



Request for Proposals

for

HOPKINS SAFE STREETS AND ROADS FOR ALL PLAN

Issued On: January 12, 2026

Due On: February 13, 2026

I. Safe Streets and Roads for All RFP Contents

II. Purpose.....3

III. Background.....3

References.....6

IV. Scope of Work and Deliverables7

 A. Project Management8

 B. Leadership Commitment9

 C. Data Gathering.....9

 D. Community Outreach and Engagement 10

 E. Strategic Framework and Transportation Safety Countermeasures 12

 F. Pedestrian and Bicycle Plan 14

 G. Safe Streets and Roads for All Plan 14

V. Proposal Submissions Process 15

 Due Date 15

 Submission Requirements 15

VI. Tentative Project Timeline & Payment 17

VII. Proposal Submissions Process 17

VIII. Additional Information 19

IX. Appendices.....21

 A. Additional Information21

 B. Professional Services Agreement Template23

II. Purpose

The City of Hopkins is seeking qualified professional transportation planning and engineering teams to develop a Safe Streets and Roads for All Plan.

General Project Description

Management of the Safe Streets and Roads for All Plan: Sam will be the first point of contact for the Safe Streets and Roads for All Plan.

Sam Gallagher, Associate Planner
Planning and Economic Development Department
Hopkins City Hall
1010 1st Street South
Hopkins MN 55343
Office Phone: 952-548-6339
Email: sgallagher@hopkinsmn.com

III. Background

The City of Hopkins' Safe Streets and Roads for All Plan (Plan) will incorporate a new era of travel behavior. With light rail transit starting in 2027, the Plan will address changes to vehicle habits and walking, rolling, and biking patterns across 55.2 miles of roads within the City. The Plan aims to reduce or eliminate roadway fatalities and serious injuries in Hopkins through action plan development and implementation. The Plan will also serve as an update to the City's [Pedestrian and Bicycle Plan](#) from 2013 and will incorporate a Safe Routes to School Plan to serve as a comprehensive guidebook for multimodal safety improvements in Hopkins. Teams may submit a proposal for the Safety Action portion of the plan and/or the Pedestrian and Bike Plan as both components are tied to a comprehensive Safe Streets and Roads for All Plan.

Originally the homeland of Dakota and Ojibwe peoples whose deep connection to the land spans thousands of years, the City of Hopkins was incorporated in 1893 as the village of West Minneapolis. The Village of Hopkins adopted its City charter in 1947, effectively becoming the City of Hopkins. Hopkins was the largest city in the west suburbs, and its downtown was the area's major shopping district.

Transportation was one of the reasons Hopkins was such a focal point. Hopkins was always easy to get to, first by trails, then by dirt roads and railways, next by street cars connecting to Minneapolis, and Lake Minnetonka, and after the automobile was introduced, by the major north-south and east-west roads running through it.

Transportation still makes Hopkins a focal point – former railroad corridors have been converted into multi-use regional trails and will hold the future Green Line Extension of light rail transit (LRT). The [Artery](#) along 8th Avenue was built as a multimodal connection bringing bicyclists and pedestrians from the future LRT station to Downtown Hopkins, which remains the lifeblood of the community.

Today the City of Hopkins has a population of 19,079 and is a Charter City with a City Council/City Manager form of government. The City Council consists of a Mayor and four Council Members elected at-large. All policy and legislative decisions are the responsibility of the Council. The Council delegates the administrative duties to the City Manger who is responsible for hiring and managing City staff and carrying out policies of the Council.

The City has continually reaffirmed a commitment to transportation accessibility and safety including evaluating changes in travel behavior and striving to create better pedestrian and biking environments in and around future LRT stations. In 2024, the City worked in partnership with Hennepin County to create an [End-of-Trip Facilities Plan](#) to identify the types of facilities that encourage micromobility travel in the community. As stated in the [2040 Comprehensive Plan](#), the City recognizes that a robust transportation network focused on expanding options for travel that do not depend on single occupant vehicles, while still ensuring that automobile travel is safe and efficient, is necessary to accommodate growing travel needs. The [City's Complete Streets Policy](#) incorporates the belief that streets and roadways should be designed and operated to be safe and accessible for all transportation users and acknowledges public health, affordable transportation choices, economic development access, cost effectiveness, and the natural environment as principal benefits of incorporating the policy.

[Hopkins Climate Solutions Plan](#) adopted in 2025 supports improvements and expansion of sustainable transportation to reach the City's 2030 targets to reduce Vehicle Miles Traveled (VMT) by 10% and add one mile of new bike lanes. The City would like action items from the Climate Plan to be incorporated in the Safe Streets and Roads for All Plan including reviewing the City's Complete Street Policy to include shared mobility and green infrastructure, adding recommendations on where the City can accommodate protected bike lanes and updating the City's Pedestrian and Bike Plan to improve connectivity routes and increase safety throughout the City.

A total of 17 crashes were documented as fatal and serious injury between 2017 to 2021 in the City, including 9 involving pedestrians and bicyclists. Additionally, there

were 38 non-motorized crashes during this period, with 9 being fatal or serious injury. Through the development of this Plan, the City will have an opportunity to identify and prioritize transportation safety and develop equitable solutions through low-cost, high-impact proven safety measures that will solve the challenges faced by people traveling in Hopkins.

