



**TOWN OF VERSAILLES**  
*Indiana's Hometown Pride Since 1818*

# **Town of Versailles**

## **Request for Qualifications**

**Safe Streets and Roads for All (SS4A)  
Highway Safety Comprehensive Plan**

### **RELEASE DATE**

December 3, 2025

### **SUBMITTAL DATE**

February 9, 2026

### **CONTACT PERSON**

Holly Wehr  
Director of Community Development  
[holly@townofversailles.com](mailto:holly@townofversailles.com)  
812-689-4512

Town of Versailles  
P.O. Box 436  
128 N Main Street  
Versailles, Indiana 47041  
[www.townofversailles.com](http://www.townofversailles.com)

## DESCRIPTION OF THE PROJECT

The Town of Versailles (Town) is seeking Statements of Qualifications to create a Versailles Highway Safety Comprehensive Plan (Plan). The project will engage both public and private stakeholders to develop a comprehensive understanding of roadway safety needs for all modes of transportation throughout the Town's jurisdictional boundary. The Plan must include all eight components laid out by the U.S. Department of Transportation in the SS4A NOFO Table 1 including: Planning Structure, Safety Analysis, Engagement & Collaboration, Equity Considerations, Policy and Process Changes, Strategy and Project Selections, and Progress and Transparency, for further information see SS4A NOFO.

## STATEMENT OF QUALIFICATIONS

Each prospective bidder must submit a "Statement of Qualifications" which should include sufficient information regarding qualifications and relevant experience. Do not include a proposed fee as this is a qualification-based selection process. The statement of qualifications should include the following:

1. Quality of Firm's Statement of Qualifications in relationship to information requested
2. Firm's apparent knowledge of the project and the specific needs.
3. Evaluation of assigned personnel.
4. Related expertise and experience.
5. Familiarity with local experience and results.
6. Analysis of Firm's overall approach.

The statement of qualifications shall also provide the name, title, address and telephone number of individuals with authority to negotiate and bind the proposer contractually, and who may be contacted during the period of evaluation.

## TYPE OF CONTRACT

The Town will execute either a firm, fixed-price contract, or a not-to-exceed cost-reimbursement contract for these services that is contingent on the final commitment of grant funding.

## FEDERAL REQUIREMENTS

Prospective offerors should note the successful proposer must meet the terms and conditions outlined in the U.S. Department of Transportation including but not limited to:

1. Infrastructure Investment and Jobs Act
2. Executive Order 14052 – Implementation of the Infrastructure Investment and Jobs Act
3. 2 C.F.R Part 200 and 1201
4. Executive Order 14008 – Climate Change and Environmental Justice
5. Executive Order 13985 – Racial Equity and Barriers to Opportunity
6. Title VI of the Civil Rights Act of 1964.
7. Executive Order 11246 - Equal Employment Opportunity
8. Architectural Barrier Act of 1968.

9. Age Discrimination Act of 1975.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Copeland Anti-Kickback Act
13. In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. Sections 2000d to 2000d-4) and the Regulations, the Town hereby notifies all proposers that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the ground of race, color, or national origin in consideration for an award.

For a full list of applicable federal laws and regulations, see Exhibit A of the Exhibits to the FHWA Grant Agreements.

Proposers are required to submit a signed certification of Debarment, Suspension, Ineligibility and Voluntary Exclusion (found at 49 CFR 29 –Appendix B).

#### AWARD OF CONTRACT

Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project. (8 points)
2. Past record of performance on contracts, including quality of work, timelines and cost control. (7 points)
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm. (9 points)
4. 4. Familiarity of the organization with this type of project applicable to the project. (10 points)

\* For a total of 34 points possible.

If you are interested in providing the required services, please note that three (3) copies of the Statement of Qualification clearly marked on the outside “Versailles Highway Safety Comprehensive Plan” must be submitted no later than the close of business (4:00 PM) ET on Monday, February 9, 2026 to Holly Wehr, Director of Community Development, Town of Versailles, P. O. Box 436, 128 N Main Street, Versailles, IN 47042.

Each Statement of Qualifications will be reviewed for completeness and clarity according to the above criteria. Interviews are expected to occur in March 2026. Following interviews, the selected firm will then need to have fee information available for contract negotiations. The Town may or may not negotiate the fee schedule with one or more offers. The Town reserves the right to reject any and / or all proposals. The Town is an Equal Opportunity Employer. Offerors may desire additional information, a site visit or clarification regarding the Statement of Qualifications. If so, please contact Holly Wehr, Town of Versailles, at 812-689-4512. Site visits may be arranged with a prior appointment.