



## REQUEST FOR PROPOSALS (RFP)

RFP ID: ENGINEERING AND DESIGN FOR COMPLETION OF SAFE ROUTES TO  
SCHOOL GRANT APPLICATION

ISSUE DATE: April 30<sup>th</sup> 2025

**RFP ID: ENGINEERING AND DESIGN FOR COMPLETION OF SAFE ROUTES TO  
SCHOOL GRANT APPLICATION**

**ISSUED BY: CITY OF ST JOHNS AND ST JOHNS SCHOOL DISTRICT**

Proposal Due Date: May 15<sup>th</sup> 2025 @ 10am EST

Delivery Submissions by mail:

City of St Johns  
Attention: Justin Smith  
PO Box 477  
St Johns MI 48879  
**RE: Safe Routes to School**

Hand Delivery:

City of St Johns 100 E State Street, Suite 1100  
St Johns MI 48879  
**RE: Safe Routes to School**

**The City of St Johns and the St Johns School District reserve the right to reject any or all bids and to waive any defects in the bids in the best interest of the City of St Johns and the St Johns School District and to accept the proposal which, in the opinion of the St Johns City Commission and the St Johns School Board, best serves the interest and needs of each respective entity.**

The City of St Johns and St Johns School District do not discriminate on the basis of race, color, age, religion, sex, disability or national origin; nor do they discriminate on the basis of handicap status and activities as to employment or provisions of services. The City of St Johns and the St Johns School District are equal opportunity employers.

Respondents are cautioned not to make changes to any of the terms and conditions in this RFP. Doing so may render a respondent's proposal unacceptable and unresponsive for award. Questions and inquiries must be made in writing via email to Justin Smith, Director of Public Services **Jsmith@stjohnsmi.gov**

## **I. Scope of Proposal**

The City of St Johns and the St Johns School District have begun the process of jointly applying for grant funding through the Safe Routes to School Program. This grant will provide funding for sidewalk improvements/installations, crosswalks, truncated domes, lighting improvements, lane markings and numerous other safety related projects within the City ROW and St Johns School District property to improve the safety for walking students. The City of St Johns and St Johns School District are jointly soliciting bids for an engineering and design firm to assist initially with the design plans, engineer's estimate's, meetings with staff from each respective entity and any additional related items to successfully submit the grant application. If the grant application is successfully funded, the selected company will then assist with the final design, bidding, staking and inspection needed for the successful completion of the proposed project.

The City of St Johns has a complete and very robust GIS mapping and assessment of sidewalks within our ROW's that will be available for the successful bidder to utilize.

The successful bidder will enter into a contract for the initial application phase and for completion of the proposed project if funded.

## **II. Anticipated Project Start**

Proposals will be reviewed once opened on May 15<sup>th</sup>. A recommendation will be sent to the St Johns City Commission for approval at their May 19<sup>th</sup> meeting and then to the St Johns School Board for approval at their June 9<sup>th</sup> meeting.

After approval by City of St Johns and St Johns School Board and contracts signed, the successful bidder will be expected to begin working with City and School District staff immediately to begin the process of completing the Safe Routes to School Grant Application.

## **III. Pricing**

Please provide pricing for each item as noted in the Scope of Proposal. Additionally, if the timeframe between grant application and funding should exceed 12 months, the successful bidder shall be able to adjust pricing for completion of the proposed project.

## **IV. Proposal Submittal Requirements**

The respondent shall submit Three (3) copies of their proposal in a sealed envelope to the City of St. Johns.

No facsimile or email responses will be accepted or considered. Submittals received after the deadline or submitted by any other method than outlined above will not be considered or evaluated.

## **V. RFP Questions**

Questions concerning this RFP shall be submitted in writing via email, indicate RFP name in the subject heading of the email. Only emailed questions will be addressed and answered. The issuance of such written is the only official method by which interpretation, clarification or

additional information will be given by the City of St Johns. Only requests answered by formal written response will be binding. Oral or other interpretations or clarifications will be without legal effect. RFP questions will be shared with all respondents upon request. An informational meeting may be requested by any bidder, such meeting will be open to any and all bidders. All requests and questions shall be emailed to [Jsmith@stjohnsmi.gov](mailto:Jsmith@stjohnsmi.gov)

## **VI. Proposal Submittal Format and Contents**

The instructions below provide guidance and information to respondents to prepare and submit concise responses to this RFP. The purpose is to establish the format and contents of the proposal so that the responses are complete, contain all essential information and can be easily evaluated.

### **Proposal Form**

The proposal should be no longer than twenty (20) pages in length, presented in a well organized and concise manner. The proposal shall be bound and tabs shall be utilized to separate out sections given in the proposal content. The cover letter, tabs and table of contents do not count toward the page count. Pages shall be 8.5x11 size format, three (3) of those pages may be 11x17 fold out sheets for charts only.

### **Proposal Content**

The following items must be addressed in your package:

1. Introductory letter: Respondents shall submit a clear, concise response identifying the following.
  - A. Name of Firm
  - B. Primary Contact person working on the proposal with contact info
  - C. Firm Contact Info
  - D. Acknowledgement of any RFP Amendments posted.
2. Signed Bid Proposal sheet

## **VII. Evaluation Method**

All proposals will be evaluated based on the following criteria:

1. Firm experience/reputation
2. Ability to meet schedule

3. Communications with City of St Johns and St Johns School District Staff
4. Cost

Proposals will be reviewed by a selection committee, who will then make a recommendation to the St Johns City Commission and St Johns School Board.

During the evaluation process the City of St Johns and St Johns School District reserves the right, where it may serve the authorities best interest, to request additional information or clarification from respondents or to allow corrections for errors or omissions. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals (RFP) unless clearly and specifically noted in the proposal submitted and confirmed in the engagement between the City of St Johns, St Johns School District and the firm selected.

The City of St Johns and St Johns School District reserve the right to reject any and all proposals.

All materials submitted in response to the RFP become the property of the City of St Johns and St Johns School District, supporting materials will not be returned. The City of St Johns and St Johns School District are not responsible for any costs incurred by the respondent in the preparation of the proposal or for the presentation or related meeting time.

## **VIII. Bid Proposal**

Please provide the cost in writing for each scope of work needed to complete the Safe Routes to School application. Additionally, please provide in writing the costs for completion of the engineering, design, staking and inspections to complete the project if the grant is successfully awarded.

The undersigned agrees that this proposal shall be effective for a period of thirty (30) days from the date established for opening of all bids.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Print Name\_\_\_\_\_ Company\_\_\_\_\_

Address\_\_\_\_\_

Email\_\_\_\_\_ Cell Number\_\_\_\_\_

FED ID#\_\_\_\_\_ Company Phone Number\_\_\_\_\_