

## RFP Questions & Answers

Below is a list of questions requesting response from the City's Request for Proposal on the Safe Streets and Roads for All Plan.

**Question:** The RFP lists a supplemental Safe Routes to School Plan – Is the City anticipating a standalone SRTS plan or a summary of the data collection and recommendations included within the SS4A Plan?

- Which schools should we incorporate as a part of the analysis?
- The 3rd bullet on page 7 states "Create a Safe Routes to School Plan across the schools operating in Hopkins", but the rest of the RFP and tasks in the Work Plan (pages 8-15) have very limited information about a Safe Routes to School Plan. Can you clarify what is expected? Would the SRTS plan be a component of the broader SS4A plan, but focusing on safety around schools?

**Answer:** Currently the City's Safe Routes to School Plan is chapter 3.6.3.1 and mentioned in additional chapters within the Pedestrian and Bike Plan from 2013. The city would like to update the Safe Routes to School Plan as a chapter within the SS4A Plan being requested in this proposal. The consulting firm chosen for the SS4A RFP will provide a summary of data collection and recommendations for safety improvements around schools found during the SS4A planning process. The Safe Routes to School chapter should include analysis for all travel to school for safety improvements and funding opportunities for all public, charter and private K-12 schools located within Hopkins' Municipal Boundary (note that Hopkins High School and Hopkins Middle School are not within the Municipal Boundary, the City of Hopkins coordinates with the City of Minnetonka as these schools are not included in Hopkins' Safe Routes to School Plan).

**Question:** As a part of the task to develop a summary of a complete and accurate inventory of existing multimodal facilities in Hopkins – Does the City anticipate the consultant to complete field data collection or gather and compile existing available data that the City, MnDOT, County has?

- Are there particular data gaps (not network gaps) that the City would like collected?

**Answer:** The City will provide existing network data, which includes GIS data on sidewalks, regional trails and paths, and can assist in requesting data from MnDOT and Hennepin County. There may be some refinement of distance and crossing geometry needed. The city anticipates this work will be minimal.

**Question:** Can you clarify how the proposal evaluation scoring works? The evaluation table on page 18 states 8 criteria that add up to a total of 22 points, and below it says 100 points total. The table below shows a 5x scale for each criteria. 22 points x 5 =110 points. Are the proposals scored out of 110 points, or is the weighting of the criteria not correct?

- The last criteria in the scoring table mentions CERT certified or SMBE/SBE firms, but there is no other mention of that anywhere else in the RFP. Is this a real desire of the city and part of the scoring of proposals?

**Answer:** The proposal evaluation scoring has been updated in the RFP to total 100 points. The city values inclusive scoring criteria that uplift CERT certified or SMBE/SBE firms when possible. Scoring for CERT certified or SMBE/SBE firms will remain to provide some evaluation points for proposals from or that include these firms.

**Question:** Page 8 mentions the demonstration project on 11<sup>th</sup> Ave, but then on bullet E.5. on page 14 it mentions "Optional" support on the demonstration project.

- Is the demonstration project intended to be a standard part of the scope of work, or optional?
- Section E states that the demonstration project will happen for 3 months during the summer. Is that summer 2027?
- Have you confirmed in your FHWA grant agreement that conducting a demonstration project with the grant you received is an eligible expense? There are some SS4A grant awards that allow this, and there are others that do not (e.g. some grants only allow the development of an SS4A plan, not any "supplemental activities"). Based on [this document from FHWA](#), it appears the City of Hopkins grant is only eligible for an SS4A plan, not demonstration projects. It may be worth contacting your FHWA rep to confirm your grant type and the scope of work that is eligible.

**Answer:** The demonstration project on 11th Avenue is intended to be an optional addition for consulting firms to include in the scope of work as budget allows. If the demonstration project on 11th Avenue is feasible for scope and budget, it is planned to occur for two weeks or up to three months during late summer of 2027 to gather community feedback during the installation. FHWA has confirmed that the SS4A grant agreement allows the City to include a demonstration project if there are remaining funds as part of the approved grant amount.

**Question:** Page 11 mentions that City staff will "lead the majority of outreach and engagement efforts" and later states that consultants should provide staffing at 2 open house events and "provide additional staffing support for walk or bicycle audits, pop-ups, or in-person events." To help develop a realistic budget for engagement, can you clarify how many in person events that you would like consultants staffing support for?

**Answer:** At a minimum the city expects the selected consultant to provide staffing and material support at 2 open house events, 1 work session for the Planning and Zoning Commission and 1 work session for City Council, and 1 presentation on the Plan when ready for adoption to City Council for a minimum of 5 in-person events requiring staffing support. Beyond the minimum support requested, the city is seeking community engagement support where it is feasible to assist in facilitating up to 6 in-person transportation stakeholder group meetings and other creative engagement opportunities which could include walk or bicycle audits.

For pop-ups or other in-person events City staff will be leading the event planning, staffing, and engagement with community. At a minimum the city expects the selected consultant to create an interactive website as a landing page for collecting public feedback and provide interactive materials (table plot(s), board(s), and activities) for City staff to utilize when tabling to collect information that is valuable input to inform the Plan. City staff will also create a Public Involvement Plan to guide public engagement throughout the SS4A process. Any additional staffing support from the selected consultant firm is welcome but not a requirement.

**Question:** Do you anticipate the Pedestrian and Bicycle Plan as a stand-alone document, or would it be a chapter or section of the broader SS4A plan?

**Answer:** The Pedestrian and Bicycle Plan will be a section of the broader SS4A Plan as it will be informed by analysis conducted during the SS4A process as a multimodal section of the overarching Plan.

**Question:** Bullet F.6. on page 14 states "Update the vision of Mainstreet and connection to the City's historic downtown". Can you add some more detail about what the City is looking for on this task?

**Answer:** The City's Pedestrian and Bicycle Plan from 2013 includes a vision for Mainstreet in chapter 3.6.2 that the SS4A Plan will reevaluate. The city would like an updated vision for Mainstreet that is informed by safety analysis on Mainstreet itself and include traveling to Mainstreet from nearby travel nodes, community input, and best practices for designing the roadway for a historic downtown that is near Light Rail

Transit. The city hopes a clear vision and design recommendations for Mainstreet will guide staff with an adopted Plan for how to prioritize improvements and funding opportunities for traveling by all modes to an important area of the city.

**Question:** The 1st bullet on page 7 describes the development of a "trip generation analysis", but the rest of the RFP and tasks in the Work Plan (pages 8-15) do not state anything about it. Can you clarify what is expected?

**Answer:** With three Light Rail Transit (LRT) stations operating in Hopkins starting in 2027, new development planned or under construction, and future density considerations based on zoning code, the city is seeking trip generation analysis to predict and prepare roadway safety improvements for travel patterns that are not yet happening. The city would like some level of analysis to proactively address roadway safety needs for trips that will be occurring in the future.