



# REQUEST FOR PROPOSAL

FOR:

**COMPREHENSIVE SAFETY  
ACTION PLAN (CSAP)**

ISSUE DATE:

**MAY 15, 2024**

PROPOSAL DEADLINE:

**JUNE 14, 2024**

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# 1. Project Overview

## Overview

The City of Waverly, Nebraska, is a vibrant and growing community situated in the farmlands of the northeast corner of Lancaster County (City). With a population that has seen significant growth over the last decade, Waverly is committed to ensuring the safety and efficiency of its transportation infrastructure for all residents and visitors.

Waverly serves as a nexus for local, state, and national transportation networks, bordered by U.S. Interstate Highway 80 to the southwest, and bisected by the parallel lines of U.S. Highway 6 (US-6) and the Burlington Northern Santa Fe Railroad (BNSF). This unique geographical and infrastructural setup presents both opportunities and challenges in maintaining a safe, efficient, and sustainable transportation system that meets the needs of a rapidly expanding population.

The City of Waverly collaborates closely with local and regional partners, including the Nebraska Department of Transportation, Lancaster County, local school districts, and community organizations. These partnerships are essential for the integrated planning and execution of transportation projects that not only aim to reduce traffic congestion but also prioritize the safety of all road users. Through this collaborative approach, Waverly is dedicated to developing comprehensive, multimodal transportation plans that reflect the community's needs and support sustainable growth and development.

## Background

This Request for Proposals (RFP) seeks to engage a qualified consulting firm to assist in the creation of Waverly's Comprehensive Safety Action Plan (CSAP). The plan will lay the groundwork for future transportation projects, aimed at enhancing safety, reducing traffic-related fatalities and injuries, and improving the overall quality of life in Waverly while incorporating the four equity considerations identified by the U.S. Department of Transportation (USDOT). The successful consultant will demonstrate a deep understanding of Waverly's unique transportation landscape and bring innovative solutions to the forefront of our community's planning efforts.

## Context

The USDOT recently published a notice of funding opportunity for the [Safe Streets and Roads for All \(SS4A\) Discretionary Grant](#). This program provides funding for both planning and implementation of infrastructure and initiatives to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users. There are two types of grants available under the SS4A program: Action Plan Grant and Implementation

Grant. Waverly has received an Action Plan Grant and is now seeking a consultant to develop a CSAP that meets the eligibility requirements of an Action Plan set forth in the SS4A Grant program. Importantly, the resulting Action Plan will need to meet the specified program criteria required to pursue the Implementation Grant.

## Objectives

The primary deliverable is a Comprehensive Safety Action Plan. However, the process used to create the plan is equally important: The process will help build consensus and momentum within the community to implement the actions developed. The CSAP should be guided by an inclusive definition of safe mobility. The plan should be creative but also achievable and based on an understanding of Waverly's challenges and potential. The final CSAP will outline steps the City needs to take to realize the commitment of its goal of zero fatalities and serious injuries on all of its traffic ways.

The Consultant will apply the Federal Highway Administration's [Safe System Approach](#) through this planning process and the resulting CSAP will address:

- The four equity considerations identified by the USDOT:
  - Wealth Creation
  - Power of Community
  - Interventions
  - Expanding Access
- Addressing the above equity considerations may be accomplished through thorough examination of questions such as:
  - How can the modification or construction projects enhance the efficiency of traffic flow to boost local business operations within Waverly, particularly near commercial areas and industrial zones?
  - In what ways can improving accessibility to these areas stimulate new business ventures, thereby expanding the city's tax base and enabling more comprehensive city services?
  - What specific roles do transportation improvements play in facilitating lower operational costs for businesses and making the city more attractive for new investments?
  - How can the planning process leverage input from a wide array of community stakeholders, including underrepresented groups, to ensure that transportation improvements reflect the diverse needs of Waverly's population?
  - What strategies can be employed to ensure that feedback from residents, local businesses, schools, and other key constituencies is effectively gathered and incorporated into the CSAP?

