Posting Date: Click here to enter a Posting Date

Request for Proposals Notification

**Title:** Click here to enter LPA Name Click here to enter short Services Description & Location (Des # Click here to enter Des #) in Click here to enter District Name District

**Response Due Date & Time:** Click here to enter a Due Date at Click here to enter a 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 the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

**Contact for Questions:** Click here to enter Name/Title

 Click here to enter Street Address

 Click here to enter City/State/Zip Code

 Click here to enter Phone #

 Click here to enter Email Address

**Submittal requirements:**

1. Letter of Interest – Click here to enter # of Copies. 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:**  Click here to enter Name/Title

 Click here to enter Street Address

 Click here to enter City/State/Zip Code

 Click here to enter Phone #

 Click here to enter Email Address

**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. LPA will short list the top 3 Consultants for interviews based on scoring from the Consultant Selection Rating Form (Technical Expertise, Project Manager & Approach to Project). The interview selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm. The top 3 firms will then be evaluated based upon all criteria in Consultant Selection Rating Form. Final selection ranking will be determined by:





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

1. 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.
2. Letter of Interest Content
	1. Identification, Qualifications and Key Staff
		1. 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.
		2. 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> ).
		3. 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.
		4. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.
	2. Project Approach
		1. 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: Click here to enter LPA Name

Project Location: Click here to enter Project Location

Project Description: Click here to enter long Project Description

INDOT Des #: Click here to enter Des #

Phases Included: Enter Project Phases Included (e.g. PE, RW, CE, etc.)

Estimated Construction Amount: Enter Estimated Amount (if applicable)

Funding: Enter Federal Funding involved or 100% local funds

Term of Contract: Enter contract duration (e.g. 2 years) or “Until Project Completion”

DBE goal: Click here to enter percentage

Required Prequalification Categories:

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
| Click here to enter Additional Categories |

[LPA Consultant Selection Rating Sheet](http://www.in.gov/dot/div/legal/rfp/LPARFP/LPASelectionRatingSheetForm.xlsx)

Sample: 

(Rev. 03-29-10)

 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.