



**CITY OF SUN PRAIRIE
REQUEST FOR PROPOSALS**

RFP# 23-ENG42

City of Sun Prairie Vision Zero Action Plan

Date Issued: Tuesday, November 7, 2023

SUBMIT RFP TO

purchasing@cityofsunprairie.com

SUBMISSION DEADLINE

Monday, December 18, 2023, 12:00 PM

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I. NOTICE TO PROPOSERS

A. Summary

The City of Sun Prairie department of Engineering is soliciting proposals from qualified vendors for the Vision Zero Action Plan for the City of Sun Prairie. Vendors submitting proposals are required to read this Request for Proposals "RFP" in its entirety and follow the instructions contained herein.

B. Important Dates

Deliver proposals no later than the due time and date indicated below. The City will reject late proposals:

Issue Date: **Tuesday, November 7, 2023**
Questions Issue Date: **Monday, November 27, 2023**
Answers Posted Date: **Monday, December 4, 2023**
Due Date: **Monday, December 18, 2023, 12:00 PM CST**

C. How to Submit a Proposal

Submit all required documentation in an email attachment. Fee form (Form F) shall be in the email as a separate attachment. Each attachment should be clearly marked as to its contents.

Electronic Proposal: One Copy
Signature Affidavit (Form A): One Copy
Receipt of Forms (Form B): One Copy
Vendor Profile and Qualifications (Form C): One Copy
References (Form D): One Copy
Insurance and Indemnification (Form E): One Copy
Sustainability Questionnaire (Form G): One Copy
Cost Proposal (Form F): One Copy as a separate attachment

All proposals must be clearly labeled:

Proposer's Name and Address
RFP #: 23-ENG42
Title: City of Sun Prairie Vision Zero Action Plan
Due: **Monday, December 18, 2023, 12:00 PM CST**

All proposal costs are the expense of the proposer. The City will not consider illegible proposals. Elaborate proposals beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

Complete and return the proposal and Forms A through G to the City of Sun Prairie Finance Department by **Monday, December 18, 2023, 12:00 PM CST**.

Electronic proposal must be submitted via email to purchase@cityofsunprairie.com.

All email correspondence must include the RFP # in the subject line.

Proposals must be delivered as instructed. Deliveries to other City departments and/or locations may result in disqualification.

D. Contact Information

The City of Sun Prairie Engineering is the procuring agency:

Alexander Brown, Transportation Coordinator
City of Sun Prairie Engineering
300 E Main St
Sun Prairie, WI. 53590
Phone: (608) 250-0859
Fax: (608) 825-1194
abrown@cityofsunprairie.com

E. Inquiries, Clarification & Exceptions

Proposers are to raise any questions they have about the RFP document without delay. Direct all questions, in writing, to the department contact listed above in section D.

Proposers finding any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP document shall immediately notify the buyer and request clarification. In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post an addenda – see Addenda below. Proposers are strongly encouraged to check for addenda regularly.

Proposals should be as responsive as possible to the provisions stated herein. A prospective vendor may take “exception” to bid terms, conditions, specifications, and dates stated within the bid package. However, the City of Sun Prairie reserves the right to disqualify any and all bids submitted which include exceptions if deemed not in the City’s best interests.

F. Addenda

In the event that it is necessary to provide additional clarification or revision to the RFP, the City will post addenda to the same websites as the original distribution – see G below. It is the proposer’s responsibility to regularly monitor the websites for any such postings. Proposers must acknowledge the receipt of any addenda on Form B. Failure to retrieve addenda and include their provisions may result in disqualification.

G. Bid Distribution Networks

The City of Sun Prairie posts all Request for Proposals, addenda, tabulations, awards, and related announcements on two distribution networks – VendorNet and DemandStar. The aforementioned documents are available **exclusively** from these websites. It is the proposer’s responsibility to regularly monitor the bid distribution network for any such postings. Proposer’s failure to retrieve such addenda and incorporate their appropriate provisions in their response may result in disqualification. Both sites offer free registration to City proposers.

- **VendorNet** System: State of Wisconsin and local agencies bid network. Registration is free.

Home Page: <http://vendornet.state.wi.us/vendornet>

- **DemandStar** by Onvia: National bid network – Free subscription is available to access proposals from the City of Sun Prairie and other Wisconsin agencies participating in the Wisconsin Association of Public Purchasers (WAPP). A fee is required if subscribing to multiple agencies that are not included in WAPP.