- How will the project foster collaboration between the city management, the Chamber of Commerce, and school districts to develop a plan that is both sustainable and reflective of community aspirations?
- Which specific safety interventions can be prioritized to protect the most vulnerable road users, including pedestrians, bicyclists, and individuals with mobility challenges, especially in less affluent areas of the city?
- How can the city address the need for enhanced non-vehicular pathways to improve safety for all users, and what role does the sidewalk cost-share program play in this effort?
- In what manner can traffic management around key intersections, such as Cannongate & Amberly, and heavy traffic corridors, like Highway 6 and areas near the railroad, be optimized to reduce potential hazards?
- What measures can be taken to improve pedestrian and bicyclist access to critical areas such as the commercial district, schools, parks, and other community resources, particularly for those relying on non-motorized forms of transportation?
- How can the city overcome physical barriers, such as the existing Cannongate viaduct's limitations, to create more direct and safe routes for pedestrians and cyclists?
- What innovative solutions can be implemented to ensure that new infrastructure projects, like pedestrian viaducts, do not encroach on green spaces and are accessible to all community members, including those with disabilities?
- Other goals for what the CSAP will address are:
  - What are the safety trends for the City?
  - Who is most at risk when traveling on the City's streets and roads?
  - How does the relationship between safety and health improve quality of life?
  - What aspects of road, vehicle, and community design and human behavior or psychology lead to unsafe outcomes/conditions?
  - What effective technologies and tools minimize risk, improve roadway safety, and help track/monitor performance?
  - How to create a culture, for the City and partnering agencies, of safety and shared responsibilities through Engineering, Enforcement, and Education?
  - How can the City reduce fatalities and serious injuries?

## Tentative Schedule

The following table outlines the tentative schedule for the development of the CSAP. (This schedule is subject to change).

<b>Activity</b>	<b>Date</b>
Issue RFP	May 15, 2024
<b>Proposal Deadline by 4:00 p.m. (CT)</b>	<b>June 14, 2024</b>
Proposal Review by Consultant Selection Group	June 17-19, 2024
Consultant Interviews	June 24-28, 2024
Approval from Waverly City Council	July 9, 2024
Award Contract	July 2024
Waverly City Council Adopts CSAP	March 11, 2025
Apply for SS4A Implementation Grant	September 2025

## 2. Scope of Services

The City of Waverly is requesting proposals from qualified Consultants to develop a Comprehensive Safety Action Plan (CSAP). The City intends to award a contract and start the project in July 2024 with an expected completion date of January 31, 2025. Available funds for this project will be **\$295,000**.

### Proposed Tasks

The Consultant is encouraged to be creative in developing a sound analytical approach to achieve the project goals. The Consultant is urged to be as specific as possible when describing the activities that will be performed to support each task. The Consultant may propose additional, optional tasks to be incorporated as part of the scope of work.

#### Task 1: Stakeholder and Public Engagement

The Consultant will prepare a plan for implementing an equitable and authentic public engagement strategy to gather community input on pedestrian connectivity, preferences for improvements, enhancing pedestrian connectivity and safety near Highway 6 and the railroad and feedback on identified corridors. The Consultant will be expected to hold at least 2-3 public meetings in accessible locations within the City.

The consultant should consider the following for their public engagement strategy:

1. Elicit information from stakeholders and town citizenry regarding:
  - a. Identifying specific locations within the town that are in need of traffic safety upgrades projects.
  - b. Prioritizing those projects.
  - c. Seeking input from entities for professional and technical expertise.
  - d. Analyzing budgetary inputs requisite for undertaking and completing each project.
  - e. Establishing goals for timelines for completion of each project.
  - f. Coordination initiation of the various projects on a timeline that will cause the least danger and disruptions to traffic flow and the citizenry.
2. Incorporation of the USDOT identified equity considerations in the engagement practices, such as identifying populations that are disproportionately impacted by traffic risks and ensure that they are providing representation and feedback in the process.

3. Prepare a memo outlining the feedback received, emphasizing community suggestions for improving walkability and safety around Highway 6, the railroad, city schools, and city parks, including the activity and participants engaged, and how the feedback will be incorporated in the CSAP.
4. The City will identify an Action Plan Task Force (APTF) representing transportation safety authorities and other concerned stakeholders in the City. The consultant will coordinate with the APTF to identify safety concerns, locations of interest, and to get feedback on recommendations (2-3 meetings).

**Deliverables:**

- Memo outlining the public input received and how it will be incorporated into the planning process and final CSAP.

