

*Elkhart County Highway Division
Posting Date: June 16th, 2009*

Request for Proposals Notification

Project Location: *County Road 15 & County Road 45 Intersection*

Response Due Date and Time: *June 30th, 2009 at 3:00 p.m. 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 construction inspection 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: *John E. Bowers
Elkhart County Highway Division
610 Steury Avenue
Goshen, IN 46528
Telephone: (574) 534-9394
Email: jbowers@elkcohwpy.org*

Submittal requirements:

1. 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: *John E. Bowers
Elkhart County Highway Division
610 Steury Avenue
Goshen, IN 46528*

Selection Procedures:

One (1) Consultant 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.

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. Any DBE information supplied may be in addition to these 12 pages.
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 sub-consultants for this RFP can be found at the INDOT website.
(http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).
- c. Provide not more than three examples of similar projects performed in the last 5 years. The examples should include:
 - A description of the project and when it was performed.
 - Your involvement in the project.
 - Any special environmental, political or technical problems involved in the project and how the problems were resolved.
 - The name and phone number of the owner's representative in charge of the project.
 - The total cost of the project.

2. Key Staff and Project Approach

- b. List all your key staff members, including key sub-consultant staff. Include project inspectors / 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.
- c. Provide resumes for project personnel.
- d. Provide an organizational chart illustrating the relationship between: Elkhart County, and your key personnel and sub-consultants.
- e. 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.
- f. Provide a description of your Project Approach. The project approach should include a statement of project understanding and a level of effort document including:
 - A listing of all major tasks.
 - A detailed inventory of all proposed project personnel by task.
 - Proposed hours for all project personnel by task.
 - A project schedule.

The consultant must list and describe all assumptions used in developing the level of effort document.

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 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. INDOT's DBE Program Information is available at the INDOT website.

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

Work item details:

Local Public Agency: *Elkhart County*

Project Location: *County Road 15 & County Road 45 Intersection*

INDOT District: *Ft. Wayne*

INDOT Des#'s: *#0400363*

Project Phases Included: *Construction Inspection*

Project Description: *The project consists of providing construction inspection activities, pay estimates, documents and obtaining all approvals necessary for INDOT approval of the construction of the intersection improvement, relocation of the Ox Bow Drive, and connecting the bike path. Elkhart County will provide a project inspector through out the project but Elkhart County will require the consultant to provide the RPR and any other necessary inspection personnel.*

Estimated Construction Amount: *\$1,100,000*

Funding: *Federal funds involved*

Term of Contract: *From August 12, 2009 the proposed project letting date to 2 months after the successful completion of the project*

DBE goal: **0%**

Required Prequalification Categories: *13.1 Construction Inspection Services*

General Prequalification

INDOT Prequalified Construction Inspection Firm

Additional qualifications – The following shall constitute as the minimum requirements for an individual assigned under this contract.

1. Indiana Professional Engineer, or
2. Graduate from and accredited college with a BS in Civil Engineering, or
3. Certified under INDOT's Certified Technician Program

Additionally, all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction Personnel prior to such tests being required on the assigned project.

Selection Rating for RFP: _____

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 INDOT performance database.	n/a		12	
	Schedule score from INDOT performance database.	n/a		7	
	Responsiveness score from INDOT performance database.	n/a		7	
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			
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	
	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		15	
	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 inovative ideas proposed.	2		15	
	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	
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
Weighted Sub-Total					

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____

Title: _____

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)

<u>Certified DBE Name & Address</u>	<u>Service Planned</u>	<u>Planned 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 & Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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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: _____