Indiana Department of Transportation

RFP NO 07-01

Instructions for Responding to This RFP are Included Starting Page: 27

Posting Date: 1/9/2007

Request for Proposals Notification

Response Due Date and Time: **January 23, 2007, by 4:00 pm Indianapolis Time**

Summary of Items Included

Central Office

Local Programs/Transit

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Planning/Technical Services

Item No. 02 **Complex Bridge Inspection/Testing of two bridges near Columbus, Indiana**

Item No. 03 **Development of a new Bridge Inspection Data Base / Data Application System**

Item No. 04 **Traffic Data Collection**

Planning/Urban & Corridor

Item No. 05 **Traffic Forecasting**

Production Mgmt/Project Mgmt

Item No. 06 **Added Travel Lanes Project on SR 14, Allen Co. from Scott Rd to W. Hamilton Rd**

Item No. 07 **Added Travel Lanes on SR 15, Kosciusko Co. from .5 miles North of US 30 to 6.2 Miles N of US 30;**

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<u>Central Office</u> **Division of Local Programs/Transit**

Item No: **01**

Posting Date: **1/9/2007**

Item Description: **Statewide Coordination Plan for Human-Service and Public Transportation.**

Work Description: Development and production of a Statewide Coordination Plan for Human-Service and Public Transportation. Plan development will begin at the local level. The Statewide Coordination Plan document will be comprised of all locally-derived coordination plans developed for counties or regions in Indiana. The consultant will be responsible for producing locally-derived human-service and public transit Coordination Plans for Indiana's 74 rural counties. (Metropolitan Planning Organizations (MPO) will produce coordination plans for Indiana's urban counties). The Coordination Plans should include the following key aspects (as listed in the March 15, 2006, Federal Register Notice see Existing Products below):

* An assessment of transportation needs for individuals with disabilities, older adults, and persons with low-incomes;
* An inventory of available services that identifies areas of redundant service and gaps in service;
* Strategies to address the identified gaps in service;
* Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources; and,
* Prioritization of implementation strategies.

The final Statewide Coordination Plan document will include all locally-derived Coordination Plans for the 74 rural counties (single and multi-county plans), and incorporate by reference the MPO-produced Coordination Plan documents, to comprise the state in its entirety. The consultant will not be responsible for areas outside the 74 rural counties, but should, where appropriate, coordinate rural coordination activities with similar MPO activities.

Background

The INDOT Office of Transit (six-person staff) works with a total of 58 transit grantees: 37 rural systems and 21 urban transit grantees; as well as the 13 metropolitan planning organizations in Indiana (see attached map). The Office of Transit manages the FTA Sections 5310 and 5311 Programs in addition to the Sections 5303/5313 Programs. Transportation coordination is already a requirement for grantees in the Sections 5311 and 5310 programs.

To start this renewed coordination project for Indiana, it is anticipated that most rural transit systems' Transit Advisory Committees (TAC's) will work through the United We Ride, Framework for Action for Communities, by the end of 2006. These documents can then be used to fully develop the locally-derived Coordination Plans. Out of the 74 rural counties, 55 counties have some form of public transit service (countywide or city), and 19 counties have no public transit available. In these 19 counties, it is anticipated that 5310 TAC's will be used to start the coordination plans for those counties with no public transit.

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

Contract Type: Cost- Plus Fixed Fee **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 3 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

Deliverable and Additional Requirements:

Existing Reports:

* Public Transit Annual Reports and State Management Plans for Sections 5311 and 5310 on website: http://www.in.gov/dot/modetrans/

* November 30, 2005, Federal Register Notice (Vol. 70, No. 229)

* March 13, 2006, Federal Register Notice (Vol. 71, No. 50)

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

Additional Qualifications:

* Public transit system operational, financial, and planning expertise; Human Service Transportation knowledge including the following:

* Disabled Community
* Elderly Community
* Low-Income Persons
* Medical Community

Deliverables: Date:

1. Draft Statewide Coordination Plan: June 1, 2007
   Must include the following key aspects:

* An assessment of needs for designated populations;
* An inventory of services;
* Strategies to address gaps in service;
* Identification of coordination actions;
* Prioritization of implementation strategies;

2. Final Statewide Coordination Plan Document: September 30, 2007
   (100 printed copies, 100 CD-ROM's)

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

Item No: **02**

Posting Date: **1/9/2007**

Item Description: **Complex Bridge Inspection/Testing of two bridges near Columbus, Indiana**

Work Description: In-Depth "Arms-Length" Bridge Inspection /Testing of two bridges with Stay-Cables, Post-Tensioned Decks, and Fracture Critical/Fatigue Prone Steel Details. This work will include 3-Inspections over a six-year period, Inspection of Bridges: 46-03-7495EBL over the East Fork of the White River and I65-68-7910 over SR-46.

