



REQUEST FOR PROPOSALS

Emerson Avenue High Injury Network (HIN) Safety Improvements

Project Number: RFP202602-SS4A

Issue Date: May 4th, 2026

Proposal Due Date: June 1st, 2026, at 12:00 PM local time

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a Letter of Interest (LOI) and other documents from firms qualified to perform engineering work on local projects. A submittal does not guarantee the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

The City of Beech Grove (LPA), in partnership with the City of Indianapolis, is seeking one (1) professional engineering firm to serve as the prime consultant to form an engineering team to provide Preliminary Engineering (Design), Environmental Document Preparation (NEPA), Topographic Survey, and Right-of-Way Engineering. This project is a federal-aid project funded through the USDOT SS4A program.

CONTACT FOR QUESTIONS

Tim Cochran

Director – Department of Public Works

tim.cochran@beechgrove.com

RESPONSE DUE DATE AND TIME

June 1st, 2026, at 12:00 PM local time

SUBMIT TO

Audra Stanfield

audra.stanfield@beechgrove.com

Project #:	RFP202602-SS4A
Project Name:	Emerson Avenue High Injury Network (HIN) Safety Improvements
Estimated Total Project Cost:	\$21,353,000.00
Start Date: Project Scope:	This project addresses systemic safety along a 1.5-mile segment of the Emerson Avenue High Injury Network (HIN) from Victory Drive to Main Street. The primary scope includes: <ul style="list-style-type: none"> • Design of four (4) signalized intersections to be converted to roundabouts • Pedestrian safety improvements, IndyGo bus stop enhancements, and ADA-compliant facilities along Emerson Ave • Joint jurisdiction coordination with Indianapolis DPW, IndyGo, and INDOT
Funding	Safe Streets and Roads for All (SS4A) Implementation Grant
Project Type:	Corridor Safety Improvements
Service Type:	Preliminary Engineering
Required INDOT Prequalification	1.1 Systems Planning, 2.1 Traffic Data Collection, 2.2 Traffic Forecasting, 3.1 Non-complex Traffic Capacity and operations Analysis, 3.2 Complex Traffic Capacity and Operations Analysis, 5.2 Environmental Document Preparation – CE, 5.6 Waterway Permits, 6.1 Topographic Survey Data Collection, 7.1 Geotechnical Engineering Services, 8.1 Non-Complex Roadway Design, 8.3 Roundabout Design, 9.1 Level 1 Bridge Design, 10.1 Traffic Signal Design, 10.4 Lighting Design, 11.1 Right of Way Plan Development, 12.1 Project Management for Right of Way Acquisition Services, 12.2 Title Research, 12.3 Value Analysis, 12.4 Appraisal, 12.5 Appraisal Review, 12.6 Negotiation, 12.7 Closing, 16.1 Utility Coordination, 17.1 Drainage Design for Driveway Permits, 17.2 Small Structure and Pipe Hydraulic Design, 17.3 Storm Sewer and Detention Design, 17.4 Bridge Hydraulic Design, 18.1 Pavement Analysis-Design Services The Prime Consultant must be prequalified in 5.2, 8.1, 8.3, 12.1, and 16.1. Prequalification for other required service types may be satisfied by the Prime Consultant or members of the Consultant Team (sub-consultants).
Service Start Date	June 2026
Number of Consultants	1

1.0 REQUIREMENTS

1.1 SUBMISSION INSTRUCTIONS

Letters of Interest must be submitted electronically to Audra Stanfield at audra.stanfield@beechgrove.com. Responses are due June 1st, 2026, at 12:00 PM local time.

1.2 SUBMISSION AFFIRMATIONS

Submittal of a Letter of Interest (LOI) constitutes an affirmative statement that the consultant, or any member of the consultant's team, is ready, willing, qualified, and able to perform the scope of work within the advertised time requirements.

1.3 LETTER OF INTEREST REQUIREMENTS

1. LOI's shall be limited to twelve (12) 8-1/2" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
2. LOI's shall be submitted electronically in .pdf format.
3. LOI's must be received no later than the "Response Due Date and Time" as shown on the first page. Responses received after this deadline will not be considered.
4. The LOI shall include:
 - a. Project Approach
 - i. Provide a description of your project approach relative to the advertised services. For project specific items confirm the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
 - b. Identification, Qualifications and Key Staff
 - i. List all proposed sub consultants, and the percentage of work to be performed by the prime consultant and each sub consultant. A listing of eligible consultants to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (<https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/>).
 - ii. Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
 - iii. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

- iv. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload. Include a structured timeline of anticipated progression that demonstrates the plan to meet the 5-year implementation plan.

1.4 EVALUATION CRITERIA

Category	Weight	Evaluation Factors
Technical Approach & Federal Compliance	40%	Evaluation of the proposer’s methodology for the design and implementation of safety countermeasures along the Emerson Ave corridor. Demonstrated approach to meeting FHWA SS4A-specific compliance mandates and adherence to INDOT design standards
Key Personnel & Team Qualifications	25%	Demonstrated experience of the Project Manager and lead engineers with federal-aid projects. Team must hold required INDOT prequalification codes and include licensed PEs and certified inspectors.
Project Schedule & Milestone Feasibility	20%	Ability to meet the grant’s strict 5-year implementation timeline. Focus on the consultant's plan to ensure construction begins on schedule for the Emerson Ave corridor.
Efficiency & Local Familiarity	15%	Proximity of the team to the Emerson Ave corridor to maximize site familiarity, on-site presence and minimize mobilization costs. Evaluation of the firm’s ability to provide rapid response and their familiarity with Beech Grove’s and Indianapolis DPW’s utility network and infrastructure.

1.5 SELECTION PROCEDURES

To be eligible for RFP items requiring prequalification, the prime consultants & sub-consultants MUST be prequalified by the Response due date & time. The prime consultant must perform the largest share of work, regardless of the number of sub-consultants. However, a prime consultant need not be prequalified for EACH discipline listed in the prequalification requirements paragraph below, provided that at least one sub-consultant be prequalified in each discipline & provided further that the LOI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

LOIs will be reviewed and scored based on the above criteria by June 15th, 2026.