Posting Date: March 4, 2013

# Request for Proposals Notification

**Title:** City of Terre Haute, Margaret Avenue 14th Street to 25th Street (Des # 1298689) in Crawfordsville District

**Response Due Date & Time:** April 5, 2012 at 4:00 p.m.

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 the firm will be contracted to perform any services but only serves notice the 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
larry.robbins@terrehaute.in.gov

**Submittal requirements:**

1. Letter of Interest – 7 Copies (required content and instructions follow)

2. One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0%.

**Submit To:**

Larry Robbins, P.E.
Assistant City Engineer
City of Terre Haute
17 Harding Avenue, Room 200
Terre Haute, IN 47807

**Selection Procedures:**

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form 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

☐ Rank totals with the lowest rank total being the top ranked firm

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. If more than five (5) LoIs are received, pre-screening will be used to identify the pool of best qualified firms to invite for interviews.

The Consultation Selection Rating Form that will be used to pre-screen, evaluate and score the submittals is included for your reference. Only the ***Evaluation Categories***: ***Capacity of Team to do Work***, ***Team's Demonstrated Qualifications*** and ***Approach to Project*** will be evaluated and scored during the pre-screening process, if such pre-screening is warranted. All six (6) Evaluation Categories listed on the Consultation Selection Rating Form will be used to evaluate and score the final pool of the best qualified firms invited for interviews.

**Requirements for Letters of Interest (LOI)**

A. General instructions for preparing and submitting a Letter of Interest (LOI).

   1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are 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, Key Staff, and Project Approach.

   3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header 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 the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members 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 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 greater than 0%. 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, they must provide evidence of a good faith effort to achieve the DBE goal; said evidence must be provided in additional documentation. Please review the DBE program based on set goals and complete the DBE Affirmative Action Certification form as applicable. What constitutes as a good faith effort is explained in detail within the DBE program information referred to above. If no goal is set, 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:** City of Terre Haute

**Project Location:** Margaret Avenue

**Project Description:** The City of Terre Haute is requesting proposals for PE services to continue with the reconstruction of Margaret Avenue. This phase will include up to 60% design for the section between 14th Street and 25th Street. At the City's option, selected consultant could be authorized to complete 100% design. Design scope includes: 1) Two 12-foot lanes, one in each direction, with continuous 14-foot Two-Way Left-Turn Lane (TWLTL) that narrows to two 12-foot lanes, one in each direction, at the approaches to the 2-lane grade separation over the CSXT tracks near 19th Street; 2) Designated left turn lanes in the median at both the 14th Street and 25th Street terminus; 3) Two 12-foot lane, one lane in each direction, grade separation (Railroad Overpass), with MSE retaining walls on the north and earth slopes on the south, over the CSXT tracks near 19th Street; 4) Eight-foot sidewalks to accommodate pedestrians and cyclists on the north and south sides of the roadway; 5) Full-depth pavement reconstruction with curb and gutter; 6) Relocation of the displaced 19th Street Intersection to South 22nd Street; 7) Improvements to the intersection of 25th Street and Margaret, including a left turn lane for each of the four approaches to the intersection; 8) acquisition of sufficient right-of-way to expand this section of the corridor and the grade separation to 5-lanes if and when the Level of Service (LOS) drops below acceptable INDOT design standards for an urban minor arterial roadway. A CE covering the entire Margaret Ave Corridor was approved by FHWA on July 9, 2007.

**INDOT Des #:** 1298689

**Phases Included:** PE

**Estimated Construction Amount:**

**Funding:** Federal Funding Involved

**Term of Contract:** Until Project Completion

**DBE goal:** 7%

**Required Prequalification Categories:**

- ☐ 5.2 Environmental Document Preparation - CE
- x ☐ 6.1 Topographical Survey Data Collection
- x ☐ 8.1 Non-Complex Roadway Design
- x ☐ 9.1 Level 1 Bridge Design
- x ☐ 11.1 Right of Way Plan Development
- x ☐ 12.1 Project Management for Aquisition Services
- x ☐ 12.2 Title Search
- x ☐ 12.4 Appraisal
- x ☐ 12.5 Appraisal Review
- ☐ 13.1 Construction Inspection
- ☐ Additional Categories Listed Below:

# 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)

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.