

# LaPorte County Highway Department

Telephone: (219) 362-2051  
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1805 W. 5th Street

LaPorte, Indiana 46350

## **Request for Proposal for Bi-Annual Bridge Inspection Services - Notification**

Re: 2009 Phase I and 2011 Phase II Bridge Inspection & Small Structure Inspection

Des. No.:

Project No.: 08-16

Posting Date: February 1, 2008

The Board of Commissioners of LaPorte County, Indiana, is soliciting proposals from qualified engineering firms to provide inspection services for the above referenced project ("the Project").

### ***Project Location:***

- La Porte County, Indiana

### ***Response Due Date and Time:***

Proposals must be submitted on or before **3:30 PM Tuesday, March 4, 2008 (Central Time)**.

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:**      **Robert Young, Superintendent or Rick McVay, Highway Engineer**  
**LaPorte County Highway Department**  
**1805 West 5th Street**  
**LaPorte, IN 46350-8380**  
**Phone: (219) 362-2051**  
**Fax (219) 362-4221**

**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:** Board of Commissioners of LaPorte County, Indiana, c/o La Porte County Auditor  
813 Lincolnway  
LaPorte, IN 46350

**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) 8½" 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. Submit five (5) copies of each packet.
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 ([www.in.gov/dot/div/legalJDBE/dbelist.xls](http://www.in.gov/dot/div/legalJDBE/dbelist.xls)).

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

## 2. Key staff and Project approach

- 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/dbelist.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: LaPorte County, Indiana, by and through its Board of Commissioners

Project Location: La Porte County, Indiana

INDOT District covering project: LaPorte District

INDOT Des#: (if known)

Project Phases Included: Bridge/Small Structure Inspection Services

Project Description: The selected consultant will perform the inspection services for the following project:

This notice is formally soliciting expressions of interest from Consulting Engineers interested in performing four (4) year Phase I and Phase II Bridge Inspection for all (approximately 118) structures over twenty (20) feet in length in LaPorte County, Phase I to begin no later than November, 2008 and completed by November, 2009; Phase II to begin no later than November, 2010 and completed by November 2011. Phase I shall include underwater inspection for structures 46,93, 97, 104, 162, 165, 186, 503, and 505. Phase I and Phase II shall include fracture critical inspection for structure 505. Phase I underwater and fracture critical inspections shall be complete by September 2009; Phase II fracture critical inspection shall be complete by September 2011. It is anticipated that this project will use Federal Aid Funds. The consultant shall provide the county with eight (8) copies of the final report, and INDOT three (3) copies of the final report, accompanied by the necessary maps, evaluations, and recommendations. It is anticipated that the consultant will also update the La Porte County Small Structure Inventory in conjunction with the Bridge Inspections. This will consist of the inspection of approximately 350 structures with a span less than 20' and barrel opening 4.0' or greater. This portion of the project will use local funds only and will be funded separately. In addition, the county will require the inventory and data to be submitted in a computerized digital format that will be compatible with the LaPorte County GIS system currently being developed.

The Bridge Inspection/Reinspection must be conducted in accordance with criteria established by the Indiana Department of Transportation and the Federal Highway Administration.

Estimated Fee: \$250,000.00

Funding: 80/20 Federal Funding involved

Term of Contract:

Notice to Proceed	05/01/2008
Begin Phase I Inspection	11/01/2008
Complete Phase I Inspection	11/30/2009
Begin Phase II Inspection	11/01/2010
Complete Phase II Inspection	11/30/2011

DBE goal: 0%

Required Prequalification Categories:

- 14.1 Regular bridge Inspection
- 14.2 Complex Bridge Inspection
- 14.3 Underwater/In-Water Bridge Inspection
- 14.4 Small Structure and Miscellaneous Structure Inspections.
- 14.5 Bridge Load Capacity Rating & Other Bridge Analysis/Testing.

Proposals will be accepted until 3:30 p.m. (central time) on Tuesday, March 4, 2008 and shall be submitted to:

**La Porte County Board of Commissioners c/o LaPorte County Auditor  
LaPorte County Courthouse  
813 Lincolnway  
LaPorte, Indiana 46350**

Board of Commissioners of  
LaPorte County, Indiana

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Bill Hager, President

Teresa Shuter  
LaPorte County Auditor

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Barbara Huston, Vice President

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Michael Bohacek, Commissioner

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Date

## CONSULTANT SELECTION RATING FORM

### 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	<b>Performance evaluation score averages from historical performance data</b>				
	Quality score for similar work from performance database			12	
	Schedule score from performance database			7	
	Responsiveness score from performance database			7	
Project Manager	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, subconsultants and documentation skills</b>				
	Demonstrated outstanding experience in similar type and complexity	2		10	
	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	<b>Project understanding and innovation that gives cost and/or time savings.</b>				
	High level of understanding and viable innovative ideas proposed	2		15	
	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	<b>Evaluation of team's personnel and equipment to perform the project on time</b>				
	Availability of more than adequate capacity that results in added value	1		20	
	Adequate capacity to meet schedule	0			
	Insufficient capacity to meet the schedule	-1			
Teams Demonstrated Qualifications	<b>Technical Expertise: Unique resources &amp; equipment that yield a relevant added value or efficiency to the deliverable</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit	2		15	
	Demonstrated high level of expertise and resources identified for req'd services for value added benefits	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/o resources	-3			
	<b>Location of assigned staff office relative to project</b>				
	Within 50 miles	1		5	
	51-150 miles	0			
	151-500 miles	-1			
	Greater than 500 miles	-2			
<b>Weighted Sub-Total</b>					

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

**Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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/dor/div/legal/DBE/dbclisixls](http://www.in.gov/dor/div/legal/DBE/dbclisixls).)

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 DDE 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)**

<b><u>Certified DBE Name &amp; Address</u></b>	<b><u>Service Planned</u></b>	<b><u>Planned Percentage to be paid to DBE</u></b>
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**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)**

<b><u>Certified DBE Name &amp; Address</u></b>	<b><u>Service Planned</u></b>	<b><u>Planned Percentage to be paid to DBE</u></b>
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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: \_\_\_\_\_