Home Page: www.demandstar.com

To Register: www.onvia.com/WAPP

Bid Opportunities: <http://www.cityofsunprairie.com/504/Bid-Opportunities>

H. Local Vendor Preference

The City of Sun Prairie has included a local vendor preference granting a scoring preference to local suppliers. The “local area” is defined as a physical address where the entity does business within the City of Sun Prairie. United States Post Office boxes or other private postal boxes are insufficient to satisfy the requirements of this section.

Exemptions and limitations may apply. Due to state law, buy local preference may not apply to public works projects. Due to federal restrictions, federally funded programs are also exempt. Exemptions will also be made for emergencies, sole source purchases, cooperative purchasing agreements and cases in which a local vendor is not qualified as determined by City staff. If it is determined by City staff that a vendor has misrepresented its local status, it will be ineligible to receive preference.

I. Oral Presentations/Site Visits/Meetings

Proposers may be asked to attend meetings, make oral presentations, inspect City locations or make their facilities available for a site inspection as part of this RFP process. Such presentations, meetings or site visits will be at the proposer’s expense.

J. Acceptance/Rejection/Withdrawal of Proposals

The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City’s discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).

K. Public Record Law Compliance

It is the intention of City to maintain an open and public process in the solicitation, submission, review, and approval of contracts.

a. The parties acknowledge that City is a municipal corporation legally bound to comply with the Wisconsin Public Records Law and Open Meetings Law (see sections 19.32-19.39 and 19.81-19.98, Wis. Statutes) and that, unless otherwise clearly allowed by law to be an exception to the Public Record Law and confidential, all aspects of this agreement are subject to open disclosure and are a matter of public record. It is further agreed to that neither party will take any action to obstruct the operation of these laws. To comply with any request under said Public Record Law, the provider/contractor herein shall produce copies of all materials, gathered or produced or modified pursuant to this Contract to City, in their original (i.e., electronic or digital, etc.) format at actual cost of reproduction, without profit. According to Wisconsin case law, even if records are created or maintained by, or in the custody of, the provider as an independent contractor, they, along with the raw data used to create the record, are nevertheless public records that must be made available to the public within a reasonable time and without delay upon request by any person, and in the format in which they were created. Provider/contractor agrees to hold City, its agents, officials, and employees harmless and to indemnify them and City for all costs, fees, including all reasonable attorney fees and expenses of all kinds, and any judgments, orders, injunctions, writs of mandamus, and damages or expense of whatever kind for which City or its agents, officials or employees may expend or be held liable due to the Provider/contractor's failure to comply with the Wisconsin Public Records and Open Meetings laws, or with this Agreement.

b. Any Public Records Law request received directly by a contractor related to this Contract with the City shall immediately be reported to the City Administrator.

L. Public Records Notice

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" – defined in State of Wisconsin Statutes – may be held confidential.

Proposers shall separately and clearly identify all information they deem to be "trade secrets", as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information deemed confidential and sealed, elsewhere in your response.

S. 19.36(5)

(5) TRADE SECRETS. An authority may withhold access to any record or portion of a record containing information qualifying as a trade secret as defined in s. 134.90(1)(c).

S. 134.90(1)(c)

(c) "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to proposers prior to the release of any requested record.

To the extent permitted by such laws, it is the intention of the City to withhold the contents of proposals from public view – until such times as competitive or bargaining reasons no longer require non-disclosure, in the City’s opinion. At that time, all proposals will be available for review in accordance with such laws.

M. Tax Exempt

The City of Sun Prairie as a municipality is exempt from payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a). Federal Tax ID #39-6006382. A completed Wisconsin Department of Revenue Form S-211 (R.2-00) can be found on the City website. Our tax-exempt number is ES 42322.

N. Cooperative Purchasing

Bidders may choose to extend prices offered on bids to other municipalities. Under Wisconsin Statutes, a municipality is defined as a county; city; village; town; school district; board of school directors; sewer district; drainage district; vocational, technical and adult education district; or any other public or quasi-public corporation, officer, board or other body having the authority to award public contracts. This is known as “cooperative” or “piggyback” purchasing, a practice common amongst units of government. The City is not responsible for any contract resulting from a cooperative purchase using this RFP as a basis; they are made solely between the bidders and third party unit of government.

