

Posting Date: January 26, 2017

Request for Proposals Notification

Title: City of Vincennes Main Street Phase II (Des # 1600727) in Vincennes District

Response Due Date & Time: February 23, 2017 at 3:00pm 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 the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

Contact for Questions: John P. Sprague, P.E. City Engineer
201 Vigo Street
Vincennes, IN 47512
812-882-4357
jsprague@vincennes.org

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 if the DBE goal is greater than 0%.

Submit To: John P. Sprague, P.E. City Engineer
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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

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. 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/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 Vincennes

Project Location: Vincennes, Indiana

Project Description: Main Street Phase II

INDOT Des #: 1600727

Phases Included: PE, RW

Estimated Construction Amount: \$2,740,536

Funding: 80/20

Term of Contract: Until Project Completion

DBE goal: 5%

Required Prequalification Categories:

☒ 5.2 Environmental Document Preparation - CE

☒ 6.1 Topographical Survey Data Collection

☒ 8.1 Non-Complex Roadway Design

☐ 9.1 Level 1 Bridge Design

☒ 11.1 Right of Way Plan Development

☐ Additional Categories Listed Below:

[Click here to enter Additional Categories](#)

☒ 12.1 Project Management for Aquisition Services

☒ 12.2 Title Search

☒ 12.4 Appraisal

☒ 12.5 Appraisal Review

☐ 13.1 Construction Inspection

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for _____					Des. No. _____			
(City, County, Town) or (Local Public Agency)								
Services Description: _____								
Consultant Name: _____								
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						
					Weighted Sub-Total:			
It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest 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 49CFR118.36.								
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. 4-7-16)								

Affirmative Action Certification (AAC) for Disadvantaged Business Enterprises (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: <http://www.in.gov/indot/2732.htm>.

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.

I. DBE Subconsultants to be applied toward DBE goal for the RFP item:

Certified DBE Name to DBE	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

II. DBE Subconsultants to be utilized beyond the advertised DBE goal for the RFP item:

Certified DBE Name to DBE	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

Estimated Total Percentage Credited toward DBE Goal: _____

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal: _____

Company Name: _____

Signature: _____ **Date:** _____

* It is understood that these individual firm percentages are estimates only and that percentages paid may be greater or less as a result of negotiation of 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.

Excerpts from the Call Submittal:

Project Description:

The goal of this project is to complete Phase II of an improvement of Main Street, an urban arterial in Vincennes. The project was divided into 3 phases and it will improve vehicular access and

pedestrian/cyclist access to an area that is planned for a commercial development, and to George Rogers Clark Middle School. Phase II is Main Street from Kimmel Road to Sievers Road, which includes an intersection improvement at a dangerous intersection at Felt King Road

Phase 2 is the center section of the improvement, which has independent utility, and will consist of improving the narrow roadway from two 12' lanes with no shoulders to 2-15' lanes with a 14' two way left turn lane. The 15' lanes include 11' travel way plus 4 additional feet for cyclists. It would also include new curb and gutter, 5' concrete sidewalks, re-grading, drainage structures and ditches where necessary. New signs would be included as well as pavement marking, guardrail, lighting, and general appurtenances.

Justification:

Main Street from 22nd Street to Bauer Drive is currently 2 lanes with not shoulders or sidewalks. This is a popular route for pedestrians as well as passenger cars to get from Vincennes proper to the High School and Middle School. This roadway is not adequately designed to safely carry this much traffic, vehicular or pedestrian. This project will create a safer cross section, including sidewalks, curbs, and additional travel widths, and bike lanes to better accommodate the vehicular and pedestrian traffic. Addiotnally, the intersection of Felt King Rd., Main St., and Sievers Rd. are at a skew that adversely affects sight distance. Realigning these roadways will create 90 degree approaches.

Support:

This project is considered Phase 2 of a new 3-phase project proposal. Phase 1 and 3 will be locally funded through the RDC. Phase 1 will consist of this same cross section starting at 22nd Street and ending at the beginning of this project. Phase 3 will start at the end of this project and continue out to Bauer Drive. Vincennes hopes to begin design of Phase 1 in 2017 and to begin construction in 2018. That will mean that Phase 1 will be complete before Phase 2 begins.

The Main Street project is a project that this community believes in and has had much support over the last decade. It has been submitted for a call before, but not broken out into phases making it too cost prohibitive to award. We believe breaking it down into 3 phases and locally funding the other two phases make this project more likely to be supported by Federal Aid.

Safety Considerations:

There are currently no sidewalks, shoulders, systemic lighting, or left turn lanes on this stretch of roadway. There are numerous pedestrians that walk to the High School and Middle School just down the road.

Additionally, Felt King Rd. and Sievers Road intersect Main Street at an acute angle, which makes sight distance challenging. Realigning Felt King Rd., Sievers Rd., and Ramsey Rd. will make for much safer flow from these roadways to Main Street.