According to the most recent data available (ACS 2023):

- About 14% of all households in Hopkins do not have access to a vehicle. 44% of households in Hopkins have one vehicle. This is compared to 8% of all households in Hennepin County do have access to a vehicle and 37% of households in Hennepin County have one vehicle.
- The annual vehicle miles traveled per household in Hopkins is 18,424 compared to 21,163 in the 7-county Metropolitan Area.
- Approximately 65% of city residents primarily drive to work, 19% work from home, 8% carpool, 3% walk, 3% take public transit, and 2% use other means.
- Hopkins is approximately 63% White, and 37% Black, Indigenous, People of Color (BIPOC).
- The median household income is \$71,000 compared to \$93,339 in Hennepin County as a whole.

Considering that the average household size in Hopkins is approximately 2 persons and 58% of households in Hopkins have access to one vehicle or do not have access to a vehicle, residents in Hopkins are often living car-lite. This is compared to households in Hennepin County as a whole, where the average household size in Hennepin County is 2.3 persons per household with 45% having access to one vehicle or do not have access to a vehicle. Additional demographic information on the City is available on the Metropolitan Council website [here](#). The City's Comprehensive Plan can be found [here](#).

The City of Hopkins is seeking proposals to develop a comprehensive Safe Streets and Roads for All Plan and supplemental Pedestrian and Bike Plan update that will analyze crash data, identify trail and sidewalk gaps, evaluate transportation safety best practices and include engagement and outreach activities to form detailed strategies and recommendations for roadway improvements for all modes to travel safety in Hopkins.

References

- Safe Streets and Roads for All (SS4A) Grant Program
 - <https://www.transportation.gov/grants/SS4A>
 - <https://www.dot.state.mn.us/stateaid/grant-assistance.html>
- Hopkins Planning Documents
 - 2040 Comprehensive Plan:
 - <https://www.hopkinsmn.com/DocumentCenter/View/3180/2040-Comprehensive-Plan---Cultivate-Hopkins-PDF>
 - Pedestrian and Bicycle Plan:
 - <https://www.hopkinsmn.com/571/Pedestrian-Bike-Plan>
 - 11th Avenue Corridor Study:
 - <https://lf.hopkinsmn.com/WebLink/DocView.aspx?id=489720&dbid=0&repo=Hopkins&cr=1>
 - Hopkins Complete Streets Policy
 - <https://www.hopkinsmn.com/DocumentCenter/View/5519/Complete-Streets-Policy?bidId=>
 - Hopkins Climate Solutions Plan:
 - <https://www.hopkinsmn.com/DocumentCenter/View/5471/2025-Hopkins-Climate-Solutions-Plan?bidId=>
 - Hopkins End of Trip Facilities Plan
 - <https://lf.hopkinsmn.com/WebLink/DocView.aspx?id=504615&dbid=0&repo=Hopkins>
 - Hopkins Low Salt Design Standards:
 - <https://www.hopkinsmn.com/DocumentCenter/View/5569/Low-Salt-Design-Checklist>
- U.S. Department of Transportation – General Terms and Conditions under the Fiscal Year 2024 Safe Streets and Roads for All (SS4A) Grant Program
 - <https://www.transportation.gov/grants/ss4a/general-terms-and-conditions-fy24>

IV. Scope of Work and Deliverables

The City of Hopkins seeks proposals from qualified companies who specialize in transportation safety countermeasures to lead in developing the Safe Streets and Roads for All Plan and supplemental Pedestrian and Bicycle Plan update across 55.2 miles of roads within the City. The Plan should include the following elements at a minimum:

- Access travel behavior and changes from projected light rail service through trip generation analysis
- Create a High Injury Network GIS database on crash locations, severity, contributing factors, and crash types
- Create a Safe Routes to School Plan across the schools operating in Hopkins
- Provide a toolkit of best practices for transportation safety countermeasures and complete streets implementation
- Identify transportation safety improvement at specific locations based on safety analysis within the City of Hopkins
- Include an equitable investment assessment to prioritize transportation safety improvements based on community engagement and available data on community needs in Hopkins
- Recommend reactive and proactive solutions to transportation safety improvements
- Update the City's Pedestrian and Bicycle Plan by providing recommendations on pedestrian and bicycle routes and connections based on gaps in the existing network
- Identify funding opportunities for addressing transportation safety improvements
- Support public engagement by hosting an interactive website
- Create public engagement mapping or activity materials, which may include table plots or boards seeking input on community needs, challenges and opportunity areas

The proposal can include the following elements in addition to the minimum elements requested:

- Public Involvement Plan that includes a Safe Streets and Roads for All Plan Stakeholder Group facilitation plan, Pedestrian and Bicycle Plan and

Safe Routes to School engagement materials, in-person events, virtual events, social media, creative community storytelling and other established engagement strategies. City staff anticipate a high level of involvement with this portion of the Plan by staffing, facilitating, creating and coordinating engagement beyond the consultant team's ability to perform.

- A demonstration project along 11th Avenue South testing utilization of preferred transportation safety countermeasures including lane reductions and traffic controls. City staff anticipate involvement in community engagement regarding the demonstration project beyond the consultant team's ability to perform.