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

Contract Type: Negotiated Labor Rate **Approx No of Assignments:**

Term of Contract: 3-Inspections over a six-year period.

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

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

Work Type:

14.1 : Regular Bridge Inspection

14.2 : Complex Bridge Inspection

14.5 : Bridge Load Capacity Rating & Other Bridge Analysis/Testing

Deliverable and Additional Requirements:

See additional information on INDOT's RFP web page.

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

Item No: **03**

Posting Date: **1/9/2007**

Item Description: **Development of a new Bridge Inspection Data Base / Data Application System**

Work Description: Development of a new Bridge Inspection Data Base / Data Application System for Indiana. Acquiring a database for Bridge Inspection Analysis System to be coordinated with current processing. This is an application to be web based.

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

Contract Type: Federally Acceptable Method as Ne **Approx No of Assignments:**

Term of Contract: See additional information on INDOT's RFP web page.

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.

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

Item No: **04**

Posting Date: **1/9/2007**

Item Description: **Traffic Data Collection**

Work Description: Consultants will collect and report 48-hour traffic count data throughout Indiana in accordance with FHWA guidelines.

Max. Contract Amount: $700,000.00 **No of Contracts:** 4 **Federal Funding:** ☑

Contract Type: Negotiated Labor Rate **Approx No of Assignments:** Varies per

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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

Deliverable and Additional Requirements:

Central Office **Division of Planning/Urban & Corridor**

Item No: **05**

Posting Date: **1/9/2007**

Item Description: **Traffic Forecasting**

Work Description: Generate AADT, DHV, Truck % AADT and Truck % DHV traffic forecasts and produce balanced turning movements for existing, realigned or proposed roadways. Provide documentation of all information sources used, procedures applied and decisions made in the development of the forecasts.

Max. Contract Amount: $200,000.00 **No of Contracts:** 6 **Federal Funding:** ☐

Contract Type: Negotiated Labor Rate **Approx No of Assignments:** Varies per

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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

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

Work Type:
2.2 : Traffic Forecasting

Deliverable and Additional Requirements:

Consultant provides an electronic report that will include all generated traffic forecasts and documentation of forecasting procedures followed. The report will be transmitted via the Internet. The report will be provided by the deadline date decided for each assignment.
Consultant will need to possess at least six (6) electronic traffic data counters for the rare occurrence of Data Collection needed for forecasting.

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

Item No: **06**

Posting Date: **1/9/2007**

Item Description: **Added Travel Lanes Project on SR 14, Allen Co. from Scott Rd to W. Hamilton Rd**

Work Description: Consultant will deliver contract documents for an ATL project from Scott Rd to W. Hamilton for Environmental, Roadway and Bridge design, Survey, ROW Services, Permits, Utility Coordination and Subsurface Utility Engineering. The scope of work will be to add one lane in each direction and add a median turn lane throughout the project. This project will mirror the project from Hadley to Scott Rd, typical section is 4 lane with median turn lane, curb and gutter, 5 ft grassy strip, and 10' all purpose trail on South side with sidewalk on North.

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

Contract Type: Cost- Plus Fixed Fee, Lump Sum or **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 7 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $13,668,991.00

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
8.2 : Complex Roadway Design
9.1 : Level 1 Bridge Design
10.1 : Traffic Signal Design
10.4 : Lighting 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:

Environmental Document Approval by May 1, 2009; First phase deliverables: 30% plans due May 1, 2008; 60% plans due May 1, 2009; ROW clear December 1, 2010; 90% plans due December 1, 2010; RFC date is 8/15/2011 to let November 2011 or earlier.

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

Item No: **07**

Posting Date: **1/9/2007**

Item Description: **Added Travel Lanes on SR 15, Kosciusko Co. from .5 miles North of US 30 to 6.2 Miles N of US 30;**

Work Description: Consultant to deliver contract documents for added travel lanes project including Environmental Services, Survey, Roadway and Bridge Design, ROW Services, Permitting, Utility Coordination, Subsurface Utility Engineering and Hydraulics Design, for project delivery in the fall of 2011.

