ST. JOSEPH COUNTY, INDIANA
DEPARTMENT OF PUBLIC WORKS
COUNTY-CITY BUILDING, ROOM 732
227 WEST JEFFERSON BOULEVARD
SOUTH BEND, INDIANA 46601
PHONE: 574-235-9626 FAX: 574-235-5057

4/15/2009 Posting Date

Request for Proposals Notification

Project Location: *Intersection of Bittersweet Road and Cleveland Road- St. Joseph County, IN*

Response Due Date and Time: *May 05, 2009 and no later than 9:45 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: *Jessica J. Clark, P.E.*
St. Joseph County Engineer
Phone: 574-235-9626; Fax:574-235-5057
e-mail: jclark@co.st-joseph.in.us

Submittal requirements:

1. Letter of Interest (required content and instructions follow) Please send five (5) copies.

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

Submit Responses To: *St. Joseph County Board of Commissioners*
County-City Building, Room 722
227 West Jefferson Boulevard
South Bend, Indiana 46601

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 be pre-qualified by the Indiana Department of Transportation (INDOT) to perform Construction Inspection.

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 ten (10) 8 ½" x 11" pages. The first five (5) pages will include information pertaining to Identification and Qualifications of the firm. Unless otherwise noted in the description, the last five (5) pages of the LoI will include information pertaining to Key staffing and Project Approach.

3. LoI's must be received on or before Tuesday, May 5, 2009 by 9:45 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 (5 Page Maximum)

a. Provide the firm name, address of the responsible office from which the work will be performed, current overhead rate as approved by INDOT, 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/indot/2576.htm

c. Provide key staff resumes, relevant work experience, expertise, and such additional information concerning qualifications directly applicable to the associated work.

2. Key staffing and Project approach (5 Page Maximum)

a. Identify the Project Manager, full time site inspector, and other key staff members, including key sub consultant staff, responsible for the work and necessary to complete the construction inspection. 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/indot/2576.htm)

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

Work item details:

[Local Public Agency Name] *St. Joseph County, Indiana*

Project Location: *Intersection of Bittersweet Road and Cleveland Road- St. Joseph County, IN.*

INDOT District covering project: *La Porte District*

INDOT Des#: (if known) *0500180*

Project Phases Included: *Construction Engineering*

Project Description: *Construction Engineering services on an HES/STP Intersection Improvement project and reconstruction of Bittersweet Road at Cleveland Road. The project will reconstruct approximately 3,000 linear feet on Cleveland Road and 800 linear feet on Bittersweet Road, including the installation of a roundabout and replacing two bridge structures with two CONSPAN structures.*

Bid Construction Amount: *$2,129,742.00*

Funding: Federal Funding involved with local match

Term of Contract: *Less than one (1) year; Est. June 2009-November 2009; April 8, 2009 Letting Date*

DBE goal: *0%*

Prequalification Requirements:

Work Group 13- CONSTRUCTION INSPECTION

13.1 Construction Inspection

The assigned project manager and full time site inspector shall be either a Professional Engineer licensed in the State of Indiana or project supervisor with the INDOT Certified Technician Program and be certified to perform required testing and sampling.

Completion of the INDOT Site Manager Course is required prior to being assigned as Project Manager or Full Time Site Inspector.

Refer to "Selection Procedures" outlined above for additional information.

RFP Selection Rating for _____ **Des. No.** _____

(City, County, Town, etc.) - or - (Local Public Agency)

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.**				
	Quality score for similar work from performance database.			6	0
	Schedule score from performance database.			3	0
	Responsiveness score from performance database.			1	0
Capacity of Team to do Work	**Evaluation of the team's personnel and equipment to perform the project on time.**			20	0
	Availability of more than adequate capacity that results in **added value** to INDOT.	1			
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	**Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.**			15	0
	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			
Project Manager	**Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.**			20	0
	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 or lower complexity	-1			
	Insufficient experience.	-3			
Approach to Project	**Project Understanding and Innovation that provides cost and/or time savings.**			15	0
	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			
Location	**Location of assigned staff office relative to project.**			5	0
	Within 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
				Weighted Sub-Total:	0

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant. (A definition of conflicts of interest of concern may be found in IC 4-2-6-9.)

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: _____

Title: _____

Date: _____

(Rev. 01-20-09) Request for Proposals Bulletin_____
Project_____

AFFIRMATIVE ACTION CERTIFICATION FOR DBE

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified in the State of Indiana to participate as part of this proposal. 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 certify that I have consulted the following DBE website to confirm that the firms listed below are currently certified DBEs:
https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL?&
I certify that I have contacted the certified DBEs listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated.
I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal.
After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT's Economic Opportunity Division.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

Estimated Dollar Amount Credited toward DBE Goal:_____

Estimated Dollar Amount of Voluntary DBE Work Anticipated over DBE Goal:_____

Name of Company:_____

By:_____ **Date:**_____

*It is understood that these individual firm percentages and dollar amounts are estimates only and that amounts paid may be greater or 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.