The primary purpose of this effort is to create a comprehensive, implementable safety action plan that balances travel behavior needs, community aspirations, future growth, innovation, and multimodal design excellence. This plan will serve as a roadmap for improving roadway safety conditions in Hopkins. Companies responding to this request for proposal (RFP) must demonstrate subject matter expertise to perform the work outlined below.

A. Project Management

The selected Safe Streets and Roads for All Plan team shall propose its approach and costs associated with project management. Should the Safety Action portion and Pedestrian and Bicycle Plan update portion of the Plan be tasked between two consultant firms, a prime consultant firm should clearly be communicated as the designated project manager for the project. The project management should include:

- Schedule of associated tasks and deliverables. The schedule shall be updated monthly and provided to the project management team (PMT) at monthly meetings. The Consultant will prepare the agendas and distribute minutes within one week following the meeting. A minimum of one meeting per month is anticipated for the duration of the project, however additional meetings with City staff are anticipated throughout the project. An in-person kickoff meeting will be the first PMT.
- Invoicing and progress reports, including monthly summaries of percent complete and percent spent by task.

- Coordination meetings with the City’s project manager and additional City staff as needed.
- Sub-consultant coordination as necessary to complete the deliverables.
- City Meetings. The Consultant shall attend and prepare presentation materials for up to two (2) City Council meetings/work sessions and two (2) Planning Commission Meetings as requested by the City. The City will deliver the presentation materials with support from the consultant as needed.

Task A Deliverables shall include the following at a minimum:

- A. 1. Monthly invoices and progress reports.
- A. 2. PMT meetings and meeting minutes.
- A. 3. City Council and Planning and Zoning Commission work session and meeting presentations.

B. Leadership Commitment

The Consultant shall help develop a policy and resolution(s) to an eventual goal of zero roadway fatalities and serious injuries. This shall include setting a target date for achieving zero roadway fatalities and serious injuries.

C. Data Gathering

The selected team shall compile relevant data needed to develop a comprehensive understanding of crash locations, severity, contributing factors, and crash types, as well as contributing factors and crash types by relevant road users (motorists, people walking, bicyclists, transit users, etc.) in GIS to establish existing conditions and historic trends. Analysis of systemic and specific safety needs will be performed to generate both reactive as well as proactive solutions. Based on this analysis, a High-Injury Network (HIN) will be developed. This may include but is not limited to requesting, compiling, and organizing data from the City, Hennepin County, Minnesota Department of Transportation and partner agencies and organizations. This shall include reconciliation of prior studies and Plans complete with the City’s current goals and priorities.

Data collection will be developed using an inclusive and representative process. Underserved communities are identified through data, including the

[Environmental Justice Areas](#), to include both population characteristics and initial equity impact assessments of the proposed projects and strategies.

Following the completion of data collection, the selected team shall identify additional data that is needed to develop a Safe Streets and Roads for All Plan and supplemental Safe Routes to School Plan that achieves the stated goals of the project, along with recommendations that include projected costs and possible funding opportunities to implement safety improvements.

Task C deliverables shall include the following at a minimum:

- C. 1. Summary of travel demand with vehicle (including projected autonomous vehicle) count data, pedestrian travel baseline data, transit travel baseline data and bicycle travel baseline data on traffic volumes and patterns to inform planning and engineering needs.
- C. 2. Summary of systemic and specific safety needs with an equity impacts assessment (e.g. high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership.
- C. 3. Summary of a complete and accurate inventory of existing multi-modal facilities in Hopkins with mapped locations, expected or observed number of users, condition of the facility and user experience.
- C. 4. Summary of Safe Routes to School specific data incorporated into planning.
- C. 5. Based on the analysis performed, a GIS database of high-risk locations is to be developed (a High-Injury Network or equivalent) with comprehensive crash history information.

D. Community Outreach and Engagement

The selected team will work closely with city staff to perform inclusive, equitable community outreach and engagement tasks for both internal and external groups. Overlapping jurisdictions such as Hennepin County and the State of Minnesota will be included in the process. The deliverables in task D can be considered the minimum level of involvement required. Consultants are encouraged to include additional public involvement strategies that they feel could be effective for the project. City staff, with assistance from the

City's Spanish and Somali speaking Community Connectors, will lead the majority of the outreach and engagement efforts.

Public Involvement Approach. This approach will facilitate information sharing and gathering within the project schedule. This task includes development of a Safe Streets and Roads for All Plan Stakeholder Group involving a variety of public and private stakeholders, school groups, and any neighborhood groups in the City with a timeline for meeting cadence throughout the plan development and facilitation to consider a range of goals for the Plan. It also includes the development of materials support for the Stakeholder Group, development of electronic and printed content related to the project, external engagement coordination and materials for in-person events in the City and school district. Feedback will be incorporated into the planning, determination of high priority locations and recommendations of the Plan.

Task D deliverables shall include the following at a minimum:

Stakeholder Group

- D. 1. Engagement strategy and facilitation materials for each meeting of the anticipated six (6) meetings that City staff can share to gather input on the goals for the Plan.

