

Indiana Department of Transportation

RFP NO 07-04

Instructions for Responding to This RFP are Included Starting Page: 7

Posting Date: 4/10/2007

Request for Proposals Notification

Response Due Date and Time: April 24, 2007, by 10:00 am, Indianapolis Time

Summary of Items Included

Central Office

Planning/System Analysis

Item No. 01 Automated "Vertical Under Clearance" Measuring Data Collection.

Planning/Urban & Corridor

Item No. 02 Access Management Implementation Plan

Vincennes District

Production

Item No. 03 Major Pavement Project on I-64, in Dubois and Perry Counties

Item No. 04 Major Pavement Project on I-64, in Warrick County

Central Office

Division of Planning/System Analysis

Item No: 01 DEF

RFP Target Date: 4/10/2007

Item Description: Automated "Vertical Under Clearance" Measuring Data Collection.

Work Description: Contract to have the "Vertical Under Clearance" measured for all INDOT Bridges in an automated and safe way, using a vehicle traveling at highway speeds. Approximately 1500 bridges will be measured, beginning with those on the interstate.

Max. Contract Amount: **No of Contracts:** 1 **Federal Funding:**

Compensation Method: Unit Price **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$0.00

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Type:

Deliverable and Additional Requirements:

No Prequalification Requirements.

Electronic database containing the measurements: Within six (6) months

See "additional information" on the web for item Concept and Schedule.

Central Office**Division of Planning/Urban & Corridor****Item No:** 02 DEF **RFP Target Date:** 4/10/2007**Item Description:** Access Management Implementation Plan**Work Description:** Provide support for INDOT's Access Management Task Force in implementing access management procedures. Provide for training of planning personnel at central office and district, public outreach and coordination with local planning agencies, refinement of classification system and development of up to 3 route level access management and corridor preservation plans.**Max. Contract Amount:** **No of Contracts:** 1 **Federal Funding:** **Compensation Method:** Federally Acceptable Method as Negotiated **Approx No of Assignments:****Term of Contract:** 2 years contract.**DBE Goal %:** 3 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$0.00**Required Prequalification Categories (Combination of Prime and Sub Consultants):****Work Type:**

1.1 : Systems Planning

Deliverable and Additional Requirements:

The Indiana Department of Transportation (INDOT) is requesting consultant assistance on a Phase 2 study to implement INDOT's access management program. This study will provide support to INDOT in carrying out the recommendations of the INDOT Phase 1 Access Management Study. The INDOT Office of Urban and Corridor Planning, Long Range Transportation Planning Section will manage the consultant contract. The Phase 1 study completed The Access Management Study will be focused upon implementing statewide mobility corridor concept to guide the development of the state highway jurisdictional system. The Phase 1 Access Management Study was completed in 2006 and the study reports on posted on the INDOT web site located at <http://www.in.gov/dot/projects/access/>. In the Technical Report #4, Indiana Statewide Access Management Study: Implementation Plan a series of implementation activities were recommended. The Phase 2 study will provide for the implementation tasks and work activities:

1. Adopt and Implement the Access Classification System (ACS)
2. Implement Access Spacing and Design Standards
3. Provide Capacity Building, Advocacy, and Support for Local Government Actions that Will Enable Successful Access Management
4. Training for INDOT staff and Educational Efforts for Other Stakeholders
5. Establish a process for implementing retrofit access management techniques
6. Prepare Two Corridor and/or Access Management Plans for Selected High Priority Segments and Identify Access Management-related Improvements Eligible for Project Funding
7. Develop guidelines and implementation program to purchase access rights for major road reconstruction projects
8. Develop methods for adding "Access Management Benefits" as a Criterion for the Purposes of Prioritizing Reconstruction Projects

9. Include Criteria in the Applicant's Guide to Traffic Impact Studies for Traffic Signal Progression Analysis
10. Evaluate Benefits of Developing Consultant Requirements as part of the Driveway Permit Process
11. Update Driveway Permit Manual in Accordance with Most Recent Guidance
12. Evaluate Pros and Cons of Seeking Additional Statutory Authority to Better Enable INDOT to Manage Access along the State Highway System
13. Define Internal Organizational Structure, and Establish Implementation Roles and Responsibilities
14. Establish Procedures for Non-Conforming Access
15. Conduct a series of training courses for INDOT Central Office and District staff, MPOs and local planning staff. Investigate potential statewide training partnerships with the Local Technical Assistance Program. Conduct a training session at the Purdue Road School.

