

LPA Consultant Selection Process Steps

(For federal participation or match credit.)

1. LPA prepares RFP using RFP template from INDOT website: <http://www.in.gov/indot/2833.htm>
2. LPA contacts Economic Opportunity Division (EOD) to obtain DBE goal
 - a. Request goal via Web form “DBE Goal Request Form”
 - b. Complete web form: Information needed includes, Description of Project, DES Number; Total Project Cost; Estimated Fee Amount.
 - c. Submit Copy of RFP via web link.
3. LPA submits RFP to District along with copy of DBE goal email from EOD
4. District forwards to CO Local Contracts Manager (LCM) for web posting
5. CO LCM posts the RFP to the “LPA RFPs Currently Advertised website”
<http://www.in.gov/dot/div/legal/rfp/LPARFP/LPARFPcurrentlyadvertised.htm>
 - a. When posted District forwards listserv RFP notice to LPA.
 - b. LPA downloads a copy of the posted RFP for their files.
6. Consultant Letters of Interest go to LPA
 - a. LPA submits list of all submitting firms to District to get past performance scores
 - b. LPA verifies that submitting consultant teams meet prequalification requirements
 - c. District provides past performance scores to LPA
7. LPA scores teams meeting prequalification requirements using scoring form from RFP
8. LPA ranks using tabulation form from website
9. LPA submits highest ranked firm’s Affirmative Action Certification Form (AAC) to EOD for approval
10. LPA completes LPA Selection Review Checklist and submits to District with documentation.
11. District reviews and approves checklist documentation
12. District notifies LPA of approval and submits electronic copy of documentation to contractsrfp@indot.in.gov for possible SRC spot check audit
13. LPA proceeds with negotiation of contract with the highest ranked firm
 - a. If negotiations with highest ranked firm fail
 - i. LPA submits documentation to District
 - ii. LPA submits next ranked firm’s AAC to EOD for approval
 - iii. LPA enters into negotiations with next ranked firm
14. LPA and consultant finalize contract using standard contract terms template from INDOT website
15. LPA submits copy of executed contract to District
16. District forwards contract copy to CO LCM so that FMIS authorization can be obtained. CO LCM initiates FMIS request
17. District notifies LPA of FMIS approval and authorizes LPA to issue notice to proceed
18. LPA issues notice to proceed to consultant with copy of notice to proceed to District