External Engagement

- D. 2. Create, publish and maintain an interactive website that will be used to communicate to the public about the project, as well as to obtain feedback and comments. This website must conform to the City of Hopkins standards, meet ADA requirements, and be hosted and updated by the selected consultant.
- D. 3. Printed communication materials that are creative and inclusive for in-person events and a project handout.
- D. 4. Public Meetings. Plan and develop two (2) open-house-style meetings with presentations (if needed). Open house materials can include a walk or bicycle audit program, interactive activity, design drawings, exhibits, renderings and layouts as necessary. Provide staffing support at two (2) open-house events.
- D. 5. Printed communication materials that are creative and inclusive for in-person school district events with specific mapping activities for

these locations to gather input on Safe Routes to School recommendations.

- D. 6. Complete a graphic focused Public Engagement Summary at the completion of the project that summarizes all public engagement activities and includes comments, stories, quotes, photos by and about people who would be affected by the improvements. City staff will provide content from public engagement events for Consultants to utilize for the summary.

Additional Task D deliverables are optional to include for public involvement strategies:

Stakeholder Group

- D. 7. Consultant attendance at project meetings with the Stakeholder Group to conduct oversight of the Action Plan development, implementation and monitoring.

External Engagement

- D. 8. Support the development of pop-ups and provide additional staffing support and facilitation for walk or bicycle audits, pop-ups, or in person events.
- D. 9. Project mailing(s) for public meetings and events.

E. Strategic Framework and Transportation Safety Countermeasures

The selected team will assess current policies, plans, guidelines, and/or standards to identify opportunities to prioritize transportation safety.

The selected team will work with the City to create a list of transportation safety countermeasures and create a framework for identifying specific safety treatment locations in the City and nearby school district. These countermeasures and complete street design recommendations may be tested along 11th Avenue as part of a demonstration project, projected to occur for three months in the summer, to identify feasibility of implementing traffic calming and complete street design features. The demonstration project will also be an opportunity to experience roadway treatments and provide community feedback on the Plan. If applicable to the team's proposal, the [11th Avenue Corridor study](#), completed by the City in 2024, will be used as preliminary findings into a test phase to identify the benefits of

the modifications and understand what works best for this corridor and replication to similar corridors in the City.

The selected team will include analysis of the cost, benefits, risks, opportunities, constraints, etc. for these location specific improvements and lead the broader team through a focused decision-making process to identify preferred safety treatments that can be replicated at similar locations within the City and at schools in Hopkins. Transportation Safety Countermeasures may include, but are not limited to speed advisory signs, enhanced crossings, intersection lighting, pavement markings, and sidewalk/trail additions and will be identified based on the safety analysis and high-Injury Network (HIN). This analysis can follow industry standards, internal best practices or be developed in partnership with the City, County, State and school district to ensure the work meets the project's needs.

The safety countermeasures analysis should consider projected city growth over the next 10 years and include anticipated travel pattern changes with three LRT stations operating.

Additionally, the strategic framework shall serve as a guidebook to assist City leadership with goal setting and a commitment to significantly reduce (by a specific date) and ultimately eliminate all fatalities and serious injuries.

Task E Deliverables shall include the following at a minimum:

- E. 1. Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety and curb management. The Plan will include recommendations for implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.
- E. 2. The consultant team shall identify a comprehensive set of projects and strategies, shaped by data, best practices, stakeholder input and equity considerations. These strategies and countermeasures will focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.
- E. 3. Once identified, the list of projects and strategies are prioritized in a list that provides time ranges for when the strategies and countermeasures could be deployed (e.g. short-, mid-, and long-term

timeframes). The list should include specific projects and strategies, or descriptions of programs, projects, and strategies, and explain prioritization criteria used with high level cost estimates with information available. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.

- E. 4. Any projects or strategies identified in the list above that are considered to need urgent attention to correct a safety issue should be identified. Further concept development of these priority projects as agreed upon with the City shall exhaust any remaining funds up to the \$207,290 allocated for this project. Further competitive funding opportunities should be identified for the implementation of these projects as well as developing these projects in a manner that will make application of said grants as seamless as possible.
- E. 5. Optional 11th Avenue demonstration project support and findings from temporary installations.
- E. 6. The consultant shall develop a method to measure progress over time after an Action Plan is developed or updated, including outcome data. Must include at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan online.

F. Pedestrian and Bicycle Plan

- F. 1. Utilize the City's existing Pedestrian and Bicycle Plan to update recommendations including policy changes, route maps, toolbox of treatments, corridor specific recommendations, benchmarks, estimated costs, and potential funding sources
- F. 2. Create a Pedestrian network map and note network deficiencies
- F. 3. Create a Bicycle network map and note network deficiencies
- F. 4. Provide design guidance on high priority Pedestrian and Bicycle corridor improvements where safety need is high
- F. 5. Provide design guidance on high priority Safe Routes to School improvements where safety need is high
- F. 6. Update the vision of Mainstreet and connection to the City's historic downtown

G. Safe Streets and Roads for All Plan

Tasks associated with this RFP shall culminate into a comprehensive, actionable Safe Streets and Roads for All Plan that guides the future design of City roadways for safer travel of all modes in Hopkins.

