

Board of Commissioners  
Martin County, Indiana  
Request for Proposals No. 1  
4/1/09 Posting Date

## Request for Proposals Notification

**Project Location:** Various Roadways throughout Martin County, Indiana which are under the jurisdiction of the Board of Commissioners

**Response Due Date and Time:** April 20, 2009 and no later than 4:00 PM local 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:** Darrell Courtright, Highway Superintendent  
(812) 247-2666

### 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:** Martin County Board of Commissioners  
C/o Nancy Steiner, Martin County Auditor  
Courthouse, 129 Main St.  
Shoals, IN 47581

### 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/indot/2576.htm>).

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

## **Work item details:**

Local Public Agency Name: **Martin County Board of Commissioners**

Project Location: **Various Roadways throughout Martin County, Indiana including, but not limited to: Brooks Bridge Rd., Windom Rd., Spout Springs Rd., Indian Rd., Cale Rd., Mount Olive Rd., Graded Rd.**

INDOT District covering project: **Vincennes District**

INDOT Des#: (if known) **not assigned at present time**

Project Phases Included: **Preliminary Engineering**

Project Description: **On Call Engineering Services for Economic Recovery Projects. Projects shall consist of but not limited to Roadway Resurfacing and Associated Earthwork**

Estimated Construction Amount: **\$3,000,000.00**

Funding: **Preliminary Engineering – Local**

Term of Contract: **(April 2009 to December 2010)  
As needed Basis with possibility that no assignments being made**

Compensation: **Negotiated Fee based Price  
Negotiated Labor Rate (rate+overhead+profit)  
Direct Cost (reproduction, permits, etc.)**

DBE Goal: **0%**

# LPA Consultant Selection Rating Sheet

## CONSULTANT SELECTION RATING FORM

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			
Team's 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 benefit	1			
	Expertise and resources at appropriate level	0			
	Insufficient expertise and/or resources	-3			
Location	<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 judgement of the consultant's abilities for the rating categories.

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

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

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?&](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**

<b>Certified DBE Name</b>	<b>Service Planned</b>	<b>Estimated percentage to be paid to DBE*</b>

**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL**

<b>Certified DBE Name</b>	<b>Service Planned</b>	<b>Estimated percentage to be paid to DBE*</b>

**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.