## **Task 2: Comprehensive Safety, Data, and Infrastructure Analysis**

The consultant will undertake a comprehensive analysis combining aspects of safety, data review, and infrastructure assessment to form a comprehensive understanding of Waverly's current traffic safety and infrastructure conditions with a particular focus on areas surrounding Highway 6, the railroad, city schools, and city parks. The analysis will assess pedestrian-vehicle interactions and the current state of pedestrian infrastructure, identifying critical gaps and areas lacking in connectivity. This task merges the review of practices, policies, crash data analysis, sidewalk safety analysis, and existing infrastructure conditions to identify safety improvements and data-driven strategies for enhancing pedestrian and vehicular mobility throughout the community.

**The Consultant will:**

1. Examine local and statewide transportation safety plans, studies, and initiatives. Develop recommendations for improved collaboration across different levels of government and sectors to enhance safety analysis, project development, and implementation effectiveness.
2. Assess the quality and completeness of existing data, including crash statistics, transportation networks, land use, and demographic information. Identify gaps and recommend additional data collection if necessary.
3. Analyze crash, traffic, and roadway data from at least the past five years to understand safety issues, trends, and patterns.
4. Conduct an existing conditions review focused on pedestrian and bicyclist mobility. This includes pedestrian counts, identification of origin-destination patterns, and an inventory of trails, ADA-compliant ramps, and sidewalks to pinpoint deficiencies and areas lacking connectivity.



**Deliverables:**

- Integrated Safety and Data Analysis Report
- Pedestrian and Mobility Infrastructure Review
- Strategic Improvement Plan and Cost Analysis

**Task 3: Countermeasures/Alternatives Analysis**

The consultant will develop a comprehensive plan that combines the identification of countermeasures for emphasis areas and high-risk corridors with the analysis of potential corridors to improve pedestrian connectivity. This task integrates the principles of the 3-E's of traffic safety (Engineering, Enforcement, and Education) within a Safe System Approach, focusing on both vehicular and pedestrian mobility enhancements. The plan will involve extensive public engagement to understand community needs and preferences, ensuring a participatory approach to safety and connectivity improvements.

**The Consultant will:**

1. Identify and evaluate countermeasures for enhancing safety in emphasis areas, high-risk corridors, and intersections, aligning with the 3-E's of traffic safety and Safe System Approach.
2. Conduct an alternatives analysis to identify potential corridors for improving pedestrian connectivity, considering key origins and destinations within Waverly.
3. Engage with the public to gather input on safety improvements and pedestrian accessibility, ensuring the plan reflects community perspectives and needs.
4. Develop strategies and performance measures for tracking progress on safety and connectivity enhancements, ensuring alignment with federal performance measures.
5. Establish a transparent process for monitoring and reporting on the effectiveness of implemented countermeasures and connectivity improvements.

**Deliverables:**

- **Comprehensive Safety and Connectivity Enhancement Plan:** A detailed plan that includes:
  - Systemic countermeasure strategies for emphasis areas, high-risk corridors, and intersections, with draft and final versions.

- An analysis of identified corridors for pedestrian connectivity improvements, incorporating public feedback.
- Evaluation metrics, goals, lead agency partners, and cost estimates for each proposed safety and connectivity enhancement.
- A framework for ongoing evaluation and transparency in monitoring progress towards reducing roadway fatalities and serious injuries.

#### **Task 4: Comprehensive Infrastructure Improvement and Policy Enhancement Design**

To amalgamate the design, engineering, policy review, and cost estimation for prioritized safety and infrastructure projects into a cohesive plan. This integrated task encompasses developing engineering solutions, formulating a detailed implementation strategy, recommending policy adjustments, and providing cost estimations to support sustainable improvements in traffic safety and infrastructure within Waverly. The focus areas include pedestrian crossings, traffic signal upgrades, sidewalk installations, traffic flow improvements, and the development of pedestrian infrastructure such as trails and bridges.

The consultant will:

1. Design and engineer solutions for prioritized safety and infrastructure projects identified through community engagement and needs assessment.
2. Develop a detailed implementation plan covering all prioritized projects, segmented into short-term, mid-term, and long-term phases.
3. Review and recommend changes to policies and processes to enhance the sustainability of traffic safety and infrastructure improvements, aligning with best practices and community needs.
4. Conduct concept design and provide detailed cost estimates for significant infrastructure improvements, including identifying potential funding sources for project construction.