Task G Deliverables shall include the following at a minimum:

- G. 1. Safe Streets and Roads for All Plan as a digital PDF and 2 bound hard copies of the report as well.

V. Proposal Submissions Process

Due Date

Proposals received after 4:30 on February 13, 2026, will not be considered.

Submission Requirements

1. Submit proposal via email (PDF less than 30 mb) to:
Sam Gallagher, Associate Planner
sgallagher@hopkinsmn.com

A. Format

1. Cover Page
 - i. Project Title
 - ii. Company/Team: Name and Address
 - iii. Contact Person: Name, Title, Phone Number, and Email Address
 - iv. Date of Proposal
2. Letter of Interest
 - i. Describe the team's mission, vision, and values and how they align with the mission, vision, and values of the City of Hopkins.
 - ii. Express why your team would like to participate in this project and any distinguishing characteristics.
 - iii. Describe the team's transportation safety countermeasure's philosophy and how it will benefit this project.
3. Statement of Work
 - i. Describe your project understanding and approach to completing the scope of work identified in the RFP.
 - ii. Describe methods, process, strategies, and deliverables proposed to complete each task listed in this RFP. Additional tasks, subtasks, or deliverables may be submitted as "value add" services, with distinct and separate associated costs.

- iii. Include a detailed work plan with identified approach to the work, your assumptions made while developing your response, the major tasks/phases to be accomplished in sequential order, due dates, and the proposed project schedule. Assume and identify all meetings defined in this RFP.
- iv. The chosen team will be expected to provide this information in a manner appropriate to insert as Exhibit A – Scope of Services in the Professional Services Agreement (Appendix).

4. Exceptions and Deviations

- i. Any exceptions to the requirements in this RFP must be included in the proposal submitted by the consultant. Segregate such exceptions as a separate element of the proposal under the heading “Exceptions and Deviations.”

5. Qualifications

- i. Describe the team’s prior experience performing similar services to those described in this RFP.
- ii. Provide biographies and resumes for up to ten (10) team members, including descriptions of their roles and responsibilities related to this project. Biographies and resumes shall be limited to one (1) page per person, including examples of projects that exemplify experience and expertise in relevant areas, or examples that demonstrate creativity and problem-solving in similar complex projects. Please note which of your team members worked on the projects identified as relevant in your proposal.
- iii. Your firm’s present and anticipated future workload and the percentage of your staff’s availability to deliver the project.
- iv. Sub-consultants. Describe the name and location of other sub-consultants that would be used by the firm in the design. Identify the approximate percentage of the work that would be performed by each of these firms.
- v. Graphics and images may be included with the team’s experience or with individual team member biographies/resumes.

6. Fee Schedule and Timeline

- i. Provide a detailed budget that relates to your delivery schedule, meant to inclusively address all costs to complete this work. Include all hourly billing rates, proposed hours to complete the work, markup on sub-consultants and reimbursable expenses. Any costs noted in the proposal will not be considered by payment by the City.

- ii. Provide a schedule to achieve project completion by September 2027.

Proposals shall be no more than 20 pages including all proposal content described above. All pages must be 8.5"x11.5" (portrait or landscape orientation).

VI. Tentative Project Timeline & Payment

- A. RFP Announcement: January 12, 2026
- B. Deadline for Project Questions: January 21, 2026, 4:30 pm
 - a. Questions should be emailed to Sam Gallagher at sgallagher@hopkinsmn.com
- C. Questions Posted Online for Review: January 27, 2026
- D. **Proposal Submission Deadline: February 13, 2026, at 4:30 pm CST**
- E. Shortlist Announcement: February 24, 2026
- F. Team Interviews: March 2 & 3, 2026
- G. City Council Approved Consultant Selection: March 2026
- H. Execution of Contract: March 2026
- I. Authorization to proceed: After Execution of Contract
- J. Project Kickoff and Advancement: Immediately after Contract Execution
- K. Complete project: September 2027
- L. Payment

The City has \$207,290 available for the completion of this project. Payment to the selected consultant is anticipated to be based on monthly invoices documenting time and reimbursable expenses of each team member in accordance with the proposed fee schedule.

VII. Proposal Submissions Process

A team of City Staff will evaluate all proposals and select the proposal or proposals that best demonstrate the ability to reliably perform the work with integrity. Companies may partner to submit proposals; however, one company must be identified as the primary contact on the proposal.

A. Questions and Clarifications about the RFP

All questions regarding this RFP should be submitted via email to Sam Gallagher at sgallagher@hopkinsmn.com on or before January 21, 2026.

Should any prospective respondent be in doubt as to the true meaning of any portion of this RFP, or should the respondent find any ambiguity, inconsistency, or omission therein, the respondent shall make a written request for official interpretation or correction by the due date above.

