



INDOT Consultant Services Request for Proposal (RFP) Process

Question: I recently completed the consultant prequalification process. When do I start working for INDOT?

Answer: Congratulations on becoming a prequalified consultant. If you are interested in working directly with INDOT, you should regularly check the INDOT Consultant RFP process for current and future opportunities to submit a Letter of Interest (LOI) to potentially be awarded an RFP item contract for services. Future RFP item opportunities are listed on the 12 Month INDOT RFP Item List located at: <https://pscsc.indot.in.gov/rfppublicwebsite/F01/S007.aspx>.




12 Month INDOT RFP Item List

This 12 month listing of proposed future Request for Proposal items is intended for use by INDOT and by the consultant community as a tentative planning tool. This information is preliminary and subject to change. Currently planned items with RFP dates are included and additional items will be incorporated as they are determined. If you have any questions regarding the list feel free to submit them to contractsrfp@indot.in.gov by clicking the below.













Item ID	Owner Office Location	Item Description	RFP Advertisement Date
9937	Central Office / INDOT- Constr&Materials Mgmt / Right Of Way	On Call - Right of Way Value Analysis and Negotiation Services	08/11/2020
10036		Project Development Services - Project Development Services - One Bridge Replacement, Two HMA Minor Structural Overlay and One Pavement Replacement in Lake County	08/11/2020
10076		Project Development Services - One Bridge Replacement, One HMA Minor Structural Overlay, and Two Small Structure Replacements in Pulaski, Starke and Fulton Counties	08/11/2020
10136	District / Vincennes District / Capital Program Mgmt	On Call - Project Development Services	08/11/2020
10156	District / Seymour District / Capital Program Mgmt	Bridge Rehabilitation Services - Four (4) Bridge Deck Overlays on two pair of bridges along I-65 in Scott and Jackson Counties, Indiana	08/11/2020
10176	District / Seymour District / Capital Program Mgmt	Bridge Rehabilitation Services - Three bridge deck overlay projects on SR-56 and SR-60 in Washington County, Indiana	08/11/2020
10177	District / Seymour District / Capital Program Mgmt	Bridge Rehabilitation Services - Ten (10) bridge deck overlays along the I-265 corridor and one (1) along I-65 in Clark County, Indiana.	08/11/2020
10256		On Call - Construction Inspection Services	08/11/2020
10536	District / Vincennes District /	On Call - Construction Inspection Services	08/11/2020

Also, please regularly check the Currently Advertised INDOT RFPs website at: <https://pscsc.indot.in.gov/rfppublicwebsite/F01/S004.aspx> to ensure you do not miss out on any RFP item opportunity.




Indiana Department of Transportation

Currently Advertised INDOT RFPs


Currently Advertised INDOT RFPs			
RFP #	Most Recent Published Date	Response Due Date	
2007	07/14/2020	07/28/2020	?
RFP Item #	Item Description	Item Response Due Date	
01	On Call - Pile Testing Services		 
02	Project Development Services - Added Travel Lanes project on SR 32 from 19th Street to Presley Drive in Noblesville and Traffic Signal Modernization on SR 32 at Cumberland Road		 
03	On Call - Project Development Services		 
04	Bridge Rehabilitation Services - Superstructure Replacement on SR 16 over Big Monon Ditch in White County		 
05	Bridge Rehabilitation Services - Four (4) bridge rehabilitation projects in and around the City of Seymour in Jackson County		 
06	Project Development Services - 2 Small Structures & Drain Construction in Vanderburgh County		 

* Denotes file(s) in PDF format. You will need [Adobe Acrobat Reader](#) which is available free of charge at [Adobe's Website](#).




© Indiana Department of Transportation



















Question: I see items on the 12 Month INDOT RFP Item List, but when may I submit my Letter of Interest (LOI)?



Indiana Department of Transportation

12 Month INDOT RFP Item List

This 12 month listing of proposed future Request for Proposal items is intended for use by INDOT and by the consultant community as a tentative planning tool. This information is preliminary and subject to change. Currently planned items with RFP dates are included and additional items will be incorporated as they are determined. If you have any questions regarding the list feel free to submit them to contractsrfp@indot.in.gov by clicking the  below.