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

Contract Type: Cost- Plus Fixed Fee **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 7 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $19,722,753.00

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

Work Type:

3.2 : Complex or Major Traffic Capacity Analysis
4.2 : Complex or Major 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
8.2 : Complex Roadway Design
9.2 : Level 2 Bridge Design
10.1 : Traffic Signal Design
10.2 : Traffic Signal System Design
10.3 : Complex Roadway Sign Design
10.4 : Lighting 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:

30% complete	2/15/2008
Environmental Document Approval	2/15/2009
60% complete	8/15/2009
90% complete	4/15/2010
tracing submittal	7/15/2010

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

Item No: **08**

Posting Date: **1/9/2007**

Item Description: **I-65 and SR 58 Interchange Modification, Bartholomew County**

Work Description: Consultant to provide project development services for an interchange modification project at I-65 and SR 58 including Environmental Services, Survey, Roadway and Bridge Design, ROW Services, Permitting, and Utility Coordination for project delivery in Fall of 2009.

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

Contract Type: Cost- Plus Fixed Fee **Approx No of Assignments:**

Term of Contract: 1-1-2007 - 11-15-2010

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $6,633,348.00

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

Work Type:

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
5.6 : Waterway Permits
6.1 : Topographic Survey Data Collection
8.2 : Complex Roadway Design
9.2 : Level 2 Bridge Design
10.1 : Traffic Signal Design
10.2 : Traffic Signal System Design
10.3 : Complex Roadway Sign Design
10.4 : Lighting 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:

30% submission	9/15/2007
Environmental	9/15/2008
60% submission	12/15/2008
90% submission	4/15/2009
Final Tracing	7/15/2009

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

Item No: **09**

Posting Date: **1/9/2007**

Item Description: **Statewide Right of Way Appraising Services**

Work Description: The work includes appraising land and improvements upon the land on an as needed basis throughout the State. The major regulations and statues governing these activities are, but not limited to: Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs, Uniform Standards of Professional Appraisal Practice(USPAP), INDOT Division of Land Acquisition Appraisal Policies.
The scope of work is a written statement agreed upon by the appraiser and the agency(INDOT) describing the appraisal process and report the appraiser is to produce. It will be developed cooperatively by the assigned or contract appraiser and an agency official(review appraiser) who is competent to both represent the agency's needs and respect valid appraisal practice. Scope of work includes, but is not limited to: The extent to which the property is identified, the extent to which tangible property is inspected, type and extent of data researched, the type and extent of analysis applied to arrive at opinions or conclusions.

Max. Contract Amount: $150,000.00 **No of Contracts:** 52 **Federal Funding:** ☑

Contract Type: Unit Price **Approx No of Assignments:** Varies per

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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

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

Work Type:
12.4 : Appraisal

Deliverable and Additional Requirements:

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

Item No: **10**

Posting Date: **1/9/2007**

Item Description: **Statewide Right of Way Appraising Review Services**

Work Description: The work includes reviewing Appraisal reports and the preparation of documentation for the completion of Statements of Just Compensation on an as needed basis throughout the state. The major regulations and statues governing these activities are, but not limited to: Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs, Uniform Standards of Professional Appraisal Practice(USPAP), INDOT Division of Land Acquisition Appraisal Policies.
The scope of work is a written statement agreed upon by the appraiser and the agency(INDOT) describing the appraisal process and report the appraiser is to produce. Scope of work includes, but is not limited to: The extent to which the property is identified, the extent to which tangible property is inspected, type and extent of data researched, the type and extent of analysis applied to arrive at opinions or conclusions.

Max. Contract Amount: $150,000.00 **No of Contracts:** 40 **Federal Funding:** ☑

Contract Type: Unit Price **Approx No of Assignments:** Varies per

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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

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

Work Type:
12.5 : Appraisal Review

Deliverable and Additional Requirements:

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

Item No: **11**

Posting Date: **1/9/2007**

Item Description: **Statewide Right of Way Negotiation Services**

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:** 24 **Federal Funding:** ☑

Contract Type: Unit Price **Approx No of Assignments:**

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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:

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

Item No: **12**

Posting Date: **1/9/2007**

Item Description: **Statewide Right of Way Relocation Services**

Work Description: The selected consultants will perform relocation services for highway projects on an as needed basis throughout the State. A relocation agent must be able to explain the provisions of relocation assistance to eligible persons or businesses that are displaced by highway improvement projects. File all eligible claims provided by 49 CFR Part 24. The relocation agent must document all contacts with the owner and treat all property owners fairly with respect and dignity.