All interpretations, corrections, or additions this RFP will be posted on the City’s website on January 27, 2026, and it shall be the respondent’s responsibility to ensure they have received all addenda before submitting a proposal. =

B. Proposal Evaluation and Selection

Each proposal will be examined initially to ensure it follows the proposal format and instructions in this RFP. Proposals that do not follow the specific format will not be considered. Late proposals will not be considered. Teams will be selected for interviews and chosen as the finalists by consensus. Proposals will be evaluated on the following criteria:

Experience of team related to scope of services outlined in this RFP, including years, history and qualifications of key personnel	5x pts
Applied work approach – safety countermeasures philosophy and supplemental pedestrian and bicycle plan update	5x pts
Demonstrates an understanding of the opportunities, challenges, and priorities for the City	5x pts
Timeline of proposed work	2x pts
Team’s commitment to an equitable investment approach that integrates comprehensive engagement and outreach among all people traveling in Hopkins into this work.	1x pts
Cost of services proposed, average hourly labor costs, and identified cost control measures	1x pts
Participation from CERT certified or certified as a SMBE/SBE firms	1x pts
Total	100 pts

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

C. Interviews

After the initial review, the evaluation team will narrow the number of companies and proposals for further consideration. The evaluation team may contact successful companies with additional questions or to schedule a presentation and interview. Companies shall provide responses to any

additional questions within three business days following the receipt of the inquiry. The evaluation team will conduct interviews in person.

D. Final Evaluation

The final evaluation and selection of the winning company will be determined through a combination of evaluating proposals and follow-up engagement based on the following criteria:

- G. 2. Initial Proposal
- G. 3. Interview and Additional Questions
- G. 4. References
- G. 5. Final Cost Proposal

E. Contract Award

The evaluation team will make a recommendation to the City Council for awarding the contract. Final approval of the contract rests with the City Council.

VIII. Additional Information

a. Rights of Review

The City reserves the right to reject any or all proposals or to request additional information. This RFP shall not commit the City to engage any company for the services described in this RFP.

b. Confidential Material

All materials submitted in response to this RFP will become public record, unless categorized as private, confidential, non-public, or protected non-public under the Minnesota Government Data Practices Act (“Protected Materials”). Unrestricted disclosure of proprietary information places it in the public domain. If you believe any of your materials are Protected Materials, you must submit those materials in a separate envelope marked “Confidential Disclosure,” along with a cover letter explaining why you believe the materials are Protected Materials. The City will review the materials and approve or deny your request for confidentiality. If the City denies your request for confidentiality, the review team will notify you and you may withdraw the entire proposal, remove the materials, or include the materials in the non-confidential portion of your submission. Cost, pricing information, and the total proposal amount are public data under the

MGDPA. Any costs to preserve Protected Materials shall be your responsibility.

c. Response Ownership

All proposals become the property of the City upon receipt. Selection, rejection, or disqualification of a proposal shall not affect this right.

d. Incurring Costs

The City is not liable for any costs incurred by perspective firms prior to the signing of a contract. Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation are solely the responsibility of the respondent.

e. Grant Funding

Funding for this project is made possible by the United States Department of Transportation Federal Highway Administration Safe Streets and Roads for All (SS4A) Fund and the Minnesota Department of Transportation Infrastructure Investment and Jobs Act (LLIJA) Match Program.

IX. Appendices

A. Additional Information

1. Appeals Process

Protests of the award must be made in writing and must specifically state your grievance. All protests must be filed with City Clerk, Amy Domeier, within ten calendar days after issuance of notice to award.

2. Rights of Review

The City reserves the right to reject any or all proposals or to request additional information. This RFP shall not commit the City to engage any team for the services described in this RFP. The City reserves the right to reject some or all of the proposals and to award by individual line item, by group of line items or as a total, whichever is deemed most advantageous to the City. The City reserves the right to request additional information or clarifications, to allow corrections of errors or omissions, or to modify the proposal schedule.

3. Confidential Material

All materials submitted in response to this RFP will become public record, unless categorized as private, confidential, non-public, or protected non-public under the Minnesota Government Data Practices Act (“Protected Materials”). Unrestricted disclosure of proprietary information places it in the public domain. If you believe any of your materials are Protected Materials, you must submit those materials in a separate envelope marked “Confidential Disclosure,” along with a cover letter explaining why you believe the materials are Protected Materials. The City will review the materials and approve or deny your request for confidentiality. If the City denies your request for confidentiality, the review team will notify you and you may withdraw the entire proposal, remove the materials, or include the materials in the non-confidential portion of your submission. Cost, pricing information, and the total proposal amount are public data under the MGDPA. Any costs to preserve Protected Materials shall be your responsibility.

4. Response Ownership

All proposals become the property of the City upon receipt. Selection, rejection, or disqualification of a proposal shall not affect this right.

5. Equal Opportunity

The City requires equal opportunity; therefore, the team selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations and with City policy. The City of Hopkins does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, sexual orientation, gender, marital status, status with regard to public assistance, membership on a local human rights commission, disability, or any other basis protected by law in the admission or access to or treatment of employment, program, activities or services.

6. Contract

The City reserves the right to negotiate the final terms and conditions of the contract, including award amount. If the City and a design team are unable to agree upon the entire contract, the City may discontinue negotiations, select another design team or reject all of the proposals. The successful design team shall execute a contract with the City within ten days after receipt.

7. Contract Ethics

No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal shall participate in any decision which affects his or her direct or indirect financial interests. It is a breach of ethics for any person to offer, give or agree to give any City employee or Council Member or for any City employee or Council Member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment.

The team shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City. The team shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City.

