Indiana Department of Transportation

RFP NO 07-05

Instructions for Responding to This RFP are Included Starting Page: 20

Posting Date: 5/7/2007

Request for Proposals Notification

Response Due Date and Time: **May 22, 2007, by 10:00 am, Indianapolis Time**

R E V I S I O N (5-16-07) Item 02: Prequal 6.1 has been added; Item 07: Prequal 14.1 has been removed.

Summary of Items Included

Central Office

Planning/Technical Services

Item No. 01 **Develop the Rehabilitation, Retro-fit for six SR-912 bridges**

Production Mgmt/Project Mgmt

Item No. 02 **Added Travel Lanes Project on SR 53, in Lake County**

Item No. 03 **Added Travel Lanes project on SR 2, in LaPorte Co.**

Item No. 04 **Added Travel Lanes on SR 32, in Hamilton Co. .**

Item No. 05 **Interchange Mod. on US 20 at US 35 (Ramp from EB US 20 to EB US 20/35) in LaPorte County**

Production Mgmt/Real Estate

Item No. 06 **On Call - Statewide Right of Way Negotiation Services (As-needed basis)**

Crawfordsville District

Production

Item No. 07 **4R Pavement Replacement on I-65 in White and Jasper Counties**

LaPorte District

Production

Item No. 08 **On Call - Roadway Rehabilitation Design Services (As-needed basis)**

Item No. 09 **On Call - Small Structure Projects (As-needed basis)**

Seymour District

Planning

Item No. 10 **On Call - Preliminary Engineering Assessment Services (As-needed basis)**

Item No. 11 **On Call - Environmental Services (as-needed basis)**

Production

Item No. 12 **On Call - Construction Inspection Services (As-needed basis)**

Item No. 13 **On Call - Utility and Railroad Coordination Services (As-needed basis)**

Item No. 14 **On Call - Project Development Services (As-needed basis)**

Vincennes District

Production

Item No. 15 **Major Pavement Project on US 41, in Vanderburgh County**

Central Office **Division of Planning/Technical Services**

Item No: **01** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **Develop the Rehabilitation, Retro-fit for six SR-912 bridges**

Work Description: Develop the Rehabilitation and Retro-fit Design Plans for six SR-912 bridges over the next six years, as well as any needed Repair Plans that might be needed during this time span for bridges not yet worked on. This will involve developing the needed design plans for upgrading these bridges, starting with the Ramp B and D bridges and continuing with the other bridges over the next few years. This work is to be spread out, due to limited construction funds available each year. It is assumed that only one or two of the bridges will actually be under construction in any year over the span of this project

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

Compensation Method: Federally Acceptable Method as Negotiated **Approx No of Assignments:**

Term of Contract: Design Work on Ramps B & D to be done in FY-2008, as well as any Repair Design Work. Rehabilitation and Retro-fit construction work in FY-2009. Any Repair Construction Work would be done in FY-2008. Phased letting for remaining bridges.

DBE Goal %: 0 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $50,000,000.00

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

Work Type:
9.2 : Level 2 Bridge Design

Deliverable and Additional Requirements:

Bridges: 912-45-2546RWN, 912-45-2546REX, 912-45-2546RENA, 912-45-2546RWXA, 912-45-2546A, and 912-45-2552A
Repair Plans if needed, Ramp B Bridge = 912-45-2546RWN, Ramp D Bridge = 912-45-25REX, other four Bridges FY-2009 and beyond, as determined by funding availability.

Central Office **Division of Production Mgmt/Project Mgmt**

Item No: **02** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **Added Travel Lanes Project on SR 53, in Lake County**

Work Description: The project limits are from the 109th Avenue to 93rd Avenue. The existing route is currently a 2 lane facility that will be widened to a 5 lane section (4 travel lanes and TWLTL) with curb and gutter. A Multi-use path or sidewalk will also be incorporated with this project. At a minimum the consultant will be required to complete an environmental document, the construction plans, coordinate with public agencies and utilities, design summary, any required permits, Real Estate Services, Subsurface Utility Engineering and survey, as needed.