Item ID	Owner Office Location	Item Description	RFP Advertisement Date	
9937	Central Office / INDOT- Constr&Materials Mgmt / Right Of Way	On Call - Right of Way Value Analysis and Negotiation Services	08/11/2020	 
10036		Project Development Services - Project Development Services - One Bridge Replacement, Two HMA Minor Structural Overlay and One Pavement Replacement in Lake County	08/11/2020	 
10076		Project Development Services - One Bridge Replacement, One HMA Minor Structural Overlay, and Two Small Structure Replacements in Pulaski, Starke and Fulton Counties	08/11/2020	 
10136	District / Vincennes District / Capital Program Mgmt	On Call - Project Development Services	08/11/2020	 
10156	District / Seymour District / Capital Program Mgmt	Bridge Rehabilitation Services - Four (4) Bridge Deck Overlays on two pair of bridges along I-65 in Scott and Jackson Counties, Indiana	08/11/2020	 
10176	District / Seymour District / Capital Program Mgmt	Bridge Rehabilitation Services - Three bridge deck overlay projects on SR-56 and SR-60 in Washington County, Indiana	08/11/2020	 
10177	District / Seymour District / Capital Program Mgmt	Bridge Rehabilitation Services - Ten (10) bridge deck overlays along the I-265 corridor and one (1) along I-65 in Clark County, Indiana.	08/11/2020	 
10256		On Call - Construction Inspection Services	08/11/2020	 
10536	District / Vincennes District /	On Call - Construction Inspection Services	08/11/2020	 

Answer: The anticipated advertisement date is listed on the 12 Month INDOT RP Item List. The day an RFP is advertised is the first day firms may start submitting their Letters of Interest (LOIs) for advertised RFP items. Firms must submit their LOIs before the RFP response due date and time.

Question: How do I know when an INDOT RFP is advertised or an RFP selection is made?

Answer: You may want to consider subscribing to INDOT's Consultant Services free subscription services to be notified of information and opportunities for professional services needed by INDOT. Please visit: <https://www.in.gov/dot/div/legal/rfp/RFPemail.htm> to sign up for the INDOT RFP subscription service. Once you subscribe and confirm subscription, you will receive every notification related to the INDOT RFP advertisements such as:

- Advertisement notifications for RFPs
- Important 12 Month RFP Listing Updates
- RFP Advertisements
- Q & A Postings
- RFP Revisions
- RFP Selections

Question: May I email my firm's Letter of Interest (LOI) to contractsRFP@indot.in.gov for my interest in a currently advertised RFP?

Answer: Unfortunately, INDOT cannot accept Letters of Interest (LOIs) outside of the Professional Services Contracting System (PSCS) Portal application. There are no exceptions. To access and log into the INDOT PSCS Portal, please visit: <https://itap.indot.in.gov/login.aspx>.

Question: What should my firm's Letter of Interest (LOI) include?

Answer: Each RFP item may request specific information for a LOI submittal so please be sure to read the advertised RFP in its entirety. At minimum, most INDOT RFP Instructions require:

1. 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.
2. List all proposed sub-consultants, when applicable and include:
 - a. Disadvantaged Business Enterprise (DBE) status, if applicable
 - b. A description of work to be performed by the sub-consultant(s)
 - c. Percentage of work to be performed by the prime consultant and each sub-consultant.
3. Describe the proposed project team and organizational structure, including designation of the individuals who will be responsible for the performance and delivery of each task component and deliverable. Include:
 - a. Title
 - b. Education
 - c. Current responsibilities
 - d. Experience of key staff that will be assigned to perform under the contract.
 - e. Describe your firm's capacity and ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.

These are minimum requirements for LOI content and it is important to address the scoresheet categories for your RFP item.

Question: Can a firm include a cover letter in there LOI submittal? Does the cover letter count toward the LOI page limit?

Answer: Yes, firms may include a cover letter in the LOI submittal. Yes, the cover letter counts toward the LOI page limit.

Question: I see an RFP item is advertised on RFP and I have interest in submitting a LOI for that item. When I log into the PSCS portal and click on the icon for the LOI submittal, nothing is listed for our firm to submit.

Answer: Prequalification worktypes and financial capacity are the validation areas that can prevent firms from seeing RFP Items in the Letter of Interest System (LOIS) of the Professional Services Contracting System (PSCS) Portal.

Often, firms are pursuing RFP items for services above the firm's approved financial capacity. For more information on the different financial capacities, please visit the Consultant Prequalification Manual at: <https://www.in.gov/indot/files/CPQM.pdf> (Section D – INDOT Consultant Financial Prequalification, Page 14)