8. Reporting, Insurance, and Financial Liability Limitations

The successful team will report to the Associate Planner. The Associate Planner will work with the Finance Director to audit billings, approve payments, establish the schedule and oversee the execution of the contract.

The City shall not be liable for any expenses incurred by the team, including but not limited to, expenses associated with the preparation of the proposal, attendance at the interview, preparation of a compensation schedule, or final contract negotiations.

B. Professional Services Agreement Template

Below is an example of the professional services agreement for the Safe Streets and Roads for All Plan scope of work.

THIS AGREEMENT is made this **Choose Date** (“Effective Date”) by and between [Contractor Name] a State Company Type with its principal office located at [address] (“Contractor”), and the City of Hopkins, Minnesota, a Minnesota municipal corporation located at 1010 1st Street, Hopkins, MN 55343 (the “City”):

RECITALS

- A. Contractor is engaged in the business of providing [Description of Services].
- B. The City desires to hire Contractor to provide [Description of Services] services.
- C. Contractor represents that it has the professional expertise and capabilities to provide the City with the requested services.
- D. The City desires to engage Contractor to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

AGREEMENT

1. **Services.** Contractor agrees to provide the City with the services as described in the attached Exhibit A (the “Services”). Exhibit A shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.
2. **Time for Completion.** The Services shall be completed on or before _____, provided that the parties may extend the stated deadlines upon mutual written agreement. This Agreement shall remain in force and effect commencing from the Effective Date and continuing until the completion of the project, unless terminated by the City or amended pursuant to the Agreement.

3. **Consideration.** The City shall pay Contractor for the Services according to the terms on the attached **Exhibit B**. The consideration shall be for both the Services performed by Contractor and any expenses incurred by Contractor in performing the Services. Contractor shall submit statements to the City upon completion of the Services. The City shall pay Contractor within thirty-five (35) days after Contractor's statements are submitted.

4. **Termination.** Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows:
 - a. The parties, by mutual written agreement, may terminate this Agreement at any time;
 - b. Contractor may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
 - c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
 - d. The City may terminate this Agreement immediately upon Contractor's failure to have in force any insurance required by this Agreement.

In the event of a termination, the City shall pay Contractor for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

5. **Amendments.** No amendments may be made to this Agreement except in a writing signed by both parties.

6. **Remedies.** In the event of a termination of this Agreement by the City because of a breach by Contractor, the City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. These remedies provided to the City for breach of this Agreement by Contractor shall not be exclusive. The City shall be entitled to exercise any one or more other legal or equitable remedies available because of Contractor's breach.

7. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, subd. 5, Contractor agrees that the books, records, documents, and accounting procedures and practices of Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. Contractor shall maintain such records for a minimum of six years after

final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

8. **Indemnification.** To the fullest extent permitted by law, Contractor, and Contractor's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Contractor's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct by Contractor, or arising out of Contractor's failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation of liability to which the City is entitled. The parties agree that these indemnification obligations shall survive the completion or termination of this Agreement.

9. **Insurance.** Contractor shall maintain reasonable insurance coverage throughout this Agreement. Contractor agrees that before any work related to the approved project can be performed, Contractor shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, section 176.181; Business Auto Liability in an amount not less than \$1,000,000.00 per occurrence; Professional Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$1,000,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,000,000.00 per occurrence for property damage, \$2,000,000.00 aggregate. To meet the Commercial General Liability and Business Auto Liability requirements, Contractor may use a combination of Excess and Umbrella coverage. Contractor shall provide the City with a current certificate of insurance including the following language: "The Hopkins is named as an additional insured with respect to the commercial general liability, business automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the City as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless 30 days' written notice is provided to the City, or 10 days' written notice in the case of non-payment.

10. **Subcontracting.** Neither the City nor Contractor shall assign, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Contractor from employing such independent Contractors, associates, and subcontractors, as it may deem appropriate to assist it in the performance of the Services required by this Agreement. Any instrument in violation of this provision is null and void.

11. **Assignment.** Neither the City nor Contractor shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.

12. **Independent Contractor.** Contractor is an independent contractor. Contractor's duties shall be performed with the understanding that Contractor has special expertise as to the services which Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. Contractor shall provide or contract for all required equipment and personnel. Contractor shall control the manner in which the services are performed; however, the nature of the Services and the results to be achieved shall be specified by the City. The parties agree that this is not a joint venture and the parties are not co-partners. Contractor is not an employee or agent of the City and has no authority to make any binding commitments or obligations on behalf of the City except to the extent expressly provided in this Agreement. All services provided by Contractor pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

13. **Compliance with Laws.** Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Contractor agrees to provide the Services. Contractor's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting

sexual harassment and tobacco, drug, and alcohol use as defined in the City's Respectful Work Place Policy, and Tobacco, Drug, and Alcohol Policy, as well as all other reasonable work rules, safety rules, or policies, and procedures regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Contractor agrees and understands that a violation of any of these policies, procedures, or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.

14. **Entire Agreement.** This Agreement, any attached exhibits, and any addenda signed by the parties shall constitute the entire agreement between the City and Contractor, and supersedes any other written or oral agreements between the City and Contractor. This Agreement may only be modified in a writing signed by the City and Contractor. If there is any conflict between the terms of this Agreement and the referenced or attached items, the terms of this Agreement shall prevail. If there is any conflict between Exhibits A and B, the terms of Exhibit B shall prevail.