O. Terms of Contract

1. Term of Contract – The term of the contract shall be for a one (1) year period to commence on: **Thursday, February 1, 2024**, ending on **Monday, February 3, 2025**.
2. Option to Extend – The City of Sun Prairie reserves the right to extend the contract for one (1) additional year period, upon the same or more favorable terms and conditions, and under mutual agreement of both parties.
3. Contract Extension Pricing – Contract prices on an extended contract will be adjusted (escalated or deescalated) based upon the average annual change in the Consumer Index for “All Items” published by the Bureau of Labor Statistics (BLS) (Table 1A. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category and commodity and service group, Expenditure Category “All Items”). The CPI-U value is published by the BLS at its website: <http://www.bls.gov/cpi/news.htm>

The price for an option year shall be based upon the percent change in the CPI-U from the preceding year applied to the current contract year price to obtain the option year price.

The City of Sun Prairie reserves the right to discontinue the contract's remaining option year and may elect to re-advertise the contract in whole or in part when changes in prices are not mutually acceptable between the contractor and the City.

Any and all changes to the contract terms and conditions shall be evidenced in writing by amending/modifying the contract.

4. Subcontracting Regulations – Successful vendor(s) will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, vendor or corporation.

P. Cancellation/Termination of Contract

The City of Sun Prairie may terminate the contract at any time at its sole discretion by delivering 30 days written notice to the contractor. Upon termination, the City's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the City. In the event that the contractor terminates the contract, for any reason whatsoever, it will refund to the City within 30 days of said termination, all payments made hereunder by the City to the contractor for work not completed or not accepted by the City. Such termination will require written notice to that effect to be delivered by the contractor to the City not less than 30 days prior to said termination.

Q. Evaluation Process and Scoring

Evaluation Team

The RFP will be reviewed by the Evaluation Team. Evaluation team consists of at least three members and at most five members. At least one member from each of the following departments: Department that initiated the RFP, reporting committee and Finance Department. All proposals will be scored individually. The staff member from the Finance Department will oversee the evaluation process to ensure fairness within the process. This process may take a few hours or a few days, depending on the number and length of proposals and the availability of those on the evaluation panel.

Evaluation team will examine each proposal to determine if all minimum requirements have been met to warrant further evaluation. Proposals meeting the minimum requirements will be evaluated in accordance with the point rating system. To qualify as a competent proposer written proposals must achieve an overall minimum of 70 % for the categories marked with an asterisk (*).

Minimum Requirements

1. Must have experience in developing bicycle and pedestrian planning tools for municipalities
2. Must have experience in providing both engineering and planning recommendations for multi-modal planning efforts.
3. Must have experience in leading outreach and engagement efforts that reach marginalized communities to gather input that leads to equitable outcomes.

Evaluation Criteria and Process

Evaluations of the proposals will be based on a weighted point system as follows:

Criteria	Description	Point Weight
1	Qualifications of Firm*	25
2	Relevant Experience of Firm*	25
3	Costs	25
4	Sustainability	10
5	DBE/WBE/DVB	10
6	Local Preference	5
TOTAL		100

Definition of Major Criteria Categories:

Qualification of Firm: The evaluation is based on qualifications and competence in relation to the scope of the project, the overall approach and strategy described in the proposal and company's capacity to perform the work within the specified timeframe, the professional qualifications of key personnel related to the work described in the scope of the project.

Relevant Experience of Firm: Evaluation is based on the history of the company, the experiences as it related to the requirements within the RFP, evidence of past performance, quality and relevance of past work, reference and related items.

Sustainability: The City's vision is to create and expand sustainability practices while always recognizing the interdependence of environmental quality, economic resiliency and growth, and social equity. Evaluation is based on the effect business has on the environment, society and economy.

DBE/WBE/DVB:

DBE (Disadvantaged-Owned Business Enterprise):

- At least 51 percent owned by one or more socially and economically disadvantaged individuals; and
- Controlled (managed and operated daily) by one or more socially and economically disadvantaged individuals.

WBE (Woman-Owned Business Enterprise):

- Organized as a for-profit business, performing a commercially useful function;
- At least 51 percent owned by one or more women; and
- Controlled (managed and operated daily) by one or more women
- There are no size restrictions for WBE certification

DVB (Disabled Veteran Business)

- At least 51% owned, controlled, and actively managed by an identified service-disabled veteran and serve a useful business function.
- The service-disabled veteran owner has demonstrated that they: 1) Have a certificate of release or discharge from active duty (Form DD214); 2) Reside in Wisconsin; and 3) Have a disability rating of at least 0% with the Department of Veteran's Affairs or an Armed Services Branch.