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

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

Term of Contract:

DBE Goal %: 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $8,224,000.00

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

Work Type:

5.2 : Environmental Document Preparation - CE
5.3 : Environmental Document Preparation - Section 4(f)
5.4 : Ecological Surveys
5.7 : Air Quality Analysis
5.8 : Noise Analysis and Abatement Design
5.9 : Archaeological Investigations
5.10 : Historical/Architectural Investigations
5.11 : ESA Screening, Phase I and Phase II, Remedial Design
6.1 : Topographic Survey Data Collection
8.1 : Non-Complex Roadway Design
9.1 : Level 1 Bridge Design
10.1 : Traffic Signal Design
11.1 : Right of Way Plan Development
12.1 : Project Management for Acquisition Services
12.2 : Title Research
12.3 : Value Analysis
12.4 : Appraisal
12.5 : Appraisal Review
12.6 : Negotiation
12.8 : Relocation

Deliverable and Additional Requirements:

Additional Qualifications: Experience in Utility Coordination and Experience in Subsurface Utility Engineering Services

Deliverables:	Date
1. Complete Survey	09/15/2007
2. Preliminary Field Check	05/15/2008
3. Final Right-of- way Plans	12/15/2008
4. Final Environmental	02/15/2009
5. Final Design Summary	03/15/2009
6. Final Field Check	04/15/2011
7. Ready for Contract	10/15/2011

Central Office **Division of Production Mgmt/Project Mgmt**

Item No: **03** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **Added Travel Lanes project on SR 2, in LaPorte Co.**

Work Description: The project limits are from K Street to 1st Street in LaPorte. The work includes improvement of SR 2 through an added travels lane project. The existing route is currently a 2 lane facility that will be widened to a 4 lane section (4 travel lanes). The work will also include the development of feasible alternatives selection report. The project limits are from K Street to 1st Street in LaPorte.

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

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

Term of Contract:

DBE Goal %: 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $2,990,000.00

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

Work Type:

2.2 : Traffic Forecasting
3.1 : Routine and Minor Traffic Capacity Analysis
4.1 : Routine and Minor Highway Safety Analysis
5.1 : Environmental Document Preparation - EA/EIS
5.3 : Environmental Document Preparation - Section 4(f)
5.4 : Ecological Surveys
5.5 : Wetland Mitigation
5.6 : Waterway Permits
5.7 : Air Quality Analysis
5.8 : Noise Analysis and Abatement Design
5.9 : Archaeological Investigations
5.10 : Historical/Architectural Investigations
5.11 : ESA Screening, Phase I and Phase II, Remedial Design
6.1 : Topographic Survey Data Collection
8.1 : Non-Complex Roadway Design
10.1 : Traffic Signal Design
11.1 : Right of Way Plan Development
12.1 : Project Management for Acquisition Services
12.2 : Title Research
12.3 : Value Analysis
12.4 : Appraisal
12.5 : Appraisal Review
12.6 : Negotiation
12.8 : Relocation

Deliverable and Additional Requirements:

Deliverables \ Date

1. Complete Feasible Alternatives Selection Report 10/15/2007
2. Complete Survey 3/15/2008
3. Preliminary Field Check 8/15/2008
4. Final Right-of- way 3/15/2009
5. Final Environmental 3/15/2009
6. Final Design Summary 4/15/2009
7. Final Field Check 2/15/2010
8. Ready for Contract 9/15/2010

Experience in Utility Coordination
Experience in Subsurface Utility Engineering Services
Traffic Data Collection will be required.

Central Office **Division of Production Mgmt/Project Mgmt**

Item No: **04** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **Added Travel Lanes on SR 32, in Hamilton Co. .**

Work Description: Project Limits: From SR 37 to SR 38 East Junction. The existing route is currently a 2 lane facility that will be widened to a 5 lane section (4 travel lanes and TWLTL) with curb and gutter. Six intersections are also included with in the project limits. The work will also include early coordination with the INDOT Environmental Services Section to avoid a 4f property. The project limits are from SR 37 to SR 38 East Junction. The environmental document will be complete by INDOT.