15. **Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

16. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

17. **Conflict of Interest.** Contractor shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Contractor shall advise the City and, either secure a waiver of the conflict, or advise the City that it will be unable to provide the requested Services.

18. **Work Products and Ownership of Documents.** All records, information, materials, and work product, including, but not limited to the completed reports, data collected from or created by the City or the City's employees or agents, raw market data, survey data, market analysis data, and any other data, work product, or reports prepared or developed in connection with the provision of the Services pursuant to this Agreement shall become the property of the City, but Contractor may retain reproductions of such records, information, materials and work product.

Regardless of when such information was provided or created, Contractor agrees that it will not disclose for any purpose any information Contractor has obtained arising out of or related to this Agreement, except as authorized by the City or as required by law. Notwithstanding the foregoing, nothing in this Agreement shall grant or transfer any rights, title or interests in any intellectual property created by Contractor prior to the effective date of this Agreement; however, to the extent Contractor generates reports or recommendations for the City using proprietary processes or formulas, Contractor shall provide the City (1) factual support for such reports and recommendations; (2) a detailed explanation of the method used and data relied upon to arrive at the recommendation; and (3) a detailed explanation of the rationale behind the methodology used. All of the obligations in this paragraph shall survive the completion or termination of this Agreement.

19. **Agreement Not Exclusive.** The City retains the right to hire other professional Contractor service providers for this or other matters, in the City’s sole discretion.

20. **Data Practices Act Compliance.** Any and all data provided to Contractor, received from Contractor, created, collected, received, stored, used, maintained, or disseminated by Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor agrees to notify the City within three business days if it receives a data request from a third party. This paragraph does not create a duty on the part of Contractor to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations shall survive the termination or completion of this Agreement.

21. **Confidentiality.** Consultant understands that the City has access to, develops, and uses private, confidential, nonpublic, and protected nonpublic information, as those terms are defined by the MGDPA, in connection with its business (collectively, “Confidential Information”). The City has instituted policies and procedures to protect and safeguard this Confidential Information. While working for the City under this Agreement, Consultant may come into contact with Confidential Information. Consultant understands that the protection of Confidential Information is required by law and is a requirement of their relationship with the City.

Accordingly, Consultant agrees as follows:

21.1 During the term of this Agreement and after the termination of Consultant’s relationship with the City: (a) Consultant will keep secret all

Confidential Information and will not directly or indirectly disclose it to anyone outside the City; (b) Consultant will not make use of any Confidential Information for their own purposes or for the benefit of anyone other than the City; and (c) upon termination of Consultant's relationship with the City, Consultant will promptly deliver to the City all memoranda, notes, records, and other documents (and all copies thereof) constituting or relating to Confidential Information.

21.2 If Consultant breaches or threatens to breach any provisions of paragraph 19.1, the City has the right to enforce this Agreement in any court having jurisdiction. This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.

21.3 This Agreement is not intended to prevent Consultant from working for any employer subsequent to the termination of their relationship with the City, as long as Consultant does not use or disclose Confidential Information.

22. No Discrimination. Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, gender, gender identity, gender expression, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Contractor agrees to comply with the Americans with Disabilities Act as amended ("ADA"), section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorneys' fees and staff time, in any action or proceeding brought alleging a violation of these laws by Contractor or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, Contractor shall provide accommodation to allow individuals with disabilities to participate in all Services under this Agreement. Contractor agrees to utilize its own auxiliary aid or service in order to comply with ADA requirements for effective communication with individuals with disabilities.

23. Authorized Agents. The City's authorized agent for purposes of administration of this contract is _____, the _____ of the City, or designee. Contractor's authorized agent for purposes of administration of this

contract is _____, or designee who shall perform or supervise the performance of all Services.

24. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

CONTRACTOR

THE CITY

[Name]

City of Hopkins

1010 1st Street South

Hopkins, MN 55343

_____@hopkinsmn.com

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

25. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

26. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

27. **Payment of Subcontractors.** Contractor agrees that it must pay any subcontractor within 10 days of the prime contractor's receipt of payment from the City for undisputed Services provided by the subcontractor. Contractor agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including attorneys' fees, incurred in bringing the action.

28. **Publicity.** At the City's request, the City and Contractor shall develop language to use when discussing the Services. Contractor agrees that Contractor shall not

release any publicity regarding the Services or the subject matter of this Agreement without prior consent from the City. Contractor shall not use the City’s logo or state that the City endorses its services without the City’s advanced written approval.

29. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

30. **Signatory.** Each person executing this Agreement (“Signatory”) represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Contractor did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Contractor, described in this Agreement, personally.

31. **Counterparts and Electronic Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.

32. **Recitals.** The City and Contractor agree that the Recitals are true and correct and are fully incorporated into this Agreement.

IN WITNESS WHEREOF, the City and Contractor have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

[INSERT CONTRACTOR NAME]:
By: _____
Name: _____
Title: _____

CITY OF HOPKINS:
By: _____
Patrick Hanlon, Mayor
By: _____
Mike Mornson, City Manager