Vincennes

Division of Production

Item No: 03 DEF

RFP Target Date: 4/10/2007

Item Description: Major Pavement Project on I-64, in Dubois and Perry Counties

Work Description: Project Limits: From 3.21 mi E of SR 162 to 0.02 mi E of SR 145. Consultant to provide project development services for an asphalt pavement replacement interstate project (4R standards) from RP 66+02 to RP 72+00, including Survey, Roadway and Non-bridge Drainage Structure Design, Permitting, Utility Coordination and Road Sign Design.

Max. Contract Amount: No of Contracts: 1 Federal Funding:

Compensation Method: Cost- Plus Fixed Fee Approx No of Assignments:

Term of Contract:

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$14,500,000.00

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Type:

- 5.6 : Waterway Permits
- 6.1 : Topographic Survey Data Collection
- 8.1 : Non-Complex Roadway Design
- 10.3 : Complex Roadway Sign Design

Deliverable and Additional Requirements:

Ready For Contracts: 12/01/2008

Additional Requirements: Utility Coordination

See "additional information" on the web for mini-scope.

Vincennes

Division of Production

Item No: 04 DEF

RFP Target Date: 4/10/2007

Item Description: Major Pavement Project on I-64, in Warrick County

Work Description: Project Limits: From 0.13 mi E of SR 61 to 0.95 mi E of SR 68/SR161. Consultant to provide project development services for an asphalt pavement replacement interstate project (4R standards) from RP 39+15 to RP 52+00 including Survey, Roadway and Non-bridge Drainage Structure Design, Permitting, Utility Coordination and Road Sign Design.

Max. Contract Amount: **No of Contracts:** 1 **Federal Funding:**

Compensation Method: Cost- Plus Fixed Fee **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction \$:** \$23,500,000.00

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Type:

- 5.6 : Waterway Permits
- 6.1 : Topographic Survey Data Collection
- 8.1 : Non-Complex Roadway Design
- 10.3 : Complex Roadway Sign Design

Deliverable and Additional Requirements:

Ready For Contracts: 12/01/2008

Additional Requirements: Utility Coordination

See "additional information" on the web for mini-scope.

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

Department owner offices associated with items listed in this RFP will not participate in communication with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc., during the time period between advertisement and the announcement of final consultant selections for this RFP. This policy will not apply during special marketing events advertised and scheduled by INDOT.

Communications that are always permissible include project administration activities for awarded contracts, scope and negotiation activities for projects selected but not under contract and training or related activities.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to Contractsrfp@indot.in.gov

Letter of Interest Submittal Instructions

Firms interested in being considered for selection shall respond by sending one email for each item, along with the four (4) required attachments, as noted below. All responses are to be emailed to Contractsrfp@indot.in.gov with each of the attachments listed below. The subject line for each email and the attached file names are to match the following format with no spaces: **RFP0704-[Firm Name or Nickname]-Item-#**.

Required Attachments:

- one (1) Letter of Interest (LoI) in pdf (preferred) or tif format, named in the same format as identified above for the subject line with “-LOI” added to the end, and
Sample file name: RFP0704-myconsultingfirmornickname-item-14-LOI
- one (1) signed Affirmative Action Certification and associated required documents, for all items with DBE or MBE/WBE goals greater than “0”, in pdf (preferred) or tif format, named in the same format as identified above with “-AAC” added to the end, and
- one (1) completed Current and Completed Projects form in pdf(preferred) or tif format, named in the same format as identified above with “-CCP” added to the end and
- one (1) completed Active and Pending Contract Balances form in pdf(preferred) or Excel (.xls) format, named in the same format as identified above for the subject line with “-APB” added to the end. This form, when completed, will be the same for every item submitted. The CCP form above may vary from item to item depending on type of services required for the item.

NOTE: The Affirmative Action Certification, Current and Completed Projects form and Active and Pending Contract Balances forms required are available on the [Department’s Website](#) .

All Letters of Interest must be received no later than “Response Due Date and Time”, as shown in the RFP header on page 1, in order to be considered for selection. A reply confirmation of receipt will be returned for each email submitted. When completed, selections will be announced through the [Department’s Website](#) .

