

City of Fort Wayne, Indiana
Request for Proposal No. 12084PE
Posting Date: July 17, 2009

Request for Proposal Notification

Project Location: *Maplecrest Road – from Lake Avenue and State Blvd, Fort Wayne, Allen County*

Response Due Date and Time: *August 21, 2009 no later than 05:00 PM Eastern Standard 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.

LPA Contact: *David G. Ross, P.E.
City Engineer, Fort Wayne
(260) 427-1172*

Submittal Requirements:

1. Five (5) Copies – 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: *Clerk of the Board at City County Building
One Main Street, Room 420
Fort Wayne, IN 46802.*

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. Signed scanned 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 fifteen (15) 8½" x 11" pages. Ten (10) pages for Identification and Qualifications and five (5) pages for the combined Key Staff and Project Approach unless otherwise noted in the Project Description.
3. LoI's must be received no later than "Response Due Date and Time" as shown in the RFP header 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. A listing of certified DBE's eligible to be considered for selection of 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/div/2576.htm>)
- 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 all items address your firm's technical understanding of the project or services as related to your firm's qualifications.
- d. Provide evidence of familiarity with the project area including a site visit. Identify special features that will need to be addressed and provide recommendations on what context sensitive design elements can be incorporated into the design.
- e. A pre-proposal meeting will be held on Friday July 31st 2009 at the following location:

*City County Building
One Main Street, Room 750
Fort Wayne, IN 46802.*

Interested consultants should plan on attending this meeting. NO questions or solicitations regarding this project will be entertained outside of this meeting.

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 sub-contract. Include the contract participation percentage of each DBE and list what the DBE will be sub-contracted 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 documentation 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 the DBE goal is set at zero percent (0%) (i.e. no goal is

set) then the Affirmative Action Certification Form is not required. Indiana Department of Transportation's (INDOT) DBE Program information is available at the INDOT 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 following INDOT website:
<http://www.in.gov/indot/2576.htm>.

DBE sub-contracting goals apply to ALL prime submitting consultants, regardless of the prime's status of DBE.

Work Item Details

Local Public Agency Name: *Board of Public Works, City of Fort Wayne*

Project Location: *Maplecrest Road – from Lake Avenue to State Blvd in Fort Wayne, Allen County*

INDOT District: *Fort Wayne District*

INDOT DES No: *0500695*

Project Phases Included: *Preliminary Engineering*

Project Description: *Maplecrest Road is currently a two-lane roadway between Lake Avenue and State Blvd. It terminates to the south at Lake Avenue. However Allen County Highway Department is currently in the process of finalizing the design of Maplecrest Road extension from Lake Avenue to the south at SR 930 in the City of New Haven. This project is expected to be under construction later this year. Upon completion of this project Maplecrest Road is expected to see increased traffic to the north between Lake Avenue and State Blvd. The proposed project is expected to handle this increased traffic.*

This project is in an area that is predominantly residential on the south side with an elementary school located within the project limits. The north project limits include commercial development. There is significant landscaping and trees in the existing project area.

Scope of project will involve widening the existing section of Maplecrest Road to four lanes between Lake Avenue and State Blvd. Provide auxiliary left-turn lanes at all public road intersections and major drives. A traffic signal will be needed at the intersection of Maplecrest and Monarch Drive. Design street lighting throughout the project limits. Consultant will be responsible for acquiring all necessary permits. Provide sidewalk on both sides with safe crossings at appropriate locations.

The proposed design shall be pedestrian friendly and represent the characteristics of a 'livable street'. Safety for the elementary school will be a priority. To this effect,

context sensitive solutions shall be implemented in developing the project. There are many existing street trees of which as many as possible would need to be retained. New landscaping will be included as part of the design. A qualified landscape architect with experience in designing urban streetscapes will be required.

Estimated Construction Cost: \$3,500,000

Funding: *Federal Funds – 80%*
Local Funds (CEDIT) – 20%

Term of Contract: *Notice to Proceed through Letting (Winter 2012)*

DBE Goal: *5 %*

Required Prequalification Categories (Combination of Prime and Sub-Consultants):

- 5.2 – Environmental Document Preparation – CE*
- 5.9 – Archaeological Investigations*
- 5.10 – Historical/Architectural Investigations*
- 5.11 – Environmental Site Assessment*
- 6.1 – Topographic Survey Data Collection*
- 7.1 – Geotechnical Engineering Services*
- 8.1 – Non-Complex Roadway Design*
- 10.1 – Traffic Signal Design*
- 10.4 – Lighting Design*
- 11.1 – Right-of-Way Plan Development*
- 12.2 – Title Research*

LPA Consultant Selection Rating Sheet

Selection Rating for RFP No. 12084PE

DES No: 0500695

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⁽¹⁾.				
	Quality score for similar work from performance database.	2		6	
	Schedule score from performance database.	1		3	
	Responsiveness score from performance database.	1		1	
Project Manager	Predicted ability to manage project, based on: experience in size, complexity, type, sub consultants and documentation skills.				
	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 on resume.	0			
	Experience in different type or lower complexity.	-1			
Insufficient experience.	-3				
Approach to Project	Project understanding and innovation that gives the City of Fort Wayne cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		25	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Insufficient available capacity to meet the schedule	-1				
Capacity of Team to do Work	Evaluation of the Team's personnel and equipment to perform the project on time.				
	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			
Insufficient expertise and/or resources.	-3				
Team's Demonstrated Qualifications	Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.				
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for required 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.				
	Within 50 miles	1		5	
	51 to 150 miles	0			
	151 to 500 miles	-1			
	Greater than 500 miles	-2			
(Maximum 5% overall weighting for location criteria)					
				Weighted sub-total	

⁽¹⁾ LPA must contact INDOT for past performance

It is the responsibility of the 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 preferences.

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 judgement of this firm's abilities.

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?&

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.