include streets through and within the City of Belleville.

14. Are project recommendations for the MDOT roadways within the Township expected to be included in the final action plan?

Please refer to pages 3 - 6. Project Overview & Background, Scope of Services, and Project Deliverables for the expectations for this project.

15. The action plan adoption date is listed as approximately one year after the notice to proceed date. Does the Township have a specific desired scope for the second year of the contract and the optional one-year extension?

The Anticipated Project Timeline is listed on page 6. The Township desires to have this projected completed by the anticipated timeline as listed on page 6, as to position ourselves as a highly competitive candidate for implementation funds once the action plan is adopted in order to stay within our desired goal of 2028 to advance the Township of achieving zero roadway fatalities and a 50% reduction in crashes as stated on page 3.

16. Are resumes of key personnel submitted in an appendix subject to the twenty-five (25) page limitation?

Yes, proposal submittals should be no more than twenty-five pages as stated on page 11 to include items 1-9, with the exception to exclude work product examples. The preferred method to submit work examples is a labeled USB drive

17. Please elaborate on what is expected regarding communications addressing the behavioral causes of observed crashes and injuries

The Township is seeking a firm that through the process of data analysis and public engagement will provide recommendations regarding how to address behavioral causes of observed crashes and injuries.