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

Compensation Method: Cost- Plus Fixed Fee, Lump Sum or a Combi **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $10,480,000.00

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
9.1 : Level 1 Bridge Design
10.1 : Traffic Signal Design
11.1 : Right of Way Plan Development
12.1 : Project Management for Acquisition Services
12.2 : Title Research
12.3 : Value Analysis
12.4 : Appraisal
12.5 : Appraisal Review
12.6 : Negotiation
12.8 : Relocation

Deliverable and Additional Requirements:

Deliverables:	Date
1. Complete Survey	10/15/2007
2. Preliminary Field Check	12/15/2007
3. Final Right-of- way	05/15/2009
5. Final Design Summary	06/15/2009
6. Final Field Check	01/15/2010
7. Ready for Contract	09/15/2010

Experience in Utility Coordination
Experience in Subsurface Utility Engineering Services

Central Office **Division of Production Mgmt/Project Mgmt**

Item No: **05** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **Interchange Mod. on US 20 at US 35 (Ramp from EB US 20 to EB US 20/35) in LaPorte County**

Work Description: The work includes the development of Contract documents for an Interchange Modification. Work to be assigned includes preparation of Design Plans, Real Estate Services, Environmental Services, Topo survey data collection, Utility Coordination and Subsurface Utility Engineering.

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

Compensation Method: Lump Sum **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $709,748.00

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

Work Type:

8.2 : Complex Roadway Design

11.1 : Right of Way Plan Development

12.1 : Project Management for Acquisition Services

12.2 : Title Research

12.3 : Value Analysis

12.4 : Appraisal

12.5 : Appraisal Review

12.6 : Negotiation

12.8 : Relocation

Deliverable and Additional Requirements:

Deliverables:	Date
Stage 1 submittal	11-15-07
Prel. Field Check	01-15-08
Stage 2 submittal	04-15-08
Stage 3 submittal	07-15-08
Tracings submittal	10-15-08

Additional Requirements: Subsurface Utility Engineering (SUE) and Utility Coordination

Central Office **Division of Production Mgmt/Real Estate**

Item No: **06** **DEF** ☐

RFP Target Date: **5/7/2007**

Item Description: **On Call - Statewide Right of Way Negotiation Services (As-needed basis)**

Work Description: The selected consultants will perform land acquisition negotiations for highway right of way on an as needed basis. A negotiator must be able to explain the project, the taking, the impact of the taking to the residue, the acquisition process, the offer, and negotiate in an honest and competent manner with the property owner(s). The negotiator must document all contacts with the owner and treat all owners fairly with respect and dignity.

Max. Contract Amount: $150,000.00 **No of Contracts:** 5 **Federal Funding:** ☑

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

Term of Contract: Two (2) year contract, with INDOT's option to renew one time, for both time and money.

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

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

Work Type:
12.6 : Negotiation

Deliverable and Additional Requirements:

Crawfordsville **Division of Production**

Item No: **07** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **4R Pavement Replacement on I-65 in White and Jasper Counties**

Work Description: Project Limits: From 4.3 miles N of US 231 to just S of bridge over TWP RR, including bridge deck replacement and widening for five bridges. Work to be assigned includes engineering assessment, preliminary design, survey, utility coordination, environmental document preparation, road and bridge design, and permit acquisition.

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

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

Term of Contract:

DBE Goal %: 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $15,200,000.00

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

Work Type:

2.1 : Traffic Data Collection
2.2 : Traffic Forecasting
3.2 : Complex or Major Traffic Capacity Analysis
4.2 : Complex or Major Highway Safety Analysis
5.2 : Environmental Document Preparation - CE
5.5 : Wetland Mitigation
6.1 : Topographic Survey Data Collection
8.2 : Complex Roadway Design
9.2 : Level 2 Bridge Design
10.3 : Complex Roadway Sign Design

Deliverable and Additional Requirements:

Ready for Contracts 8/15/2012

Bridge deck replacement and widening is under DES #'s 0300462, 0300475, 0300485, 0300488, and 0300492

LaPorte **Division of Production**

Item No: **08** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **On Call - Roadway Rehabilitation Design Services (As-needed basis)**

Work Description: Contracted consulting firms to perform design of roadway rehabilitation project at various locations throughout the LaPorte District. Related work associated with these projects may include, but is not limited to, topographic survey data collection, complex roadway design, level 1 bridge design, traffic signal design, roadway sign design, right of way plan development and utility coordination services.

