

Addendum 1: Questions & Answers

May 14, 2026

RFP 26-02.02: Regional Safety Action Plan

NIRPC General Notes:

Note 1: The six-page INDOT form that was appended to the front of the NIRPC RFP document on the INDOT LPA RFP advertisement page contains information and instructions that conflict with the NIRPC RFP document. All respondents should adhere to the instructions that follow the NIRPC “REQUEST FOR PROPOSALS (RFP 26-02.02) Regional Safety Action Plan April 23, 2026” cover page. This is posted on the NIRPC website here:

<https://www.in.gov/nirpc/files/RFP-26-02.02-Regional-Safety-Action-Plan.pdf>.

Note 2: Change to Section 1.4 Solicitation Schedule

Executive Commission Approval: July 16, 2026

Tentative Award Date: July 17, 2026

Tentative Contract Start Date: July 20, 2026

List of Questions Received from Respondents with Corresponding Answers:

Question 1: Can you please confirm the required prequalification categories for this RFP project?

Answer 1: There are no required prequalification categories.

Question 2: Within the RFP there are two separate instructions/requirements/order of contents for the LOI. These can be found on page 2 and pages 12 & 13 respectively.

I am looking for clarification on which set of instructions to follow as they differ from each other quite a bit in requirements and LOI content order.

Additionally, the page 2 set of requirements includes the Affirmative Action Certification for DBE's, but the page 12 & 13 requirements has a whole list of different forms not including the Affirmative Action Certification. So some clarification on which forms to provide would also be helpful.

Answer 2:

Please follow the instructions beginning on the page with the number 6 shown in the footer of the RFP document, which is section *2.2 Instructions for Submittal*.

There is no DBE requirement so the Affirmative Action Certification is not a required submittal. All certifications identified in section 5 are required.

Question 3: If we follow the requirements set out in pages 12 & 13 it states the following for “Team Member Qualifications”

- One half (1/2) page for the firm’s project principal.
- One half (1/2) page for the firm’s project manager.
- One half (1/2) page for each additional team member with a maximum of six team members.

Should this be understood as six team member resumes total including the project principal and project manager, or is it six team member resumes in addition to the project principal and project manager?

Answer 3: *Please disregard the overall 2-page limit and the six team member maximum in section 2.2.2 Team Member Qualifications and include qualifications for all key team members in addition to the principal and manager. Limit the qualifications for each individual team member to one half (1/2) page.*

Question 4: After reviewing RFP 26-02.02 for the Regional Safety Action Plan, we would appreciate clarification on a few items.

1. Page Limits

The RFP identifies a 12-page limit for the Letter of Interest, while Section 2 outlines detailed proposal components with individual page limits (RFP p. 6–7, Section 2.2.1–2.2.6).

Should proposers adhere to the 12-page LOI limit, or the section-specific limits in Section 2?

2. Firm Profile Pages

Section 2.2.3 allocates pages for both lead and additional firms. (RFP p. 6–7, Section 2.2.3, items i–iv).

If no subconsultants are proposed, may those pages be reallocated to the lead firm?

3. Schedule of Fees

Section 2.2.5 requires a detailed schedule of fees. (RFP p. 7, Section 2.2.5).

INDOT LPA RFP’s (federal funding) are qualification-based selections (as mandated by the Brooks Act) and does not allow for fee-based selection. Can you confirm that a schedule of fees is required as part of the LOI? If so, is it included within the 12-page limit?

Answer 4:

- 1. Page Limits:** *Disregard the 12-page limit for the Letter of Interest – see NIRPC General Note above – and follow the individual page limits (please see Answer 3 for further clarification).*
- 2. Firm Profile Pages:** *Disregard the 4-page maximum, but please limit the firm profile for each firm to one page and the relevant project descriptions for each firm to one page.*
- 3. This project and RFP are not subject to the Brooks Act. Price is not listed in the evaluation criteria. The detailed schedule of fees will be used to evaluate the project approach. Please disregard the 12-page limit; see NIRPC General Note above.**

Question 5: We have the following questions regarding the Regional Safety Action Plan RFP:

- Section 2.2.3 (Firm Profile and Prior Work Experience) lists that relevant example project descriptions should be of projects completed in the past five years. Is it acceptable to also include descriptions of projects that are currently ongoing and/or mostly completed in this section?
- Page 4 of the RFP lists prequalification categories – is this a mandatory consideration/requirement for the consultant selection?