Deliverables:

- Integrated Design and Engineering Report
- Comprehensive Implementation Strategy
- Policy and Process Enhancement Report
- Budget

## Task 5: Comprehensive Safety Action Plan

The Consultant will develop a final CSAP (which includes all required components for the Safe Streets and Roads for All – SS4A – grant application) documenting the outcomes from stakeholder and public engagement and information and findings gathered in the previous tasks. The CSAP will guide the City and partnering agencies' efforts for improving transportation safety and reducing roadway fatalities and severe injuries each year on the regional transportation system.

The CSAP will include strategies for implementation as well as the methodology to measure progress over and review and update the plan every five years (after Council approval). The CSAP will discuss implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.

The final deliverables for Tasks 2, 3, and 4 will be incorporated as part of the final CSAP. The final plan shall be organized and constructed around the Safe System Approach and the 3-Es of traffic safety: Engineering, Enforcement, and Education.

Deliverables:

- Comprehensive Safety Action Plan (draft and final)

## Task 6: SS4A Implementation Grant

After completion of the Comprehensive Safety Action Plan, the Consultant will, with support from City staff, prepare the required submission material for the SS4A Implementation Grant for FY 2024. **Note - A determination of whether this activity will use federal funding has not been made, but this is an activity requested to be performed**

The Consultant will:

1. Utilize all resources provided by the DOT to ensure that the City's Implementation Grant application meets eligibility requirements;
2. Review all forms required for submission to ensure completeness and identify areas to improve the likelihood of the City being awarded the Implementation Grant;
3. Draft all required forms and documents required for Implementation Grant submission.

Deliverables:

- Application Narrative (prepared responses to selection criteria and specific project locations)
- Completed SF Forms (424, 424C, 424D, LLL)

- Completed Action Plan Application Template
- Completed Self-Certification Eligibility Worksheet

## 3. Proposals

### Content

**A complete and eligible proposal must contain the following information and be submitted in the order shown below.** Please address each section in your proposal submission and divide each section of your proposal by the identifying section headers. Specified page numbers represent the maximum number of pages (front and back are considered one page, section header pages and appendices are not included in count) allowed for each section. Proposals that do not follow the specified requirements will be considered incomplete and ineligible.

#### **Section 1: Consultant and Key Personnel's Qualifications & Experience (1 page per key personnel)**

Consultant shall demonstrate its knowledge and experience in safety and transportation planning, providing relevant and pertinent experience in areas such as Vision Zero, Safe Systems Approach, and Safety Action Plans. Describe relevant individual experience for key personnel proposed for the project. Do not include experience 10 years prior to the issuance of this RFP. Provide the project title, year, and reference name, title, agency, email, and phone number of principal person for whom the prior projects were accomplished. Include an organizational chart displaying the experience/area of expertise of key personnel.

Consultant shall demonstrate why it believes it is especially qualified to undertake this project. Information provided should include, but not be limited to, such data as: specialized equipment available for this work, any awards or recognition received by the Consultant or individuals for similar work, special approaches or concepts developed by the Consultant relevant to this project, etc.

#### **Section 2: Project Understanding & Approach (up to 10 pages)**

Consultant shall provide a detailed approach to undertaking the tasks proposed in the Scope of Services including a recommended methodology for each task. Consultant shall highlight perceived unique opportunities, challenges, and priorities of this project. Consultants are invited and encouraged to submit and describe additional ideas and strategies to the Scope of Services to enhance the outcomes.

#### **Section 3: Schedule & Availability (up to 2 pages)**

The schedule should demonstrate how the Consultant intends to complete the work within the timeframe specified in this RFP. At a minimum, the schedule should include a breakdown by tasks, milestones, major deliverables, and critical events. The Consultant will indicate the availability (including percentage of involvement

and specific role) of the project manager and other key personnel to complete the work described in this RFP.

#### **Section 4: References (up to 3 pages)**

Consultant shall provide three (3) references that have contracted with the submitting Consultant for which similar services and technical analysis have been performed. Reference information should include a short description of the services and technical analysis performed along with the reference contact name, title, agency, email, and phone number.

