City of East Chicago Board of Public Works & Safety
Request for Proposals No. 2009-02
*Posting Date: June 16, 2009*

# Request for Proposals Notification

***Project Location***: Railroad Avenue Grade Separation over the CSX Railroad, East Chicago, Lake County, Indiana.

***Response Due Date and Time:*** *July 8, 2009 and no later than 9:45 am (CDT)*

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:** Mr. Jezreel Rodriguez, Director of Engineering
City of East Chicago
4444 Railroad Avenue
East Chicago, IN 46312
(219)391-8355; jrodriguez@eastchicago.com

**Submittal requirements:**

1. Letter of Interest - X copies (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 Public Works
City of East Chicago
4444 Railroad Avenue
East Chicago, IN 46312

**Selection Procedures:**

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI), presentation, 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 pre-qualified 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/dot/div/legal/DBE/dbe_list.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 completes 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)

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

## Work item details:

| | |
|---|---|
| Local Public Agency: | Department of Public Works, City of East Chicago, Indiana |
| Project Location: | Railroad Ave. Grade Separation over CSX Railroad. |
| INDOT District covering project: | LaPorte District |
| INDOT Des#: (if known): | 0200188 |
| Project Phases Included: | Construction Engineering |
| Project Description: | Provide construction engineering services for 0.35 miles of mechanically stabilized earth (MSE) retained grade separation and new bridge construction. |
| Estimated Construction Amount: | $ 6,000,000 |
| Funding: | 80% Federal Funding, 20% Local match. |
| Term of Contract: | Approximately 18 months |
| DBE goal: | *4%* |

Required Prequalification Categories: Consultant and all sub-consultants shall be on INDOT approved prequalification list for 13.1 – Construction Inspection, at the time of submittal of LoI.

**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.** | | | | |
| | Availability of more than adequate capacity that results in added value to INDOT. | 1 | | 20 | 0 |
| | 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.** | | | | |
| | Demonstrated outstanding expertise and resources identified for req'd services for value added benefit. | 2 | | 15 | 0 |
| | 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.** | | | | |
| | Demonstrated outstanding experience in similar type and complexity. | 2 | | 20 | 0 |
| | 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.** | | | | |
| | High level of understanding and viable innovative ideas proposed. | 2 | | 15 | 0 |
| | 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.** | | | | |
| | Within 50 mi. | 1 | | 5 | 0 |
| | 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: _____

Request for Proposals No._____
Item No._____

**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/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, 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** 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**

| Certified DBE Name & Address | Service Planned | Planned percentage to be paid to DBE |
|---|---|---|

**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL(RACE/GENDER CONSCIOUS)**

| Certified DBE Name & Address | Service Planned | Planned percentage to be paid to DBE |
|---|---|---|

**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:** _____