Max. Contract Amount: $1,000,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 8

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for both time and money.

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

5.2 : Environmental Document Preparation - CE
5.5 : Wetland Mitigation
5.6 : Waterway Permits
6.1 : Topographic Survey Data Collection
8.2 : Complex Roadway Design
9.1 : Level 1 Bridge Design
10.1 : Traffic Signal Design
10.2 : Traffic Signal System Design
11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

LaPorte **Division of Production**

Item No: **09** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **On Call - Small Structure Projects (As-needed basis)**

Work Description: Contracted consulting firms to perform design of small structure replacement projects at various locations throughout the LaPorte District. Related work associated with these small structure projects may include, but is not limited to, topographic survey data collection, non-complex roadway design, level 1 bridge design, and utility coordination services.

Max. Contract Amount: $500,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 10

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for both time and money.

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

5.2 : Environmental Document Preparation - CE

5.6 : Waterway Permits

6.1 : Topographic Survey Data Collection

8.1 : Non-Complex Roadway Design

9.1 : Level 1 Bridge Design

10.1 : Traffic Signal Design

11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Seymour **Division of Planning**

Item No: **10** **DEF** ☐

RFP Target Date: **5/7/2007**

Item Description: **On Call - Preliminary Engineering Assessment Services (As-needed basis)**

Work Description: Selected consultant will prepare the Engineer's Reports also referred to as the "Scope of Work" for INDOT projects in the Seymour District on an as needed basis. The work will be carried out under direction of the Seymour District Planning Department.

Max. Contract Amount: $200,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 10

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for both time and money.

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

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

Work Type:

2.1 : Traffic Data Collection

2.2 : Traffic Forecasting

3.2 : Complex or Major Traffic Capacity Analysis

4.2 : Complex or Major Highway Safety Analysis

8.2 : Complex Roadway Design

9.2 : Level 2 Bridge Design

10.1 : Traffic Signal Design

Deliverable and Additional Requirements:

Additional Qualifications: Scoping Manager must be a registered professional engineer in the state of Indiana with at least 5 years of experience in scoping projects for city and/or state transportation agencies

Seymour **Division of Planning**

Item No: **11** **DEF** ☐

RFP Target Date: **5/7/2007**

Item Description: **On Call - Environmental Services (as-needed basis)**

Work Description: Selected consulting firm to perform project environmental services for Seymour in-house projects and special environmental services for consultant development projects on an as needed basis.

Max. Contract Amount: $200,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 10

Term of Contract: Two (2) year assignment prior, with INDOT's option to renew one time, for both time and money.

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

5.2 : Environmental Document Preparation - CE

5.3 : Environmental Document Preparation - Section 4(f)

5.4 : Ecological Surveys

5.9 : Archaeological Investigations

5.10 : Historical/Architectural Investigations

5.11 : ESA Screening, Phase I and Phase II, Remedial Design

Deliverable and Additional Requirements:

Additional Qualifications: Environmental services from other prequalification categories may become necessary in the course of assigned projects. In these cases, if the consultant team does not hold the desired prequalification, INDOT may provide the services or allow the selected consultant to identify an additional sub consultant to perform the work.

Seymour **Division of Production**

Item No: **12** **DEF** ☐

RFP Target Date: **5/7/2007**

Item Description: **On Call - Construction Inspection Services (As-needed basis)**

Work Description: The selected consultants will provide construction inspection services required for construction projects. Construction projects may include but not be limited to, traffic signal/lighting, roadway, resurface, and bridge projects.

