Local Public Agency Name: City of Monticello
Posting Date: December 8, 2011

Request for Proposals Notification

Title: *2011 Safe Routes to School Program*

Project Location:

Project Name: 3rd and Broadway Crosswalk Enhancements
This Project is located at the intersection of 3rd Street and Broadway. Broadway (US 24) is an Other Principal Arterial and 3rd Street is an Urban Collector.
Project Name: South Beach and Main Crosswalk Enhancements
This Project is located at the intersection of South Beach and Main Street/Illinois Street. South Beach is an Urban Collector and Main Street and Illinois Street are Urban Minor Arterials.
Project Name: Ohio Street Curb Ramps
This Project is located on Ohio Street near 3rd Street. Ohio Street and 3rd Street are Urban Collectors.
Project Name: Ohio Street Sidewalk
This Project is located on Ohio Street near 6th Street. Ohio Street is an Urban Collector and 6th Street is an Urban Minor Arterial.
Project Name: Woodlawn Path
This Project is located on the eastern portion of Woodlawn Elementary School Property and is not on a roadway.
Project Name: South Street Sidewalks
This Project is located on South Street from Maple Street to Juanita Street. South Street is an Urban Collector.

Response Due Date and Time: *December 22, 2011 by 4:00p.m. EST*

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: *Jason Thompson, Mayor*
227 N. Main St.
Monticello, IN 47960-2194
Email: mayor@monticelloin.gov

Submittal requirements:

1. Letter of Interest –3 Copies (required content and instructions follow)

2. One (1) signed Affirmative Action Certification and associated required documents for all items.

Submit To: *Liz Oilar, Clerk Treasurer*
225 N. Main St.
Monticello, IN 47960-2194

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.] or [rank totals with the lowest rank total 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. <u>Identification, Qualifications and Key Staff</u>
   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/2732.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 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 "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage.
(http://www.in.gov/indot/2732.htm).

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

Work item details:

Local Public Agency Name: *City of Monticello*

Project Location:

Project Name: 3rd and Broadway Crosswalk Enhancements
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Project Name: Ohio Street Curb Ramps
This Project is located on Ohio Street near 3rd Street. Ohio Street and 3rd Street are Urban Collectors.

Project Name: Ohio Street Sidewalk
This Project is located on Ohio Street near 6th Street. Ohio Street is an Urban Collector and 6th Street is an Urban Minor Arterial.

Project Name: Woodlawn Path
This Project is located on the eastern portion of Woodlawn Elementary School Property and is not on a roadway.

Project Name: South Street Sidewalks
This Project is located on South Street from Maple Street to Juanita Street. South Street is an Urban Collector.

INDOT District covering project: *LaPorte*

INDOT Des#: 1173664

Project Phases Included: Preliminary Engineering, Right of Way, Construction Engineering, Construction Inspection

Project Description:

To purchase safety equipment for crossing guards. This will include Type II reflective vests and LED-lighted stop paddles for crossing guards at three key intersections.

To enhance crosswalk visibility at a location that is busy with vehicles and is a key crossing location for students.. Improvements may include lighting, beacons, LED lighted signs, in-pavement lights as determined appropriate during engineering. This will promote safety particularly during hours of darkness.

Enhanced Crosswalk Visibility may include lighting, beacons, LED lighted signs, in-pavement lights as determined during engineering. This will promote safety particularly during hours of darkness.

Construct 10 ADA-compliant ramps along Ohio Street at existing marked crosswalks

The new sidewalk would connect the 6th Street trail with the existing sidewalks near Meadowlawn Elementary School and Twin Lakes High School. A 6' wide sidewalk would be constructed adjacent to the curb in existing right-of-way for a length of approximately 350'. This new sidewalk would be designed to match the specifications of the existing sidewalk.

A new sidewalk or multiuse path approximately 640' long would be constructed on the eastern portion of Woodlawn School property. The north-south walkway would start at existing crosswalk near Bruce Avenue and Fisher Street and connect south to South Beach Drive. This route would allow students to bypass the busy bus and vehicle loading areas along Woodlawn Avenue and walk directly to the school on an off-road walkway. Material specifications and width will be determined during preliminary engineering.
This project consists of reconstruction and construction of sidewalks along South Street from Maple Street to Juanita Street. Sidewalks and ramps would be reconstructed on the north side of the street; 375' of new sidewalks and ramps would be constructed on the south side of the street.

Estimated Construction Amount: *$246,879.00*

Funding: Federal Funding involved

Term of Contract: *January 2012 through duration of project*

DBE goal: *0 %*

Required Prequalification Categories: Preliminary Project Engineering, Geotechnical Engineering services, Survey, Right of Way Plan Development, Construction Inspection, Construction Engineering, Non-Complex Roadway Design
8.1 – Non-Complex roadway design
7.1 – Geotechnical Engineering Services
11.1 – Right of Way Plan Development
13.1 – Construction Inspection

LPA Consultant Selection Rating Sheet

Sample:

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.**			20	
	Availability of more than adequate capacity that results in **added value**.	1			
	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.**			15	
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2			
	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.**			20	
	Demonstrated outstanding experience in similar type and complexity.	2			
	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.**			15	
	High level of understanding and viable innovative ideas proposed.	2			
	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.**			5	
	Within 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
				Weighted Sub-Total:	

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. 3-30-10)

(Rev. 03-29-10)

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.