Item Priority List

INDOT is implementing an Item Priority List starting with this RFP that will be used in selection decision making in cases where firms are highest ranked for multiple items. Firms submitting on multiple items should submit this form with their last LoI submittal or as an attachment to a separate email. The form for this is available on the [Department’s Website](#). Please name the file with the following format with no spaces: **RFP0704-[Firm Name or Nickname]-PriorityList**. The file may be submitted in pdf or doc or tif format.

Selection Procedures

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the [Consultant Selection Rating Form](#) (Exhibit A below) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified, as of the “Response date and time, unless otherwise specified within the item description. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the [Department’s Website](#). A prime consultant need not be prequalified itself for each discipline listed in the prequalification requirements paragraph below provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified.

Requirements for Letters of Interest

A. General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the LoI Content (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. LoIs shall be limited to a total of twelve (12) 8½” x 11” pages. Ten (10) pages for [Identification and Qualifications](#) and two (2) pages for the combined [Key Staff and Project Approach](#), unless otherwise noted in the Project Description. The Affirmative Action Certification, Current and Completed Projects form, Active and Pending Contract Balances form and priority List do not count toward the total.
3. **LoIs must be received no later than the “Response Due Date and Time”, as shown in the RFP header on page 1. Submittals will have to include all required attachments to be considered for selection. Responses received after the response deadline shall not be considered.**

B. Letter of Interest Content

Identification and Qualifications

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 subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification requirements below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the “Prequalified Consultants” link available from the [Department’s Website](#) .
3. Remaining space within the ten (10) pages, Section A.1 may be utilized to provide personnel resumes, additional information concerning qualifications, etc.

Key Staff and Project Approach

1. List the Project Manager and other key staff members, including key subconsultant staff and include the percent of time the project manager will be committed for the item, if selected. (The percent requirement is not applicable to open-end contracts.) 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.

2. Describe the capacity of Prime Consultant staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
3. Provide a description of your Project Approach or of your approach 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 approach, 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 or MBE/WBE goal, **greater than "0"**, in order to be considered for selection. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, are to be included as additional pages after the form, for each firm listed.** If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). Please review the [DBE program](#) and/or [MBE/WBE program](#) as applicable based on any goals set and complete the [DBE Affirmative Act Certification Form](#) or the [MBE/WBE Affirmative Action Certification Form](#) as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at [Department's Website](#).

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the [Department's Website](#).

DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.

**Exhibit A, this form will be used by INDOT to evaluate and score the submitted LoI's.
Selection Rating for RFP- No. _____, Item No. ____**

Consultant Name: _____

Services Description: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
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 to INDOT.	1		20	0
	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	0
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2			
	Demonstrated high level of expertise and resources identified for req'd 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.			10	0
	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 gives INDOT cost and/or time savings.			15	0
	High level of understanding and viable inovative ideas proposed.	2			
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location (This score will be automated in the future.)	Location of assigned staff office relative to project.			5	0
	Within 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
Weighted Sub-Total					0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: _____
 Title: _____
 Date: _____

Evaluation Ratings to be Assigned from Office of Contracts Data Sources					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.			20	0
	No outstanding unresolved agreement disputes > 3 mos. old.	0			
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	Performance evaluation score averages from historical performance data.			12	0
	Quality score for similar work from performance database.				
	Schedule score from performance database.				
	Responsiveness score from performance database.				
	*Budget score from performance database.		N/A		
	*Constructability score from performance database.		N/A	7	
Weighted Sub-Total					0

For categories that are not relevant to the particular item being evaluated leave the category score as N/A. This is to be as documented in the RFP.

* Only applicable for transportation project development contracts. Data not available yet.

Weighted Total 0

Consultant Selection Rating Form Notes Specific to Use on this RFP

1. The selection rating form to be used for this RFP has changed to reflect a new format for incorporation of historical performance data. A new historical performance data system is being implemented to collect data for all ongoing projects for direct input into this form. For this RFP existing performance data will be reviewed and subdivided by quality, responsiveness and scheduling averages and directly input into the scoring form. When there is insufficient information available or when the information available indicates “at standard” performance a neutral rating of “0” will be assigned.
2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to the center of the project or, for non-site specific contracts, the center of the geographical area of the region for which the services are applicable.

Design Efficiency Factor (DEF)

A DEF box is shown to the right of the item number on the first page of each item.

A checked box indicates that the DEF applies to that particular item. Additional information concerning the DEF is available on the web, under “RFPs Currently Advertised”.