

Local Public Agency Name: City of Columbus - Bartholomew County Planning Department
Posting Date: May 28, 2010

Request for Proposals Notification

Title: *Planning Study for Safe Routes to School in the City of Columbus and Bartholomew County*

Project Location: *Various school sites and vicinities in the City of Columbus and Bartholomew County*

Response Due Date and Time: *June 18, 2010 and no later than 4:00 pm (Eastern time zone)*

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 community planning/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: *Jeff Bergman, AICP
City of Columbus - Bartholomew County Planning Department
123 Washington Street
Columbus, Indiana 47201-6774
Telephone: (812) 376-2550
Email: jbergman@columbus.in.gov*

Submittal requirements:

1. Five (5) copies of the LoI (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items that have a DBE Goal other than 0%.

Submit To: *Jeff Bergman, AICP
City of Columbus - Bartholomew County Planning Department
123 Washington Street
Columbus, Indiana 47201-6774*

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the 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. Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

Requirements for LoI

A. General instructions for preparing and submitting a 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 twelve (12) 8 ½" x 11" pages that include Identification, Qualifications and Key Staff and Project Approach.
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. LoI Content

1. Identification, Qualifications and Key Staff
 - 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 prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) 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 "List of Prequalified Consultants" link on INDOT's Consultants Webpage. (<http://www.in.gov/indot/6813.htm>).
 - c. 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.
 - d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. 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, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

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 documentation in additional pages that evidences that 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 the goal is set at 0% then no Affirmative Action Certification form is required. INDOT's DBE Program Information is available at INDOT'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 "List of Prequalified Consultants" link on INDOT's Consultants Webpage. (<http://www.in.gov/indot/6813.htm>).

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

Work item details:

City of Columbus - Bartholomew County Planning Department

Project Location: *Various school sites and vicinities in the City of Columbus and Bartholomew County*

INDOT District covering project: *Seymour*

INDOT Des#: *0902285*

Project Phases Included: *Planning*

Project Description: *The Bartholomew County Safe Routes to School Committee (the Committee) has an established goal of creating Safe Routes to School Plans for every school in Bartholomew County. The first step in what is anticipated to be a long-term, multi-step process is the creation of Safe Routes to School Plans for the schools determined by the Committee to have the greatest need for such planning. To that end the Committee has obtained limited federal grant funding.*

The Committee consists of representatives from the City of Columbus – Bartholomew County Planning Department, the Office of the Columbus City Engineer, the Bartholomew Consolidated School Corporation, the Flat Rock – Haw Creek School Corporation, the Columbus Area Metropolitan Planning Organization (the MPO), principals from area schools, the Columbus Department of Parks and Recreation, and the Healthy Community Initiative of Columbus Regional Hospital. This Committee has thus far focused their efforts on educating themselves and the community about Safe Routes to School issues and goals. Nationally known speakers on the topic, such as Dan Burden and Mark Fenton, have conducted educational programs in Columbus. The Committee has also developed Safe Routes to School education and encouragement programs at area elementary schools to promote and encourage walking and cycling to and from school by students.

The selected consultant team will create Safe Routes to School Plans following the model and including the contents recommended by the National Center for Safe Routes to School (www.saferoutesinfo.org). Specifically, each school's plan will address the five "E"s that are central to all Safe Routes to School planning efforts and programs:

- *Evaluation*
- *Encouragement*
- *Education*
- *Enforcement*
- *Engineering*

The schools that will be the subject of the Safe Routes to School Plans are Parkside Elementary School, Schmitt Elementary School, Smith Elementary School, Richards Elementary School, Southside Elementary School, Taylorsville Elementary School, Columbus Signature Academy - Lincoln Elementary School, Central Middle School, and Norhtside Elementary School.

The selected consultant will facilitate the creation of the Safe Routes to School Plans. This will include, but not be limited to:

- *Conducting steering committee meetings*
- *Conducting workshops for parents, students, and area residents*
- *Collecting and analyzing data*
- *Analyzing traffic patterns, sidewalk and intersection conditions, and neighborhood safety concerns*
- *Developing programmatic details*
- *Recommending and prioritizing infrastructure improvements*
- *Creating draft and final Safe Routes to School Plan documents*

The goal of the Committee is to create permanent, systematic changes that increase the number of children safely walking and cycling to and from school, thereby promoting healthy lifestyles and encouraging energy efficiency. It is further anticipated that a successful Safe Routes to School program can (1) decrease traffic congestion and facility costs associated with student drop-off and pick-by by parents using motorized vehicles and (2) decrease school transportation costs associated with busing.

The Safe Routes to School Plan for each school is expected to be unique and developed specifically for the needs of that facility and its vicinity.

Estimated Construction Amount: *Not applicable*

Funding: *Federal funding involved*

Term of Contract: *Summer 2010 to August 2011*

DBE goal: *0 %*

Required Prequalification Categories: None

LPA Consultant Selection Rating Sheet

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
	Schedule score from performance database.				3
	Responsiveness score from performance database.				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		
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		
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
	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
	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:	
<p>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.</p> <p>I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR18.36.</p> <p>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.</p>					
		Signature: _____			
		Print Name: _____			
		Title: _____			
		Date: _____			
(Form Rev. 3-30-10)					

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 Total Percentage Credited toward DBE Goal:_____

Estimated Percentage 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.