

REQUEST FOR PROPOSALS (RFP 07-06-s1)
Questions & Answers posted on 06-25-07

1. 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.

2. Page 5 of the RFP document lists the required attachments for Item 1, RFP 07-06 s1 as only the LOI and the Affirmative Action Certification. Will a Current and Completed Projects form and Active and Pending Contract Balances forms be required for this item as well?
Response: No, only the LOI and the AAC forms are required for this “special” RFP item.

3. 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.

4. I am preparing to respond to a Request For Proposal; 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.

5. For RFP No. 07-06-s1, Item No. 1, are we allowed to submit technical questions to the Indiana DOT in regards to the RFP?
Response: Please submit all RFP questions to ContractsRFP@indot.in.gov. Your questions will be forwarded for a response from the pertinent owner office. Their reply will be forwarded to your attention, as well as post on the web.

6. 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.

7. On the limit of 50 pages, is that 50 sheets of paper where we can use the fronts and backs of each sheet or is it total page count of 50?
Response: A total of fifty (50) 8½” x 11” pages is allowed. They can be 50 single-sided pages or 25 double-sided pages.

8. Several questions:

- Should the RFP response include a proposed budget or does the development of a budget come at a later stage of the RFP process?

Response: The budget will be discussed during negotiations with the selected firm.

- Does INDOT need a Letter of Commitment from the DBE to be included as one of the DBE submittal documents?

Response: Currently the only requirement is the Affirmative Action Certification, along with copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, are to be included as additional pages after the form, for each firm listed.

- The RFP includes Computer Based Training as a part of the RFP. What type of Computer Based Training is being requested or would be preferred (Online Computer Session, Online Training Video, Webinar, other)?

Response: We would like computer training for all INDOT Bridge Inspectors and Central Office Bridge Inspection Staff at several stages as the application is being put on line for them to test and use. This would probably be at one location. We would also like on-line training so Inspectors can refresh themselves on various items, whenever needed, or as we hire new inspectors. In addition, when we begin to have the County Consultants use the Application, there will be a need to have one or two hands-on training sessions with all the Inspectors, and again the on-line training for new Inspectors. Ultimately, on-line computer training sessions and training videos would be used for other non-regular users.