Answer 5:

- *Firms may include projects that are ongoing and/or mostly completed if they do not have completed relevant projects. Projects descriptions should include anticipated date of completion and all information listed in section 2.2.3.v.*
- *Regarding prequalification categories – This RFP has no required prequalification categories -please see Answer 1.*

Question 6: A few questions for clarification on the RFP issued by NIRPC for the Regional Safety Action Plan we hope you can answer.

- 1) The prequalification categories listed (or not listed) in the INDOT templated RFP, page 4, do not seem to be checked or to line up with the work types necessary to determine adequate qualifications for the completion of a Safety Action Plan. Did NIRPC intend to include any qualifications such as “traffic safety analysis (4.1)”, “traffic forecasting (2.2)”, “Complex or non-complex traffic operations (3.1 & 3.2)”, or any of the numerous roadway safety related design qualifications to ensure the firm selected understands the design criteria, etc. in order to suggest/recommend meaningful and qualified solutions to issues discovered in the data analysis and review?
- 2) Does “RSAP” in 2.2.2, page 6, mean “Regional Safety Action Plan” or “Road Safety Analysis Programs”?

2b) If it means Regional Safety Action Plan, does that mean any Safety Action Plan or specifically one involving multiple counties?

Of note, through a thorough search of completed Regional Safety Action Plans, only American Structurepoint has completed a multi-county plan in Indiana, however, a couple other Regional Safety Action Plans are underway. The funding for and creation of Safety Action Plans is relatively new and there are many qualified firms who could complete this effort. If this language is left in NIRPC will limit and significantly reduce responses, disqualifying numerous qualified firms.

- 3) Also in 2.2.2, page 6, is the two-page limit only for the qualifications and role of each team member not inclusive of their resumes and org chart? The two-page limit coupled with the requirement for a half page resume for the Principal, Project Manager, and Org chart leaves only ½ of a page for the remaining team members we can show because those resumes are to be ½ page as well. The defined maximum of six would make this section 5.5 pages. Please clarify the number of pages allowed for this section or if resume sizes can be less than a ½ page to include more teammates.
- 4) What level of detail is expected for cities and towns that do not have a completed Safety Action Plan?

Answer 6.

- 1) *Regarding prequalification categories – This RFP has no required prequalification categories –please see Answer 1.*
- 2) *RSAP means Regional Safety Action Plan.*
- 2b) *RSAP means Regional Safety Action Plan, it does not specify that the plan include multiple counties.*
- 3) *Please disregard the overall 2-page limit and the six team member maximum in section 2.2.2 Team Member Qualifications and include qualifications for all key team members in addition to the principal and manager. Limit the qualifications for each individual team member to one half (1/2) page.*
- 4) *The level of detail must be sufficient to qualify the municipalities for a SS4A Implementation Grant or a Planning and Demonstration Grant. From the SS4A website (<https://www.transportation.gov/grants/ss4a/comprehensive-safety-action-plans>):*

Eligible Action Plans

To satisfy the SS4A NOFO requirements to apply for an Implementation Grant or a Planning and Demonstration Grant that includes only supplemental planning and/or demonstration activities, applicants must have an existing Action Plan that meets the following conditions:

- *Is focused on preventing roadway fatalities and serious injuries in a locality, Tribal area, or region, and includes projects and strategies to address the safety problems it identifies.*
- *Meets the requirements in the [Self-Certification Eligibility Worksheet](#).*
 - *For Implementation Grants, the existing plan must have been finalized and/or last updated between 2021 and May 26, 2026. It must be complete and adopted by the time of application submission.*
 - *For Planning and Demonstration Grants, an Action Plan can still be in progress at the time of application if funded through a previous SS4A grant.*
- *The qualifying elements may come from up to three local plans, as long as they meet the requirements of the [Self-Certification Eligibility Worksheet](#). For existing plans that include many but not enough of the elements in the Self-Certification Eligibility Worksheet, applicants may apply for Planning and Demonstration funds to complete or update the existing plan and conduct supplemental planning and/or demonstration activities. Examples of existing plans that may meet the criteria include the following:*
 - *Vision Zero Action Plans*
 - *Local Road Safety Plans*
 - *Tribal Transportation Safety Plans*

If another jurisdiction (e.g., an MPO, a county) has an existing plan in place that meets the plan eligibility requirements, an eligible applicant covered within the Action Plan's geographic boundaries could apply without its own plan as long as the other eligibility requirements are met.

Note: Implementation Grant applicants who meet any of the following conditions must update their Action Plan to align with the Action Plan components in [NOFO Table 1](#) as a condition of receiving SS4A funds:

- *[Self-Certification Eligibility Worksheet](#) areas that include a "no" response;*
- *Safety focus does not include all road users, and at a minimum includes pedestrians, bicyclists, and motor vehicle safety*