Max. Contract Amount: $150,000.00 **No of Contracts:** 4 **Federal Funding:** ☑

Contract Type: Unit Price **Approx No of Assignments:**

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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

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

Work Type:
12.8 : Relocation

Deliverable and Additional Requirements:

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

Item No: **13**

Posting Date: **1/9/2007**

Item Description: **Subsurface Utility Engineering Services**

Work Description: One consultant will be selected to perform subsurface designating, locating, and mapping services on an as needed basis. Work assignments may include entire projects or spot locations within projects. The term "designate" means to indicated, by marking, the presence and approximate horizontal location of a subsurface utility facility using geophysical prospecting techniques. The term "locate" means to obtain an accurate position of a subsurface utility facility (horizontally and vertically) by digging a small diameter test hole using a method such as vacuum excavation. Projects will be assigned over a two year period and will be throughout the State of Indiana.

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

Contract Type: Negotiated Hourly Rate **Approx No of Assignments:** 10 to 20

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for two (2) additional years upon the same terms.

DBE Goal %: 10 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

6.1 : Topographic Survey Data Collection

Deliverable and Additional Requirements:

<u>Central Office</u> **Division of Production Mgmt/Roadway Services**

Item No: **14**

Posting Date: **1/9/2007**

Item Description: **Statewide Right of Way Title Research & Right of Way Engineering Services**

Work Description: The selected consultant will perform title research and Right of Way Engineering Services for highway right of way on an as needed basis, throughout the State. Right of Way Engineering Services may include any or all the following services: Abstracting, Right of Way Engineering and Staking.

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

Contract Type: Negotiated Labor Rate/Unit Price **Approx No of Assignments:**

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

DBE Goal %: 3 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $0.00

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

Work Type:

11.1 : Right of Way Plan Development

12.2 : Title Research

Deliverable and Additional Requirements:

Central Office **Division of Production Mgmt/Structural Service**

Item No: **15**

Posting Date: **1/9/2007**

Item Description: **Open-End Emergency Bridge Rehabilitation**

Work Description: Development of contract plans for emergency bridge repair projects.

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

Contract Type: Negotiated Labor Rate **Approx No of Assignments:**

Term of Contract: 2 years contract, with INDOT's option to renew one time, for an additional two (2) years, for both time and money with the same terms.

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

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

Work Type:
9.2 : Level 2 Bridge Design

Deliverable and Additional Requirements:

<u>Crawfordsville</u> **Division of Production**

Item No: **16**

Posting Date: **1/9/2007**

Item Description: **Road Reconstruction on SR 42 From SR 46 to 0.25 miles E of Swalls Road, Vigo County.**

Work Description: Consultant to deliver contract documents, including Environmental Document Revisions, Roadway & Bridge Design, R/W Engineering and Permitting.

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

Contract Type: Cost- Plus Fixed Fee **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $6,674,000.00

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
5.6 : Waterway Permits
5.7 : Air Quality Analysis
5.9 : Archaeological Investigations
5.10 : Historical/Architectural Investigations
6.1 : Topographic Survey Data Collection
8.1 : Non-Complex Roadway Design
9.1 : Level 1 Bridge Design
11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Ready for Contracts: September, 2013

Crawfordsville **Division of Production**

Item No: **17**

Posting Date: **1/9/2007**

Item Description: **Pavement Replacement on SR 240 From 4.25 miles E of US 231 to SR 75**

Work Description: Consultant to deliver contract documents, including Environmental Services, Roadway & Bridge Design, R/W Engineering and Permitting.

