

## REQUEST FOR PROPOSALS (RFP 07-06)

Questions & Answers posted on 06-25-07

1. Do subconsultants need to fill out the Current and Completed Projects form, Active and Pending Contract Balances form, and the Priority List form, or are these just for the Prime?

Response: Only the prime needs to complete the required forms.

2. I am preparing to respond to a Request For Proposal (RFP No. 07-06); however, I would like to first clarify whether it is necessary for our company to go through the prequalification process again. I know that the current duration of our contract is 2-years, but I am not certain if we need to prequalify when our contract expires or if there is a renewal process (this was not clear to me in the procedural manual).

Response: Your questions will best be answered by the Prequalification Section. Via this e-mail, I am forwarding your questions John Wooden and Brenda Thacker, for a follow-up to your inquiry. Once you know the specifics of your prequal status, please feel free to e-mail additional RFP questions to [ContractsRFP@indot.in.gov](mailto:ContractsRFP@indot.in.gov).

3. Please clarify a point for us. As a subcontractor on a team, can we assist the lead contractor awarded a project by utilizing one of our agents to sub part of the work to help meet the MBE or WBE requirements?

Response: A Prime firm will document in their LoI that they have enlisted the services of a subconsultant, to perform part of the required work for an RFP item. However, a subconsultant shall not assign that work to another subconsultant.

4. Item 10: Should the following Prequalification Work Types be added to this project?  
12.1 Project Management for Acquisition Services and 12.3 Value Analysis

Response: Yes. These prequal items should be required. A "revised" will be posted, showing the additions.

5. Should Items 10, 11, 12, 13 require prequalification category 12.1 for Project Management for Acquisition Services? Management of 12.4, 12.5, 12.6, and 12.8 work will be required for each item.

Response: Yes. The "revised" RFP 07-06 has been posted on the web and reflects this change.

6. Are we allowed to embed graphics or any type of color accents to our Letter of Interest materials? To whose attention should submittals be directed?

Response: It is permissible to embed images and use color accents in your LOI. Just keep in mind that this may increase the size of your submittal. Some firms have had trouble sending large files to us from their server. The submittals are simply sent to an e-mail file and it is not necessary to direct the submittal to an individual.

7. A change needs to be made to a LOI which was previously submitted. Is that acceptable?

Response: A change to a previous LOI submittal is permissible, as long as it meets the following criteria:

Once the necessary changes have been made by a firm, the RFP must be submitted in its entirety, including all required documents. It must also be received by the Response due date and time posted on page 1 for that particular RFP.

Please note: If a firm submits multiple submittals for the same item, only the latest submittal that meets the response deadline will be used for selection consideration.

8. I have a general question about the selection process. If a firm applies by themselves as a prime consultant for one item and they are listed as a sub-consultant for a completely different item in the same RFP offering (ie. 07-06), does it detract from selection of either item by applying for both at the same time for the same type of work?

Response: No.

9. Item 09: This item includes worktypes 11.1 & 12.2. Should any other Right-of-Way work types be added?

Response: No, all other Right-of-way requirements will be performed through our current On-Call contracts.

10. Item 07: Work type 5.1 is listed and no other section 5 items are noted. In addition, the paragraph associated with the RFP states that no adverse environmental impacts should occur. Is this still to be considered an EA/EIS or just a higher classification of CE? If it is still to be an EA/EIS do you not need the other tasks from Work Type 5?

Response: The final environmental document type has not been finalized at this point. It may likely be a CE, however 5.1 is required for this submittal.

11. Item 08: The work description for this project states that three bridges will be replaced within the project limits. The required pre-qualification categories do not list 9.2 – Bridge Design.

Response: 9.1 Level I Bridge Design is the only bridge prequalification requirement for this item.

12. Item 03: Please clarify the project limits and the construction cost estimate for this RFP

Response: Selected firm will prepare Environmental Documents and develop project scope for ATL and Interchange Mod on I-65 from 0.5 mi S. of Whiteland Rd. in Johnson Co. to 0.25 mi S of I-465 in Marion Co. The selected firm will also design the ATL and Interchange Mod project on I-65 from 0.5 mi S. of Greenwood Rd. in Johnson Co. to 0.25 mi S. of I-465 in Marion Co. The construction cost listed in the RFP covers the area to be designed, as noted above.