Local Preference: To qualify as "local," a business must meet at least two of three criteria:

- The portion of its employees working at facilities in the City of Sun Prairie (at least 50%);
- The portion of ownership vested with City of Sun Prairie residents (at least 50%); and
- The portion of sourcing within the City of Sun Prairie area (at least 15%).

Evaluation of Criteria

Criteria 1 and 2: Qualifications of Firm and Relevant Experience of Firm:

Evaluation team will use the evaluation scoring guide below to evaluate these two criteria. Each criteria will have a maximum number of points assigned to it. Based upon how well the proposal addressed each criteria, the evaluation team assigns a percentage of 0% up to maximum percentage of 100% to each criteria and then multiplies the maximum points by the appropriate scoring percentage to compute the final score.

Evaluation Scoring Guide					
Percentage (%)	Quality of Response	Description	Strengths Relative to Requirement	Weaknesses	Confidence In Proposed Approach
90-100	Excellent	The proposal addresses the requirements completely, exhibits outstanding knowledge, creativity, innovation or other factors to justify this rating.	Meets requirements - numerous strengths in key areas.	None	Very High
80-89	Good	The proposal addresses the requirements completely and addresses some elements of the requirements in an outstanding manner	Meets requirements - some strengths in key areas	Minor - not in key areas	High
70-79	Moderate	The proposal addresses most elements of the requirements.	Meets most requirements - minimal strengths provided in their response.	Moderate - does not outweigh strengths	Moderate
60-69	Marginal	The proposal meets some of the RFP requirements.	Meets some of the requirements with some clear strengths.	Exist in key areas - outweighs strengths	Low
0-59	Unacceptable	The proposal meets a few to none of the RFP requirements.	Meets a few to none of the requirements with few or no clear strengths.	Significant and numerous	No Confidence

For example:

Criteria (1)	Point weight (2)	Percentage (3)	Final Score (2x3)
<i>Qualifications of Firm</i>	25	80%	20
<i>Relevant Experience of Firm</i>	25	90%	22.5

Criteria 3: Cost

The Finance Department completes the evaluation of the cost points. The proposal with the lowest cost received the maximum points allowed. All other proposals receive a percentage of the points available based on their cost relationship to the lowest cost proposal.

$$\frac{\text{Price of Lowest Cost Proposal}}{\text{Price of Proposal Being Rated}} \times \text{Maximum points available} = \text{Awarded Cost Points}$$

For Example:

The cost for the lowest proposal is \$100,000. The next lowest proposal has a cost of \$125,000. If the total points available for the cost criteria = 25 points, the next lowest proposal would be assigned 20 points ($\$100,000/\$125,000 \times 25\text{pts}$)

Criteria 4: Sustainability:

The proposal should demonstrate alignment with the City’s sustainability objectives, as outlined in the Task Force on Sustainability [Report](#) (specifically, Strategic Recommendations starting on page 11). Examples include business efforts to reduce resource consumption (electricity, fuel, water, materials, food, etc.) and associated emissions, relevant commitments to sustainability initiatives or goals, and progress towards or completion of industry-standard certifications (examples include GRI, LEED, ISO14001, SASB); relative to the type of product/service being provided. The evaluation team will use the scoring guide below to assess responses, understanding that sustainability is a broad undertaking with many potential strategies and outcomes. Proposers are required to complete the Form G: Sustainability Questionnaire and submit it with the proposal.

Scoring Guide

Criteria	Measurement	Score	Guidance
1. Reduction in product/service emissions, resource consumption	Absent (0), moderate (1-2), good (3-4), excellent (5-6)	0-6	Demonstrated, measureable reduction in electricity, fuel, water, materials, and food consumption related to the product/service.
2. Commitments to sustainability initiatives or goals	Absent (0), good (1), excellent (2)	0-2	Business initiatives (internal and external) and goals that support the community and environment.
3. Sustainability-related certifications	Absent (0), in progress or 1 certification (1), 2+ certifications (2)	0-2	Certifications recognize pursuit of operational best practices and demonstrate alignment on shared values.
Overall Sustainability Score	Absent-Excellent	0-10	Refer to provided guidelines

Criteria 5: DBE/WBE/DVB:

DBE/WBE/DVB certified Business receive full 10 points. Non-certified business receive zero point.