#### **Section 5: Cost Structure (up to 3 pages)**

Consultant shall include a cost structure for services including:

1. Actual cost
2. Man hours, itemized to include worker categories (project manager, public engagement specialist, engineer, analyst, etc.)
3. Supplies and materials
4. Travel
5. Subconsultant(s), if necessary. Please note that the same detailed cost information must be shown for each subconsultant
6. Overhead

## Submission

Submit five (5) bound hard copies of the proposal and one electronic copy in PDF format. The PDF copy should be emailed to Stephanie Fisher at [cityadministrator@citywaverly.com](mailto:cityadministrator@citywaverly.com). The electronic copy must be received on or before the deadline listed below. The hard copies must be postmarked on or before the deadline. All copies of the proposal must include all required attachments. It is the Consultants responsibility to ensure the proposal materials are mailed or delivered and received by the due date and time above. Submit proposal to:

Email PDF to:

Stephanie Fisher, [cityadministrator@citywaverly.com](mailto:cityadministrator@citywaverly.com)

Mail to/Deliver:

City of Waverly

RE: Comprehensive Safety Action Plan RFP

PO Box 427

14130 Lancashire St

Waverly, NE 68462

Proposal Deadline: June 14, 2024

Proprietary business information included in the response to this RFP should be marked clearly as such. If the proposal includes information that is strictly proprietary and not subject to release as a component of an open record request, it should be marked as such on each page on which the information occurs. The City of Waverly reserves the right to refuse proposals not providing the information requested or not submitted by the time requested within this RFP.

The City of Waverly shall not be held liable for any expenses incurred by the respondent in preparing and submitting its proposal and/or attendance at any presentations, requested supplemental material, final contract negotiations or applicable site visits. The City reserves the right to award this project, to cancel the solicitation, or to reject any and all proposals; whichever is in the best interest of the City. All proposals, including supporting documentation, shall become the property of the City.

## Evaluation and Selection Process

After the proposal submission deadline, members of review committee composed of local stakeholders will review the completeness of each submitted proposal to verify it meets the specification and requirements listed in the Proposal Content section of this RFP. After a completeness check, eligible proposals will be evaluated by a selection committee.

The evaluation and selection process will involve reviewing proposals and conducting in-person or virtual interviews. The selection committee will be responsible for evaluating all eligible written proposals and consultant interviews. The selection committee will consist of local stakeholders, such as city residents, school board members, etc. During the evaluation and selection process, the City and the selection committee reserve the right to request additional information or clarification from proposers or allow corrections on omissions.

The written proposal is the only measurement that will be used to identify Consultants that will be invited for an interview. The selection committee will interview a maximum of three (3) of the top-rated written proposals. All proposers will be notified in writing whether they have been selected for an interview. Interviews will be scored based on their own merit aside from the written proposal scores.

The scores from the written proposals and interviews will be combined to identify the top-rated Consultant. APTF members will present the selection committee's recommendations regarding which Consultant they would like to enter negotiations with first, based on the rating of the Consultants, to the Waverly City Council and request authorization to enter into a contract with the approved Consultant.

The APTF will notify each interviewed Consultant of the outcome. The APTF will schedule a meeting with the top-rated Consultant firm for the purpose of finalizing the scope and negotiating a contract.

If negotiations with the top-rated Consultant are successful then the City will produce a contract for the Consultant to review, sign, and return; a Notice to Award will be issued; and the Consultant will be notified to start work on this project. If negotiations are unsuccessful, the APTF will terminate negotiation efforts with the top-rated Consultant and open negotiation with the 2nd rated Consultant. This process will continue until negotiations are successful.

The selection committee and the Waverly City Council reserve the right to make a determination based on what is in the best interest of the agency.



## Proposal Evaluation Criteria

The proposals will be evaluated based on the following rating scale and criteria (Max score of 100):

Criteria	Weight
Project Understanding & Approach	X6
Experience & Technical Competency	X5
Availability & Schedule	X4
Proposal Quality	X3
Past Performance	X2

Rating Scale	
1	Poor
2	Fair
3	Good
4	Excellent
5	Superior

**Project Understanding & Approach:** Proposal shows an understanding of the project objectives. Includes the Consultant's proposed methodology, desired results, and expected outcomes/outputs. Demonstrates innovative ideas and efficient approach that accomplish objectives set forth in this RFP.

