

Local Public Agency Name: City of Terre Haute
Posting Date: 08/08/2011

Request for Proposals Notification

Title: Downtown Traffic Study

Project Location: Downtown District, Terre Haute, IN

Response Due Date and Time: 08/26/2011 no later than 4:00 pm EDT

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: Larry Robbins, P.E., Assistant City Engineer
City of Terre Haute
17 Harding Avenue, Room 200
Terre Haute, IN 47807
(812) 244-4994
larry.robbs@terrehaute.in.gov

Submittal requirements:

1. Letter of Interest – 5 Copies (required content and instructions follow)

Submit To: Engineering Department
Attn: Larry Robbins, P.E.
City of Terre Haute
17 Harding Avenue, Room 200
Terre Haute, IN 47807

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. Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

To be eligible for consideration the prime 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 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. Letter of Interest 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 "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) 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.

Work item details:

City of Terre Haute

Project Location: Downtown Terre Haute

INDOT District covering project: Crawfordsville

INDOT Des#: (if known) NA

Project Phases Included: Traffic Study for Downtown District

Project Description: The Traffic study will explore pros and cons of converting segments of major one-way streets in the study area to two-way streets. It will also recommend alternatives for simplifying circulation and parking in the study area to improve the desirability of the area as a destination for housing/business/shopping/entertainment. It also should identify specific recommendations for improving the pedestrian environment, access by alternative modes of transportation, and long term goals for circulation in the study area. Sketches of typical sections and intersection layouts should be included in the study.

The study area will be bounded by Cherry Street to the north, US41 (3rd Street) to the west, Poplar Street to the south and the CSX railroad tracks to the east. Meetings shall be carried out with all major stakeholders in the study which will be the Terre Haute City Council, Terre Haute Engineering Department, Terre Haute Department of Redevelopment, and the Terre Haute Metropolitan Planning Organization. Indiana State University and Downtown Terre Haute Inc. should also be included in meetings and discussions, as well as any other stakeholder that might be identified at a later date. A public meeting should be included as well for public input.

Estimated Construction Amount: NA

Funding: Local

Term of Contract: September 2011 to January 2012

DBE goal: 0 %

Required Prequalification Categories:

- 1.1 Systems Planning
- 2.1 Traffic Data Collection
- 2.2 Traffic Forecasting
- 3.2 Complex Traffic Capacity and Operations Analysis
- 4.1 Traffic Safety Analysis
- 10.2 Traffic Signal System Design

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for Downtown Traffic Study Des. No. N/A
 (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.	0		0	0
	Schedule score from performance database.	0		0	0
	Responsiveness score from performance database.	0		0	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.	1		10	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 required services for value added benefit.	2		20	0
	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		10	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			
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.				
	High level of understanding and viable innovative ideas proposed.	2		20	0
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
Location	Location of assigned staff office relative to project.				
	Within 50 mi.	1		15	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 as defined in 49CFR18.36.

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: _____

Print Name: _____

Title: _____

Date: _____

(Form Rev. 4-16-09)