Criteria 6: Local Preference:

Local business receive full 5 points. Non-local business receive zero point.

R. Insurance and Indemnification Requirements

Insurance coverage shall be in place prior to commencing work and shall remain in force until the entire project is completed or the length of time that is specified in the contract. See Form E for requirements.

II. DESCRIPTION OF RFP

The City of Sun Prairie is soliciting proposals for the development of a Vision Zero Action Plan to establish concrete, multidisciplinary strategies to achieve a vision of zero fatalities or serious injuries caused by traffic crashes in Sun Prairie. The Plan is intended to be a data-driven strategy toward aiding the city in proactively preventing traffic deaths and serious injuries before they happen. The plan will not only seek to remedy areas where fatalities and serious injuries have taken place, but to identify strategies to remedy dangerous roadways and intersections to prevent deadly future crashes. It is an expectation that the Vision Zero Plan reinforces systemic thinking and solutions that go beyond road design.

BACKGROUND

The City of Sun Prairie is in Dane County, Wisconsin, immediately northeast of Madison. It is the second largest city in the county, home to 35,967 residents in 2020, and is among the fastest-growing communities in the State of Wisconsin. The city adopted a Vision Zero Policy and established a Pedestrian Safety Task Force in the wake of multiple pedestrian fatalities in early 2021. The City was successful in pursuing grant funding to improve these target areas and undertook strategies to lower the speed of Main Street overall – the primary corridor where these fatalities took place.

The Vision Zero Action Plan will address all roads within the operate boundaries of the City of Sun Prairie, and focus particularly on plans, programs, policies, and actions to be conducted by the City and School District.

SCOPE OF WORK

The city is seeking a consultant to facilitate an effective and inclusive public process to solicit input from the community and to develop a Vision Zero Action Plan for the community that will define a concrete and actionable strategy for all departments across the City of Sun Prairie and the Sun Prairie Area School District. The planning process for this project is anticipated to last between 9 and 12 months.

Plan Components:

It is expected that the consultant will address the following tasks in the Vision Zero Action Plan:

- Examine existing crash data, particularly those involving fatal and serious injuries.
- Identify clear, actionable, and measurable goals and strategies for the City and School District, with a clear timeline for implementation.
- A clear analysis of the data provided through the City's High Injury network, to be provided to the consultant and completed by the UW-Madison TOPS Lab.
- Establish plans and processes to internalize Vision Zero principles within department operations, along with budget needs.
- Further define and establish the long-term role of the Pedestrian Safety Task Force in the City of Sun Prairie.
- Identify funding opportunities to enact plan recommendations.
- Set a schedule for implementation of the Vision Zero Action Plan, including cost estimates.
- Ensure that the Plan complements, rather than contradicts, the existing Vision Zero Action Plan efforts of the Greater Madison Metropolitan Planning Organization.
- Identify ongoing strategies and measures to ensure that Vision Zero actions are informed through community dialogue long after the Plan's completion.
- Establish performance measures to identify and establish benchmarks and measure success.
- Define the role of Law Enforcement in implementing a Vision Zero Strategy. Strategies and recommendations should define Law Enforcement's role in providing education.
- Thoroughly include speed management and right-of-way design in the analysis and recommendations.
- Relationship between land use and urban design in travel mode choice, vehicle traffic volume, and safety.
- Engage in meaningful community outreach with a strong public participation process to inform the Plan (see below).

Public Participation Process:

The City is seeking a consultant to create and facilitate an effective public process to solicit input from the community to develop a Vision Zero Action Plan that establishes priorities and an implementation strategy for future improvements to the network and evaluates current safety strategies in the City. The

city is looking for respondents to provide a process that the consultant feels will most effectively achieve.

the following goals, which will factor significantly in the evaluation and scoring of responses. The consultant is expected to demonstrate cultural competency Criteria are as follows:

- Equity & Inclusion: It is critical that efforts to made to connect with and solicit contributions from a diverse and representative cross-section of the community across age, racial/ethnic background, gender, disability, and socioeconomic status. The process will go “above and beyond” in seeking to solicit input from a cross-section of the community that prioritizes reaching and engaging historically marginalized populations. Outreach of information and engagement with individuals and groups should reflect the City’s diversity. Nationally, communities of color have been disproportionately affected by serious and fatal traffic crashes, and this public process should be sensitive to this fact.
- Flexibility: Reaching some segments of the population is difficult, which will likely require creative efforts and tools on the part of the consultant. Ideas and tools to engage the community beyond typical “survey” or “public comment” strategies should be included in this proposal.
- Variety: The consultant should propose a process that provides for multiple options and opportunities for public input throughout the process.
- Clarity: The description of the public process should be clear and comprehensible.

