

Local Public Agency Name: *Indianapolis Public Schools*
Posting Date: *09/01/11 REVISION DATE 9/21/2011*

ALL CHANGES ARE SHOWN IN RED, BOLD, ITALICIZED TYPE

Request for Proposals Notification

Amended September 21, 2011

Title: Indianapolis Public Schools' Safe Routes to School Non-Infrastructure Project

Project Location: Indianapolis, IN

***Revised Response Due Date and Time:
Wednesday, October 5, 2011,
Before 11:30 a.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 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: Tricia Frye, Supervisor
Planning Department
Facilities Management Division
Indianapolis Public Schools
1129 East 16th St.
Indianapolis, IN 46202
317-226-4554
fryet@ips.k12.in.us

Disqualification of Respondents:

Respondents that discuss this program, including but not limited to this selection process, with IPS Board Members or staff will be disqualified for consideration. This restriction will be imposed beginning *09/01/11* and continue until a firm is chosen.

Question Period:

***Questions must be submitted, via email, to
Sandra Hubbard hubbards@ips.k12.in.us and***

Tricia Frye fryet@ips.k12.in.us. IPS will respond directly to vendors submitting questions deemed germane. Questions will not be accepted after Wednesday, September 21, 2011 at 5:00 p.m. EST

Submittal requirements:

1. Letter of Interest –7 Hardcopies and 1 electronic copy (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items.

Submit Proposals To:

Sandra Hubbard
Purchasing Department
John Morton Finney Center for Educational Services
Indianapolis Public Schools
120 East Walnut Street
Indianapolis, IN 46201
317-226-4492
hubbards@ips.k12.in.us

Before 11:30 a.m., Wednesday, October 5th, 2011

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 (*the cover page is not included in the page count*).
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.

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 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:

Indianapolis Public Schools

Project Location: Thomas D. Gregg School #15 is located, at 2302 East Michigan St, on the Near Eastside of Indianapolis, in a densely populated area with heavily traveled streets. It is a high poverty, high crime neighborhood, between Keystone Avenue and Beville Avenue. (see attachment 1)

INDOT District covering project: *Greenfield, Indiana*

INDOT Des#: (if known) *1006534*

Project Phases Included: : Planning

Project Description: Preparation of a comprehensive Safe Routes to School Plan

Identify and Engage Stakeholders - Parents, teachers, school officials, neighborhood and advocacy partners, city representatives, health officials, and others will be encouraged to participate and help guide activities. A series of meetings will create an overall vision for SRTS, solicit input, and generate next steps.

Gather Information and Identify Issues - Conduct a safety evaluation of walking and biking facilities, evaluate preferred routes to school, and identify issues preventing walking and biking. Evaluate existing school policies, programs, and activities; determine how walking and biking to school is either encouraged or discouraged; and look for opportunities to leverage partnerships, resources, and other community efforts.

Propose Recommendations - Develop recommendations to address the identified issues, including education, encouragement, engineering, enforcement and evaluation strategies. Additionally, recommendations will be developed that will simply and efficiently be transferred, expanded, and reproduced in other schools throughout the IPS district.

Prioritize Improvements and Identify Resources - A timeline for planning and implementing recommendations will be developed. Community partnerships will be further explored with consideration for funding, in-kind support, programmatic assistance, and additional resources.

Current Environment:

Thomas D. Gregg School #15 is located on the Near Eastside of Indianapolis, in a densely populated area with heavily traveled streets. It is a high poverty, high crime neighborhood, on Michigan Street between Keystone Avenue and Beville Avenue. The sidewalks in the area are generally in good repair and can be utilized by students. Currently, 300 students live within the walk boundary and are not provided bus service. The only direction they currently receive is that if they must cross Michigan Street or Keystone Avenue, they must do so with the assistance of an Indianapolis Metropolitan Police Department (IMPD) crossing guard. Furthermore, since there is already adequate infrastructure in place and the school has two IMPD crossing guards, there is a tremendous opportunity to improve current rates of active transportation.

Estimated Construction Amount: \$0

Funding: Federal Funding of 100%

Term of Contract: *120 days from the Notice to Proceed*

DBE goal: 0 %

**Required Prequalification Categories:
(List required prequalification categories)**

1.1., 2.1, 3.1, 4.1, 5.2, 8.1, 10.1 _____

Specialty in public outreach, communications and facilitation

**NOTE: CATEGORY 10.2 HAS
BEEN REMOVED**

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.			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:	
<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.



School 15 and the Surrounding Neighborhood



ALL POTENTIAL RESPONDENTS PLEASE READ!

All Proposals are to be SEALED IN BOXES OR ENVELOPES, delivered to and received by the Indianapolis Public Schools PURCHASING OFFICE before the Proposal due date and time:

*IPS Purchasing Department
The John Morton-Finney Center for Educational Services
120 E. Walnut Street, Room 117-E
Indianapolis, Indiana 46204*

ALL PROPOSALS ARE TO BE CLEARLY MARKED ON THE OUTSIDE OF THE SEALED PACKAGE(S) WITH THE PROPOSAL NAME, DUE DATE AND TIME, AND THE RESPONDING COMPANY NAME.

PLEASE NOTE THAT THE BUILDING HAS ONLY ONE ACCESSIBLE ENTRANCE FOR THE PUBLIC, LOCATED ON THE WALNUT STREET (SOUTH) SIDE OF THE BUILDING, AND THAT PARKING CLOSE TO THE ENTRANCE MAY BE UNAVAILABLE ON THE BID DUE DATE.

THERE IS AN IPS POLICE SECURITY CHECKPOINT AT WHICH RESPONDENTS MUST SIGN IN, AND THERE MAY BE A LINE OF RESPONDENTS ALL DESIRING TO SIGN IN IMMEDIATELY PRECEDING THE BID OPENING TIME.

IF YOU ARE DELIVERING A PROPOSAL, YOU MUST ALLOW ADEQUATE TIME TO PARK, ENTER THE BUILDING, SIGN IN AND DELIVER YOUR PROPOSAL TO THE PURCHASING DEPARTMENT BEFORE THE STATED BID OPENING DATE AND TIME. PLEASE EXPECT AND PLAN FOR A DELAY IN DELIVERING YOUR BID.

IF YOU ARE MAILING A PROPOSAL, YOU ARE RESPONSIBLE FOR ENSURING THAT THE BID IS PROPERLY MARKED AND MAILED IN TIME TO REACH THE IPS PURCHASING OFFICE BEFORE THE STATED BID OPENING DATE AND TIME. IPS IS NOT RESPONSIBLE FOR THE FAILURE OF THE POST OFFICE OR OTHER CARRIER TO DELIVER YOUR BID ON TIME.

IPS WILL NOT BE RESPONSIBLE FOR LATE OR MISDELIVERED BIDS. DO NOT SUBMIT A LATE PROPOSAL. PLEASE PLAN FOR DELAYS AND ALLOW ADEQUATE TIME TO DELIVER YOUR PROPOSAL.