Max. Contract Amount: $1,000,000.00 **No of Contracts:** 2 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** Te

Term of Contract: For construction season 2009 and 2010, with INDOT's option to renew one time, for both time and money

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

Deliverable and Additional Requirements:

The following shall constitute as the minimum requirements for an individual assigned under this agreement.

1.) Indiana Licensed Professional Engineer
2.) Graduate from an accredited college with a BS in Civil Engineering or
3.) Certified under INDOT's Certified Technician Program

Additionally all assigned individuals must have the ability to pass written and proficiency tests for INDOT's Qualified Technician Program for Construction Personnel prior to such tests being required on the assigned project.

Seymour **Division of Production**

Item No: **13** **DEF** ☐

RFP Target Date: **5/7/2007**

Item Description: **On Call - Utility and Railroad Coordination Services (As-needed basis)**

Work Description: The consultant will be selected to perform utility and railroad coordination activities as directed by the Seymour District Production Department, in accordance with INDOT manuals (Chapter 10 and 11 of design Manual) and utility/railroad coordination procedures. Projects will be assigned on an as-needed basis and will be for projects throughout the state of Indiana.

Max. Contract Amount: $200,000.00 **No of Contracts:** 2 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 10

Term of Contract: Two (2) year contract, with INDOT's option to renew one time, for both time and money

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:

General Prequalification required.
Additional Qualifications: Experience in Utility and/or Railroad Coordination following INDOT procedures

Seymour **Division of Production**

Item No: **14** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **On Call - Project Development Services (As-needed basis)**

Work Description: Selected consulting firms to perform project development services on an as-needed basis that may include any or all of the following services: Preliminary Engineering Assessment / Alternative Analysis, Environmental Document Preparation, Topographic Survey, Non-Complex Roadway Design, Level 1 Bridge Design Services, Right of Way Plan Development and Utility Coordination Services

Max. Contract Amount: $1,000,000.00 **No of Contracts:** 2 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 10

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for both time and money.

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

5.2 : Environmental Document Preparation - CE

5.3 : Environmental Document Preparation - Section 4(f)

5.4 : Ecological Surveys

5.10 : Historical/Architectural Investigations

5.11 : ESA Screening, Phase I and Phase II, Remedial Design

6.1 : Topographic Survey Data Collection

8.1 : Non-Complex Roadway Design

9.1 : Level 1 Bridge Design

10.1 : Traffic Signal Design

11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Additional Qualifications: Environmental services from other prequalification categories may become necessary in the course of assigned projects. In these cases, if the consultant team does not hold the desired prequalification, INDOT may provide the services or allow the selected consultant to identify an additional sub consultant to perform the work.

Vincennes **Division of Production**

Item No: **15** **DEF** ☑

RFP Target Date: **5/7/2007**

Item Description: **Major Pavement Project on US 41, in Vanderburgh County**

Work Description: Project Limits: From 3 miles North of SR 57 (Boonville-New Harmony Road) to 1.01 miles South of SR 168 (Coal Mine Road). Consultant to provide project development services for an asphalt pavement reconstruction project (4R standards) from RP 12+00 to RP 22+23 including Survey, Roadway, Bridge, and Non-bridge Drainage Structure Design, Permitting, Utility Coordination and Road Sign and signal Design. The environmental will be done by INDOT. Not anticipating a need for additional right-of-way.

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 $:** $20,000,000.00

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

9.1 : Level 1 Bridge Design

10.3 : Complex Roadway Sign Design

Deliverable and Additional Requirements:

Ready for Contracts: 11/14/2009
Additional Requirements: Utility Coordination

Consultant Meetings and Communication Policy

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: **RFP0705-[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: RFP0705-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: **RFP0705-[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.**			20	0
	Availability of more than adequate capacity that results in **added value** to INDOT.	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	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.**				
	Quality score for similar work from performance database.			12	0
	Schedule score from performance database.			7	0
	Responsiveness score from performance database.			7	0
	*Budget score from performance database.		N/A	7	
	*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".