



INDOT RFI 2004

Questions and Answers

Posted: May 5, 2020

Updated: May 8, 2020

Updated: May 13, 2020

Question received May 5, 2020:

Question: How large will the pools be for Road and Bridge consultants every two years?

Answer: INDOT plans to select all submitting firms evaluated as well-qualified for each pool. The pools may include 20 or more firms each.

Question received May 6, 2020:

Question: Since INDOT plans on selecting a large pool this would seem likely to provide an excess of capacity between available contracts and the work to be distributed. With that said, what is the likelihood that a firm may be added to the pool but never selected for any work?

Answer: *INDOT entered into 79 on-call design contracts over the last two years and all but the most recent have received assignments. There is no guarantee that all firms will receive an assignment, but with a more diversified pool of available firms we expect most, if not all, will be invited to compete for assignments.*

Questions received May 7, 2020:

Question: Is it true that if federal funds are used on a "On-Call" contract and it has only 1 Pre-Qual work type, there is no DBE goal?

Answer: INDOT's standard DBE goal setting matrix identifies 0% as the typical goal for RFP items requiring only one prequalification worktype. The proposed procurement structure presented in the RFI is expected to provide a very good opportunity for qualified DBE design firms to win contracts as prime. In addition, when subconsultants are needed for non-design services the prime firms must consider DBE subconsultants.



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Question: If you use the Federal Funds participation option does that mean that DBE participation must be considered?

Answer: Yes, DBE participation is being considered in this process. The intent is for the process to be compliant with federal regulations so that we can fund assignments with federal participation. Please note, however, that the proposed process was not vetted with the Federal Highway Administration (FHWA) in advance of this RFI. We have attempted to design the proposed process to be compliant with federal regulations and have invited FHWA input concurrent with the RFI. We expect to receive a lot of good input from internal stakeholders, consultant stakeholders and from FHWA that we hope will lead to a substantially improved on-call contracting process.

Question: Will the only opportunity be for DBE's that are either Survey, environmental or ROW plan development?

Answer: DBEs will have opportunity to participate in any of the same ways as in the past, but in addition, will have better opportunity to win on-call design contracts as the prime firm.

Question: How will you measure a firm's capacity that has been selected for more than one Road On-Call and more than one Bridge On-Call?

Answer: Capacity is not a consideration on the proposed contract selection scoresheet. Capacity for contract selection will be limited by overall prequalification capacity and in the case of specific assignments be addressed in the assignment proposal by the consultant's identification of specific persons for the assignment and indication of the proposed person's availability for the assignment.

Question: Is the term "Owner Office" the same as "District Office"?

Answer: Our District Offices are Owner Offices, but in addition, we have central office divisions that are also considered Owner Offices and may assign and manage assignments.

Question: Who will select firms?

Answer: The contract selection scorers have not been identified, but will include 3 to 7 persons.



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Question: Is it possible to be selected and not be given a contract during contract period?

Answer: There is no guarantee that a contracted firm will win an assignment.

Question: How will you determine the pool size needed for the two-year selection? Will the on-call RFPs only be released every other year or is it possible for them to be yearly if more work is needed over the \$4M amount for each of the firms in the pool.

Answer: The proposed plan is to select all consultants highly qualified for the services and only once every two years.

Question: Do you anticipate selecting a specific number of firms for Road and a specific number of firms for Bridge?

Answer: No specific number is planned.

Question: For each contract, is the intent to assign each firm in the pool the same amount? Will some firms max out at \$4M, while others remain unassigned?

Answer: There is no intent to assign the same amount to each firm. Selection assignment opportunities will be offered and the best qualified firm will be selected. Some firms' contracts will likely be maxed out and there is a possibility some may not win any assignments.

Question: Is everyone guaranteed a certain amount of projects or fee?

Answer: No firm is guaranteed project assignments nor fee.

Question: How will you select from the pool and determine who to solicit for the assignment process one-page submittal?

Answer: The process to determine which firms will be invited to propose for each assignment has not been determined.

Question: What will happen to existing on-calls? Will active on-calls continue to be utilized, or will they cease once this process begins?

Answer: Existing on-calls will still be available for use until expiration.



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Question: Can you provide examples of the type of project assignments you foresee doling out through this process? Will they most likely be overlays, pipeliners, etc., or will they potentially be more robust projects?

Answer: The assignments are intended to be routine road and bridge projects that can be completed within the assignment amount maximum. More complex projects should be advertised as project specific contracts.

Question: How will INDOT maintain transparency throughout this process? Will the firm responses to the specific assignment requests be public?

Answer: INDOT has not determined a policy nor process for making assignment requests public.

Question: Is there potential for one or two firms to be repeatedly selected?

Answer: The maximum contract amounts will limit repeated assignments.

Question: Who is the scoring team? Central Office or district?

Answer: The scoring team has not been determined.

Question: Will Construction Inspection on-call services also be included in this new format of solicitation?

Answer: This proposed process is only intended for design contracts. If an implemented process is determined to be applicable for other contract types that may be considered in the future.