**Experience & Technical Competency:** Proposal reflects the Consultant's relevant experience and technical capabilities in safety and transportation planning necessary to successfully execute the work set forth in this RFP. The Consultant and/or individuals who will be assigned to this project have applicable and relevant experience.

**Availability & Schedule:** Proposal includes a detailed schedule and include tasks, deliverables, and milestones. The proposal demonstrates the Consultant's ability to meet the project schedule and indicate all other projects being worked on by key personnel, percentage of involvement and role in those projects.

**Proposal Quality:** Proposal is a well-written, straightforward, and concise document with high-quality graphics/images.

**Past Performance:** Consultant demonstrates a track record of timely performance, quality, and integrity, as evidenced by the list of references.

## Interview Evaluation Criteria

The Consultant interviews will consist of a 30-minute presentation given by the Consultant to the selection committee followed by a 20-minute questions and answer session. Interviews will be evaluated based on the following rating scale and criteria (Max score of 45):

Criteria	Weight
Familiarity with Project Type	X4
Opportunities, Challenges, & Priorities	X3
Innovative	X2

Rating Scale	
1	Poor
2	Fair
3	Good
4	Excellent
5	Superior

**Familiarity with Project Type:** Demonstrates a level of familiarity with the proposed tasks and experience and capabilities in development of similar safety plans.

**Opportunities, Challenges, & Priorities:** Demonstrates an understanding of the opportunities, challenges, and priorities for the City.

**Innovative:** Identifies any ideas, resources, concepts, tools, methodologies, and strategies that would help accomplish the objectives set forth in this RFP and strengthens the outputs of this project.

## Communications & Questions

All questions, clarifications and communication concerning this solicitation shall be submitted in writing via e-mail to the designated point of contact below. The deadline to submit questions or request clarification is by **4:00 PM (CT) on June 7, 2024**.

Should the City receive any relevant and/or important questions, questions and answers will be included as an amendment to the RFP and posted on City's website:

<https://www.citywaverly.com/>

The City is not bound by any oral representations, clarifications, or changes made to the written specifications by City staff, unless such clarification or change is provided in a written amendment to the RFP. Responses to relevant and/or important

questions will be posted as an amendment to this RFP on the City's website **by June 12, 2024**.

Designated Point of Contact:

Name: Stephanie Fisher

Email: [cityadministrator@citywaverly.com](mailto:cityadministrator@citywaverly.com)

Subject Line: Comprehensive Safety Action Plan RFP

## 4. General Information

### Disclaimer

The City reserves the right to retain all proposals, or any ideas submitted in a proposal. Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP and an agreement to enter into a contract. Receipt of the RFP by a Consultant or submission of a proposal by a Consultant confers no rights upon the Consultant nor obligates the City in any manner. The City reserves the right to make an award based on the greatest benefit to the City and not necessarily the lowest price. The City will not be liable for any costs incurred by consultants in the preparation and delivery of their responses to the RFP, nor for any subsequent discussions and/or product demonstrations. The City will not be liable for any costs incurred by consultants while becoming familiar with the particulars stated in this RFP. All proposals, including supporting documentation, shall become the property of the City. The City reserves the right to negotiate separately with any proposer after the opening of the RFP when the City considers such an action to be in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the City.

### Notification of Award

It is expected that a decision selecting the successful Consultant will be made in June 2024. Upon conclusion of final negotiations with the successful Consultant, all agencies that submitted a proposal in response to this RFP will be informed in writing of the name of the successful firm.

### Terms of the Contract

Services will be procured through a not-to-exceed contract between the City and the selected Consultant if and when the desired services become necessary. The estimated date for entering into the contract is July 2024. Contract negotiations will be expedited. During the contract-negotiation process, the consultant may be required to provide the following:

1. A detailed break-out of its payroll charges and general overhead-rate items; and
2. Documentation that the proposed rates have been approved by a federal government agency or a cognizant state agency for use in a federally-funded project.

The contract will be subject to cancellation by the City upon thirty (30) days written notice.

## **Payments**

The selected Consultant will submit to the City invoices for work completed. Payments shall be made to the Consultant on a monthly basis by the City after all required services have been completed to the satisfaction of the City. Unless otherwise indicated, payments for services are net 30 from the date of receipt.

## **Federal & State Funds**

The services requested within this RFP will be partially funded with funds from the 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.