

Local Public Agency Name: **Hendricks County**
Posting Date: *March 7, 2011*

Request for Proposals Notification

Title: Request for Qualifications (RFQ) Architectural / Engineering Design and Planning Services for the Construction of a new transit facility.

Project Location: Danville IN.

Response Due Date and Time: March 21, 2011 and no later than 9:00 am EST

This Request for Qualifications is official notification of needed professional services. This RFQ is being issued to solicit a Submittal of Qualifications and other documents from firms qualified to perform architectural/engineering design and planning 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. **Please pick up the complete RFQ information packet from Hendricks County Engineer's Office at 355 South Washington Street #209, Danville, Indiana 465122.**

**Contact for Questions: Jim Andrews, Assistant Engineer
Hendricks County Engineering Department
355 South Washington Street #209
Danville Indiana 46122
317-745-9450**

Submittal requirements:

1. Submittal of Qualifications –5 Copies (refer to the RFQ packet to be obtained from Hendricks County Engineer's Office.)
2. One (1) signed Affirmative Action Certification and associated required documents for all items.

**Submit To: Jim Andrews, Assistant Engineer
Hendricks County Engineering Department
355 South Washington Street #209
Danville Indiana 46122
317-745-9450**

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Submittal of Qualification 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 Submittal of Qualifications

A. General instructions for preparing and submitting a Submittal of Qualification

1. Please refer to RFQ packet to be obtained from Hendricks County Engineering.

B. Submittal of Qualification Content

1. Please refer to RFQ packet to be obtained from Hendricks County Engineering
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/6813.htm>)

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

Work item details:

Hendricks County

Project Location: Link Hendricks County 1001 Sycamore Lane Danville, IN 46122

INDOT District covering project: *Crawfordsville*

INDOT Des#: (if known) *N/A*

Project Phases Included: Sycamore Services, Inc. is soliciting statements of qualifications for architectural/engineering firms to provide planning and A/E services to assist the agency in the development of a transit facility project in, Danville, IN. 46122.

Project Description: The purpose of this RFQ is to secure the services of a qualified professional services firm to assist the planning, permitting, design, and construction management processes for this design, bid, and build project. Specifically, Sycamore Services, Inc. seeks or may require professional services to conduct any of the following activities:

- Providing site planning and development services;
- Securing the necessary permits with the appropriate state and local authorities;
- Conducting tests, as necessary, to support the agency's permit applications;
- Providing design services, including schematic and detailed design preparation;
- Preparing construction bid documents; and
- Optionally, providing construction management services.

Planning and design services shall constitute the first phase of the project.

Estimated Construction Amount: *\$515,000.00*

Funding: *ARRA funding through the FTA.*

Term of Contract: Sycamore Services, Inc. will determine the overall length of the contract based on the proposals. An initial contract covering Phase I activities will be executed, covering all planning, permitting, design, and construction document preparation. Sycamore Services, Inc. will enter into a firm fixed price, cost reimbursement type contract with the selected offeror. The contract will contain a maximum amount of "not to exceed" compensation. Reimbursements made under the contract will be based on actual costs incurred, supported with appropriate documentation.

DBE goal: *0 %*

Required Prequalification Categories:

Forms for each required certification are contained in the Request for Qualifications and are required for a proposal to be considered responsive to these specifications.

- 1 Affidavit of Non-Collusion
- 2 Disadvantaged Business Enterprise (DBE) Certification – Non Vehicle Purchases
- 3 Debarment Certification – Primary Participant (Offeror)
- 4 Debarment Certification – Lower Tier Participant (Subcontractors)
- 5 Restrictions on Lobbying Certification

Offerors should submit a completed Federal Form 330 with this submission.

6 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.				
	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_DBCE_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.