Meetings:

In addition to any public meetings or events that are proposed as part of the public participation process, the following meetings, at a minimum, are expected should be factored into each respondent’s cost proposal:

- Facilitate meetings with the Pedestrian Safety Task Force, which will serve as the Steering Committee for this project.
- A mid-project progress report between months 6 and 8 of the project (or another mutually agreed-upon time) shall be provided to the Public Works Commission and the City Council.
- A review of the final draft of the Plan shall be provided to the Pedestrian Safety Task Force, Public Works Committee, and City Council prior to the final public hearing and adoption process.
- Presentation of the proposed plan at the public hearing before the Public Works Committee, as well as the subsequent City Council meeting at which the Plan is considered for adoption.
- Quarterly meetings with city staff to provide updates and solicit input and information that may be needed. Individual meetings with select departments may also be warranted to collect information and input on relevant topics.

- At least one meeting each with the Bike Subcommittee of the Transit Commission, the Public Safety Committee, the Downtown Business Improvement District Board, the Colonial Club, and Sun Prairie Moves.

Meetings or dialogue with the following entities may also be beneficial and useful to the consultant in completing the Vision Zero Action Plan:

- The Wisconsin Department of Transportation, City of Madison, and Dane County Highway & Transportation.

- The Sun Prairie Area School District to discuss safe routes to schools.

- The City Downtown Business Improvement District (BID) to discuss existing safety concerns and identify potential solutions

- The Greater Madison Metropolitan Planning Organization, the designated MPO for Madison Urbanized Area, which includes Sun Prairie. It should be noted that the Greater Madison MPO is also completing its own Vision Zero Action Plan. The consultant must take appropriate actions to ensure that the City's Plan complements, and does not inadvertently contradict, the MPO's planning efforts.

Staff is available to assist in providing contact information and coordinating meetings, but respondents should plan to facilitate meetings and develop strategies to solicit the information necessary for the development of the Plan.

Deliverables:

The following describes the minimum expectations of the selected consultant in terms of work products and materials. The selected consultant shall be responsible in providing:

- Draft agendas in Microsoft Word format for all meetings, which the city will use to compile official meeting agendas and any required notices. Posting of notices of any City board or commission meeting shall be the responsibility of the city of Sun Prairie.

- Electronic copies of all flyers, notices, announcements, or other materials designed to solicit input or attendance at meetings, events, workshops, or solicit participation in any surveys, online activities, or other efforts to solicit public input. The City shall assist in the distribution or posting of such information on the City's website and social media outlets. However, any anticipated direct mailings or other expectations of the city that may have significant cost implications should be noted in the proposal.

- Completion, analysis, and summaries of data received through the public participation process.

- Meeting supplies and materials for use at any public forums or events planned as part of the Plan development process. City staff will be available to assist at such events and will provide reasonable requests for presentation equipment or materials as available. City staff will also be available to assist with the selection of location of meetings and room reservations for such events.

- Electronic copies of all materials to be presented at steering committee or other public meetings. Such materials shall be provided one week in advance of said meetings for distribution to Committee members and other interested parties.
- Electronic copies of all Plan drafts and other materials related to the development of the Plan, including the final Plan to be brought forth to the City Council for adoption, and the final plan as adopted by the City Council. The final document should be provided in both Adobe and Microsoft Word format that can be edited by the City as needed in the future.
- One hard copy of the public hearing draft, the final Plan for City Council consideration, and the final Plan adopted by the city, incorporating any changes made at the time of Council consideration.
- All maps, illustrations, exhibits, tables, or other materials included in the plan shall be provided in a format(s) deemed acceptable by the City.

III. REQUIRED INFORMATION

- A. Signature Affidavit
- B. Receipt of Forms and Submittal Checklist
- C. Contractor Profile
- D. References
- E. Insurance and Indemnification, including Endorsements.
- F. Contract Fees
- G. Sustainability Questionnaire
- H. Vendor's Proposal

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