Question: Our understanding is that INDOT is going to select a number of firms for a pool, to do on-call work on projects less than \$400k. Each district will select an engineer out of the pool to perform the work assignment. The proposal will be 6 pages and firms will be selected on only 2 work types 8.1 & 9.1 (no DBE goals). Once a pool is of consultants are selected then the district will pick 3-5 firms and ask for a proposal in which a final consultant will be selected (not sure how they will pick the winner). On the surface this sounds like an easier process (at least for INDOT), but what will happen is that the larger firms will be selected for on-calls once every two years and then still be able to go after specific projects. Smaller firms are going to be left out.



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Answer: The intent is to advertise for one road design pool and one bridge design pool. A larger number of different firms will be selected for on-call contracts than in the past and no firm will have more than one on-call road design contract and one on-call bridge design contract. Smaller firms will be selected for contracts because of the larger pools being selected. Smaller firms will also be more able to compete to win individual assignments because the qualification selections will be based on the specific persons available to perform services on the assignment instead of relying solely on the qualifications of the key persons identified for the overall contract selection.

Question: Would INDOT be able to price shop for services from the small pool of firms.

Answer: INDOT will not ask for prices as part of the assignment decision making process. Assignments will be based on qualifications only.

Question: The current rules say that selection of a firm on one doesn't eliminate them from others, so would large size firms win in all 6 districts?

Answer: The plan is for one statewide road design pool and one statewide bridge design pool. Some firms may be selected for both contract pools.

Question: How many are going into the pool? All who apply?

Answer: The plan is to select all highly qualified firms for each pool. There is no specific number to be selected.

Question: Is the contract limit for statewide or district specific. Is it either \$4M or \$24M.

Answer: Each on-call road design contract will be \$4M and each on-call bridge contract will be \$4M. The maximum on-call design award per firm from this program would be \$8M.

Question: Are we sure this isn't just taking the current process and turning it into a two-step selection and thus doubling the amount of work INDOT and consultants have to do. How often will firms be selected for the on-call pool?

Answer: The intent is a more improved process to meet the goals described in the RFI.



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- Question:** What is the estimated time between assignment requested from the Owner Office and the deadline of one-page form proposal submittal?
- Answer:** No assignment proposal turn-around time has been determined, but it shouldn't need to be long because no project approach is to be included.
- Question:** Can you provide or define the process in which the Owner Office will identify the 3-5 firms from the applicable pool of consultants for the individual assignments?
- Answer:** This process has not been determined.
- Question:** What happens if the Owner Office does not receive three (3) on-page form proposal responses for an individual assignment?
- Answer:** The Owner Office will need to invite proposals from additional firms if there are fewer than three respondents.
- Question:** Can you define the process or the scoring method in which the CSM will identify and/or justify the selected firm for the individual assignments?
- Answer:** This process has not been defined, but it is intended to be a streamlined process.
- Question:** What process will be used, and by whom, to establish any conflicts of interest on active or recent work?
- Answer:** Consulting firms are responsible for bringing potential conflict of interest concerns to INDOT's attention.
- Question:** Is it possible, if selected for a pool and invited for assignments, that no assignments will be awarded within the contract term?
- Answer:** There are no guaranties of assignments to on-call contracts.
- Question:** Will firms submitting for assignments have access to the scoresheets for those assignments?
- Answer:** There has been no policy determined regarding potential access to assignment scoresheets.



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Question: Under VI. Proposed On-Call Design Contract Process in the RFI it states, "All firms will have already been prequalified for road design or bridge design within the last two years and so all firms with scores zero or above will be considered for contracts without a specific contract selection count limitation."

Please clarify what scores zero or above means? If a firm has little or no past performance data for a category, such as Bridge Design, will this preclude the firm from being selected even if the firm is prequalified in that category?

Answer: The selection scoring will be based on a scoresheet similar to the one in the RFI. The scoresheet will incorporate performance data and other qualifications evaluation factors. Firms with total scores zero, satisfactory, or above will be considered for selection. No contract selection count has been determined, but there may be 20 or more firms selected for each pool. Past performance scores are not required for selection consideration.

Question: In section VI. Proposed On-Call Design Contract Process it states, "Without a specific contract selection count limitation" leads one to believe that all firms that qualify and receive a positive scoring may be granted a contract. Is this the case?

Answer: If all submitting firms score positively for the type of design services and appear to be well qualified there is a possibility that all firms may be selected.

Question: Define where the Owner Office will be.

Answer: The Owner Office is the office that is responsible for INDOT Project Management.

Question: Will firms get an opportunity to market the Owner Office and possible selection committee members?

Answer: INDOT provides opportunity for marketing and will consider adjustment of the process if warranted by a new on-call design contracting process.

Question: Will there be additional criteria required for a consultant to be selected for an assignment out of the pool?

Answer: INDOT will consider specific firm qualifications compared to the character of the project in determining assignment selections.



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Question: Will assignments continue to be made to existing active on-call design contracts?

Answer: Existing contracts will be available for assignments until expiration.

Question: Will all of these projects be performed with a 0% DBE goal or will DBE goals be set for each "project" assigned to one of the firms in the selected pool? If so, will the DBE firms have to be part of the pool as well?

Answer: The planned DBE goal set for these design contracts is 0%. Design services are to be performed by the prime consultant. When subconsultants are needed for non-design PE services DBE firms must be considered. Subconsultants must be prequalified for subcontracted services, but do not have to be in a design pool.

Please continue to e-mail your RFP questions to ContractsRFP@indot.in.gov.