Town of St. John, Indiana
Request for Proposals No. *[1]*
[10/18/2007] Posting Date

Request for Proposals Notification

Project Location: St. John Trail, Town of St. John, Indiana

Response Due Date and Time: *[11/01/2007 and no later than 2:00 pm CST]*

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions: Stephen Kil
St. John Town Manager
10955 West 93rd Avenue
St. John, IN 46373

Submittal requirements:

1. Letter of Interest (required content and instructions follow)

2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

Submit To: Mr. Stephen Kil
St. John Town Manager
10955 West 93rd Avenue
St. John, IN 46373

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by INDOT.

Requirements for Letters of Interest (LoI)

A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.

2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Ten(10) pages for Identification and Qualification and two (2) pages for the combined Key staff and Project Approach unless otherwise noted in the Project Description.

3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

1. Identification and Qualifications

a. 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.

b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).

c. Provide personnel resumes and such additional information concerning qualifications as may be relevant to the project.

2. <u>Key staff and Project approach</u>

a. List the Project Manager and other key staff members, including key sub consultant staff and include the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members that will be responsible for the work.
Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.

b. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.

c. Provide a description of your Project Approach relative to the advertised services. For project specific items confirm that the firm has visited the project site. For all items address your firm's technical understanding of the project or services, as related to your firm's qualifications.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the Indiana Department of Transportation's (INDOT) website. (http://www.in.gov/dot/div/legal/DBE/dbe_list.xls)

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Work item details:

[Local Public Agency Name] Town of St. John, Indiana

Project Location: Recreational Bike/Pedestrian Trail

INDOT District covering project: LaPorte

INDOT Des#: (if known) 9981780

Project Phases Included: Construction Engineering

Project Description: Construction engineering services for an approximate 2.09-mile bike/pedestrian trail in the Town of St. John, Indiana.

Estimated Construction Amount: $1,438,600.00

Funding: Federal Funding involved or
100% local funds to be used as match credits using federal funds

Term of Contract: Earliest start date: April 1, 2008
Contract completion date: November 15, 2009

DBE goal: 3%

Required Prequalification Categories:

General Pre-Qualification

1. Submitting firms must have an accounting system that will support a Federal Acquisition Regulation overhead audit.
2. Selected firm will be required to submit an INDOT prequalification financial package and obtain financial package approval prior to contract negotiations.

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No. Des#

Consultant Name: Services Description:

Evaluation Criteria to be Rated by Scorers					
Category	**Scoring Criteria**	**Scale**	**Score**	**Weight**	**Weighted Score**
Past Performance	**Performance evaluation score averages from historical performance data**				
	Qualiaty score for similar work from perfromance database			12	
	Schedule score from perfromance database			7	
	Responsiveness score from perfromance database			7	
Project Manager	**Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills**			10	
	Demonstrated outstanding experience in similar type and complexity	2			
	Demonstrated high level of experience in similar type and complexity	1			
	Experience in similar type and complexity shown in resume	0			
	Experience in different type and lower complexity	-1			
	Insufficient Experience	-3			
Approach to Project	**Project understanding and innovation that gives cost and/or time savings.**			15	
	High level of understanding and viable innovative ideas proposed	2			
	High level of understanding of the project	1			
	Basic understanding of the project	0			
	Lack of project understanding	-3			
Capacity of Team to do Work	**Evaluation of team's personnel and equipment to perform the project on time**			20	
	Availibility of more than adequate capacity that results in added value	1			
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Team's Demonstrated Qualifications	**Technical Expertise: Unique resources & equipment that yield a relevant added value or efficiency to the deliverable**			15	
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2			
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	**Location of assigned staff office relative to project**			5	
	Within 50 Miles	1			
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
				Weighted Sub-Total:	

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Name: _____ Signed: _____

Title: _____ Date: _____

Request for Proposals No._____
Item No._____

AFFIRMATIVE ACTION CERTIFICATION

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see www.in.gov/dot/div/legal/DBE/dbe_list.xls.)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that. if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS

Certified DBE Name & Address	Service Planned	Planned percentage to be paid to DBE

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL(RACE/GENDER CONSCIOUS)

Certified DBE Name & Address	Service Planned	Planned percentage to be paid to DBE

Total Percentage Credited toward DBE Goal (Race/Gender Conscious):_____

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): _____

Name of Company: _____

By: _____ **Date:** _____