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

Contract Type: Cost- Plus Fixed Fee **Approx No of Assignments:**

Term of Contract:

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $5,040,000.00

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

Work Type:

5.1 : Environmental Document Preparation - EA/EIS
5.2 : Environmental Document Preparation - CE
5.3 : Environmental Document Preparation - Section 4(f)
5.4 : Ecological Surveys
5.6 : Waterway Permits
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
11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Ready for Contracts: August, 2010

Crawfordsville **Division of Production**

Item No: **18**

Posting Date: **1/9/2007**

Item Description: **Road Project Data Acquisition**

Work Description: The selected consultant will be required to perform design field work primarily for resurface contracts, on an as-needed basis. The field work may include, but not be limited to, the following:
Determining locations for patching, milling, paving exceptions, asphalt overlay, milled shoulder corrugations, crossovers and guardrail;
Calculating estimated quantities for patching, pavement markings (temporary and permanent), milling (transitional and specific depth), RPM removal, asphalt overlay, milled shoulder corrugations, crossovers, compacted shoulder aggregate and guardrail;
Preparing typical cross section drawings and proposed guardrail work drawings.

Max. Contract Amount: $100,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Contract Type: Negotiated Labor Rate **Approx No of Assignments:** Twenty (2

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for two (2) additional years upon the same terms.

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

6.1 : Topographic Survey Data Collection

8.1 : Non-Complex Roadway Design

Deliverable and Additional Requirements:

Greenfield **Division of Planning**

Item No: **19**

Posting Date: **1/9/2007**

Item Description: **Preliminary Engineering Assessment**

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

Max. Contract Amount: $100,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Contract Type: Negotiated Labor Rate **Approx No of Assignments:** 7

Term of Contract: Two (2) year contract, with INDOT's option to renew one time, for two (2) additional years upon the same terms.

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

3.1 : Routine and Minor Traffic Capacity Analysis

3.2 : Complex or Major Traffic Capacity Analysis

4.1 : Routine and Minor Highway Safety Analysis

4.2 : Complex or Major Highway Safety Analysis

8.1 : Non-Complex Roadway Design

8.2 : Complex Roadway Design

9.1 : Level 1 Bridge 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.

Greenfield **Division of Production**

Item No: **20**

Posting Date: **1/9/2007**

Item Description: **Asbestos Inspection Services**

Work Description: To expeditiously undertake inspection, sampling, laboratory analysis, estimation of asbestos containing material (ACM), developing removal plan for INDOT facilities and structures within INDOT's right-of-way (including bridges) that are scheduled for renovation or demolition.

Max. Contract Amount: $150,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Contract Type: Negotiated Labor Rate/Unit Price **Approx No of Assignments:** 300

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:

General INDOT Prequalification Required.
*Experience in asbestos inspections, inspector must be accredited by IDEM as per Indiana Rule 326 IAC 18-3
*Ability to prepare an asbestos report including, introduction, methodology, description of sample locations, summary, and conclusions.
Ability to prepare a removal plan indicating the location, type, amount and physical condition of the RACM. The report should also contain a sample information table, asbestos certification, analytical results, chain-of-custody, point-count method, duplicate samples and an estimate for the cost to remove the ACM which must be removed.

Greenfield **Division of Production**

Item No: **21**

Posting Date: **1/9/2007**

Item Description: **Road Project Development Services**

Work Description: One consultant will be selected to perform Intersection Improvement Design, Small Structure Replacement Design, Sight Distance Correction Design, Drainage Improvement Design, Road Reconstruction Design, etc., on an as needed basis. Depending upon the qualifications of the selected firms, bridge design work associated with road projects may also be included.

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

Contract Type: Negotiated Labor Rate **Approx No of Assignments:** 6

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for two (2) additional years upon the same terms.

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

5.4 : Ecological Surveys

5.9 : Archaeological Investigations

6.1 : Topographic Survey Data Collection

8.1 : Non-Complex Roadway Design

9.1 : Level 1 Bridge Design

11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Greenfield **Division of Production**

Item No: **22**

Posting Date: **1/9/2007**

Item Description: **Title Research Services**

Work Description: The selected consultants will perform title research for highway right of way on an as needed basis.

Max. Contract Amount: $100,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

Contract Type: Unit Price **Approx No of Assignments:**

Term of Contract: Two (2) year assignment period, with INDOT's option to renew one time, for two (2) additional years upon the same terms.

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

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

Work Type:
12.2 : Title Research

Deliverable and Additional Requirements:

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: **RFP0701-[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: RFP0701-myconsultingfirmornickname-item-14-LOI
- one (1) signed Affirmative Action Certification and associated required documents, for all items with DBE or MBE/WBE goals, 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: **RFP0701-[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 "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. 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.