

**Kosciusko County, Indiana  
Board of Commissioners**

100 W Center St.  
Courthouse Rm 301  
Warsaw, IN. 46580

PHONE: 574-372-2475      FAX: 574-372-2476

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*09/18/08 Posting Date*

## Request for Proposals Notification

**Project Location:** Old US 30, Zimmer Rd to Fox Farm Road, Phase I and II  
Reconstruction

**Response Due Date and Time:** 10/10/2008 and no later than 9:00 am (E.S.T.)

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 the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

**Contact for Questions:** Ron Robinson  
County Administrator  
100 W. Center St.  
Courthouse Rm 301  
Warsaw, IN. 46580  
Phone: 574-372-2475; Fax: 574-372-2476  
e-mail: rrobinson@kcgov.com

### Submittal requirements:

1. Letter of Interest (required content and instructions follow) Please send six (6) copies.
2. One (1) signed Affirmative Action Certification and associated documents for all items with Disadvantaged Business Enterprise goals (sample form attached at end of RFP). required (DBE)

**Submit Responses To:** Kosciusko County  
Ron Robinson, County Administrator  
100 W. Center St.  
Courthouse Rm 301  
Warsaw, IN. 46580  
Phone: 574-372-2475; Fax: 574-372-2476  
e-mail: rrobinson@kcgov.com

## **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 received submittals is included for your reference at the end of this RFP.

The selected lead consultant must either be pre-qualified by the Indiana Department of Transportation (INDOT) or must have its accounting system and a provisional overhead rate approved by INDOT prior to consultant negotiations, as required in the Local Public Agency Architectural and Engineering Firm Selection Procedures.

## **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. The first ten (10) pages will include information pertaining to Identification and Qualifications of the firm. Unless otherwise noted in the description, the last two (2) pages of the LoI will include information pertaining to Key staffing and Project Approach.
3. LoI's must be received on or before Friday, October 10, 2008 by 9:00 am (E.S.T.) to be considered as shown in the "Response Due Date and Time" RFP header shown above. Any responses received after the deadline will not be eligible for consideration. Submittals must include all required attachments to be considered for selection.

### **B. Letter of Interest Content**

1. Identification and Qualifications (10 Page Maximum)
  - 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 attached at end of RFP). For a current listing of eligible INDOT certified DBE firms, log on to the INDOT website at: [http://www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls)

- c. Provide staff resumes, relevant work experience, expertise, and such additional information concerning qualifications directly applicable to the associated work.
2. Key staffing and Project approach (2 Page Maximum)
    - a. Identify the Project Manager and other key staff members, including key sub consultant staff, responsible for the work. For each key staff member to be assigned, include the percent of time each individual will commit to the proposed contract. Include any relevant experience on similar projects of key staff members and how it relates to the work anticipated for this project.
    - b. Discuss 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. Describe your firm's Project Approach relative to the advertised services and anticipated work elements. Demonstrate your firm's technical understanding of the project and services required as related to past experience on similar projects and your firm's qualifications. Verify your firm has visited the project site.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for all items that identify a DBE goal greater than "0", in order to be considered for selection. 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, are to be included as additional pages after the form for each firm listed.**

If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that evidences it 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](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]	Kosciusko County, Warsaw Indiana
Project Location:	Old US 30, Zimmer Road to Fox Farm – Warsaw Indiana.
INDOT District covering project:	Fort Wayne District
INDOT Des#: (if known)	0810103
Project Phases Included:	Preliminary Engineering Services, Right-of-Way, and Construction Engineering
Project Description:	Roadway widening and reconstruction, Old US 30 from Zimmer Road intersection to Fox Farm Road intersection.
Estimated Construction Amount:	\$4,376,308 (2011)
Funding:	Federal Funding involved at 80% and local funds at 20% plus credits.
Term of Contract:	Scheduled for November 2011 letting with an estimated Spring construction start date.
DBE goal:	3%
Prequalification Requirements:	6.1 Topographic Survey Data Collection 8.2 Complex Road Design 9.2 Level 2 Bridge Design 12.3 Value Analysis 12.4 Appraisal 12.5 Appraisal Review 12.6 Negotiation 13.1 Construction Inspection

# Selection Rating for RFP: \_\_\_\_\_

**Consultant Name:** \_\_\_\_\_

**Services Description:** \_\_\_\_\_

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
<b>Past Performance</b>	<b>Performance evaluation score averages from historical performance data.</b>				
	Quality score for similar work from INDOT performance database.			6	
	Schedule score from INDOT performance database.			3	
	Responsiveness score from INDOT performance database.			1	
<b>Capacity of Team to do Work</b>	<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 the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
<b>Team's Demonstrated Qualifications</b>	<b>Technical expertise: Unique Resources 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 benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
<b>Project Manager</b>	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2		20	
	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 or lower complexity.	-1			
<b>Approach to Project</b>	<b>Project Understanding and Innovation that provides 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			
<b>Location</b>	<b>Location of assigned staff office relative to project</b>				
	Within 50 miles	1		5	
	51 to 150 miles	0			
	151 to 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.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Request for Proposals Bulletin \_\_\_\_\_  
Project \_\_\_\_\_

**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.lin.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.lin.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 will be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting will 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 shall 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)**

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

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Estimated percentage to be paid to DBE*</u>
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**Total Dollar Amount Credited toward DBE Goal (Race/Gender Conscious):** \_\_\_\_\_

**Total Dollar Amount of Voluntary WBE Work Anticipated over DBE Goal (Race/Gender Conscious):** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*It is understood that these individual firm percentages are estimates only and that amounts paid may be less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.