Local Public Agency Name: *Metropolitan School District of Lawrence Township*
Posting Date: *05/02/12*

# Request for Proposals Notification

***Title:*** *Safe Routes to School Non-infrastructure Preliminary Planning and Study for Crestview Elementary and Skiles Test Elementary in Metropolitan School District of Lawrence Township*

***Project Location***: Northeast Indianapolis, IN

***Response Due Date and Time:*** *05/11/2012 and no later than 4:00 p.m. 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:**

Gerhree Shircliff
Administrative Assistant to Rodger Smith, Dir. of Operations
MSD of Lawrence Township
6501 Sunnyside Road
Indianapolis, IN 46236
317-423-7575 / Office
elizabethshircliff@msdlt.k12.in.us

**Disqualification of Respondents:**

Respondents who discuss this program, including but not limited to this selection process, with MSDLT Board Members or staff will be disqualified for consideration. This restriction will be imposed beginning 04/23/12 and continue until a firm is chosen.

**Question Period:**

Questions must be submitted in writing to Gehrhee Shircliff. Reponses will be provided in a timely manner and distributed to all registered respondents. Questions will not be accepted after 05/09/12, 5:00 p.m. EDT.

**Submittal requirements:**

1. Letter of Interest – 8 hard copies and 1 electronic copy (required content and instructions follow)

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

**Submit To:** Rodger Smith
Director of Operations
MSD of Lawrence Township
6501 Sunnyside Road
Indianapolis, IN 46236
rodgersmith@msdlt.k12.in.us
***Before 4:00 p.m., Friday, May 11, 2012**

**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/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 (INDOT) 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:

*Metropolitan School District of Lawrence Township*

Project Location: *Crestview Elementary is bordered by Hague Rd. and E. 71st St.. Skiles Test Elementary is located on Johnson Rd., just south of E. 71st St.*

INDOT District covering project: *Greenfield*

INDOT Des#: (if known) *1173755*

Project Phases Included: *Planning*
(Example: preliminary engineering, right of way, construction engineering)

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

In 2013, the City of Indianapolis will begin construction of a CMAQ-funded, 10-foot wide trail along E. 71st St., between Lake Knoll Blvd and Hague Rd. This trail will pass closely by Skiles Test Elementary at Johnson Rd., and Crestview Elementary at Hague Rd. Nearby neighborhoods are relatively safe because of a limited amount of through traffic, but still lack sidewalks and safe street crossings at the above mentioned intersections. The intersection of Shadeland and E. 71st currently poses a major barrier in allowing students to walk to a chosen school rather than their assigned neighborhood school, as area students may choose from 6 schools, two of which being Crestview and Skiles Test.

In addition to the lacking infrastructure, MSD of Lawrence Township is concerned with the health and transportation of their students and families. Obesity is an epidemic among Marion County students. The district is constantly examining ways to incorporate more exercise during the school day, which could include walking and biking to and from school. Transportation costs have caused the district to minimize field trips as well as look for creative ways of reducing busing needs. Crestview Elementary is a communication magnet that would benefit from student partnerships with high schoolers and public librarians, both of which exist within a mile at Lawrence North High School and the Lawrence Branch of IMCPL, respectively.

The created plans should include, but are not limited to:

- Recommendations in enhancing or changing current school walking and biking policies, and in creating plans that would help educate students and their families across the district;
- Identification of preferred safe routes for student walking and biking to schools as well as other pedestrian needs in area infrastructure;
- Prioritization of suggested improvements.

Estimated Construction Amount: *$ 0*

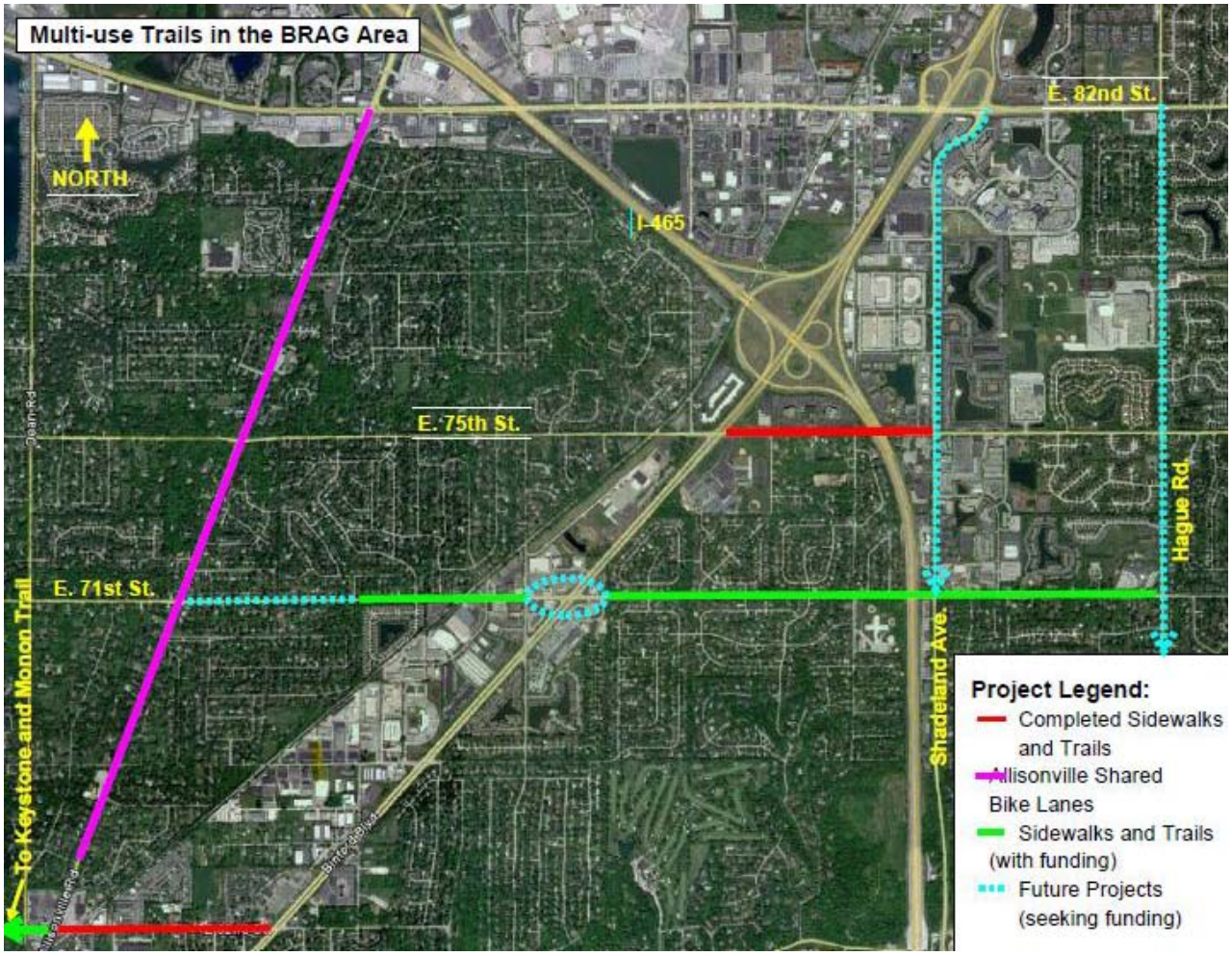
Funding: Federal Funding of 100%

Term of Contract: *120 Days from Notice to Proceed*

DBE goal: *15 %*

Required Prequalification Categories:
(List required prequalification categories)

*1.1, 2.1, 3.1, 3.2, 4.1, 5.2, 8.1, and 10.1*



# 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.