Indiana Department of Transportation

RFP NO 07-03

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

Posting Date: 3/13/2007

Request for Proposals Notification

Response Due Date and Time: **March 27, 2007, by 10:00 am, Indianapolis Time**

R E V I S I O N (3-20-07): Item 1: The words "successful bidder" were replaced with "selected firm" and "award" replaced with "selection"; Item 4: Prequalification 5.12 Karst Studies has been removed; Item 6: Two (2) firms will be selected, instead of one (1).

Summary of Items Included

Central Office

Division of Economic Opportunity

Item No. 01 **NATIONAL SUMMER TRANSPORTATION INSTITUTE (STI) (2007). (Provide a host site, design and implement a five-day non-residential program for student participants.)**

Production Mgmt/Project Mgmt

Item No. 02 **Added travel lanes on US 33 in Elkhart County**

Item No. 03 **Added travel lanes project on SR 45 in Monroe County**

Item No. 04 **Added Travel Lanes on I-70 in Marion and Hancock Counties (1 of 2)**

Production Mgmt/Real Estate

Item No. 05 **Statewide Right of Way Relocation Services (as-needed basis)**

Production Mgmt/Roadway Services

Item No. 06 **Consultant Plan Review Services (as-needed basis)**

Crawfordsville District

Planning

Item No. 07 **Preliminary Engineering Assessment Services (as-needed basis)**

Production

Item No. 08 **Pavement Replacement on US 52, in Tippecanoe County.**

Item No. 09 **Road Rehabilitation on SR 267, in Hendricks Co.**

Item No. 10 **Right-of-Way Engineering Services (as-needed basis)**

Greenfield District

Production

Item No. 11 **Road Reconstruction on US 27, in Jay Co.**

Item No. 12 **Pavement Repair or Rehab. on SR 67, in Delaware County.**

LaPorte District

Production

Item No. 13 Bridge Rehab Project Services (as-needed basis)

Item No. 14 Title Research Services (as-needed basis)

Vincennes District

Production

Item No. 15 Utility and Railroad Coordination Services (as-needed basis)

<u>Central Office</u> **Division of Division of Economic Opportunity**

Item No: **01** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **NATIONAL SUMMER TRANSPORTATION INSTITUTE (STI) (2007). (Provide a host site, design and implement a five-day non-residential program for student participants.)**

Work Description: The Indiana Department of Transportation (INDOT) is seeking proposals to host a National Summer Transportation Institute (STI) Program in 2007. The selected firm must provide a host site, design and implement a five-day non-residential program for student participants that includes the components and tasks described below. INDOT will review these program components to develop performance goals and objectives for the selected firm.

PROGRAM COMPONENTS:

1) A strong core curriculum that introduces high school students to the variety of transportation careers and provides educational enhancement activities. These programs will offer a stimulating introduction to the transportation industry, with a particular emphasis on highway construction jobs and careers. Activities will include field trips, hands-on projects preparing students to enter apprenticeship programs, and presentations by professionals in the transportation industry.

2) Enhancement activities to expose students to various methods and activities designed to improve study habits and increase academic achievement. Such activities would include, but not be limited to: sessions on time management, study habits, SAT prep, library use, computer skills, and vocabulary development.

3) STIs may draw upon the expertise of INDOT to conduct outreach, recruitment, and technical assistance activities directly with the 16-18 year old high school population.

PROGRAM TASKS

The selected firm will, at a minimum, perform the tasks described below. The Federal Highway Administration (FHWA) Indianapolis Office and INDOT will comment, and approve all updates, revisions of reports and other publications prior to usage, printing, dissemination, and posting as instructed in each task.

Task 1: Develop an Implementation Plan.

Within 30 days of the selection announcement the selected firm will submit a 2007 Summer Transportation Institute implementation plan to INDOT. This plan will describe in detail, the tasks to be performed over the life of the award and the cost associated with each task. The selected firm's plan must include, but not be limited to, procedures for student selection, parental requirements, risk management, staffing requirements, inter-modal advisory committees, host sites' roles and responsibilities, specific named partnerships, as well as, STI curriculum.

Task 2: Create a General Curriculum.

The selected firm, with the assistance of INDOT and FHWA, will create a

general curriculum for the program. This curriculum will include and focus on educational endeavors that (1) expose students to all aspects of the transportation industry and its role in society; and (2) create awareness and stimulate interest in the students to take advantage of the opportunities that exist in the transportation industry, including highway construction and related technology careers.

Task 3: Conducting Follow-up Survey of Program Participants.

The selected firm will conduct a follow-up survey of STI student graduates during their senior year in high school or final year in alternative programs from which students are recruited. This survey will focus on the career and academic decisions made by the students. It will be intended to serve as an indicator of the number of students considering academic studies and transportation related careers.

Task 4: Prepare Required Reports

The selected firm will submit progress reports to INDOT and FHWA as required. The reports will summarize the results of each of the program's activities and include student and faculty evaluations.

Task 5: Requirements for Implementing Section 508 Standards of the Rehabilitation Act.

In addition to the work requirements specified in this announcement, the selected firm will ensure that all electronic documents that they prepare will meet the requirements of Section 508 of the Rehabilitation Act. The Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. See Section 508 of the Rehabilitation Act (http://www.access-board.gov/508.htm) and the Federal IT Accessibility Initiative (Home Page) (http://section508.gov/) for detailed information.

For additional information on the National Summer Transportation Institute consult the following website: http://www.cems.uvm.edu/nsti/

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

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

Term of Contract: One-year contract, with INDOT's option to renew one time, for an additional one (1) year, 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:

Within 30 days of the contract Selection, the selected firm will submit a 2007 Summer Transportation Institute implementation plan to INDOT. This plan will describe in detail, the tasks to be performed over the life of the award and the cost associated with each task.

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

Item No: **02** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Added travel lanes on US 33 in Elkhart County**

Work Description: Project limits are from CR40 to College Ave.(CR36). Work to be assigned includes preparation of Design Plans, Real Estate Services, Right-of-way acquisition, Environmental Services, Topo survey data collection, Subsurface Utility Engineering (SUE) and Utility Coordination.

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 $:** $35,620,661.00

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

Work Type:

5.1 : Environmental Document Preparation - EA/EIS
5.4 : Ecological Surveys
5.5 : Wetland Mitigation
5.6 : Waterway Permits
5.9 : Archaeological Investigations
5.10 : Historical/Architectural Investigations
6.1 : Topographic Survey Data Collection
8.2 : Complex Roadway Design
9.2 : Level 2 Bridge Design
10.1 : Traffic Signal 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:

Additional Requirements: Utility Coordination and Subsurface Utility Engineering.

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

Item No: **03** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Added travel lanes project on SR 45 in Monroe County**

Work Description: Project limits are from Pete Ellis Dr to Russell Road (from RP 41+85 RP 42+73) . The work includes the development of Contract documents for added travel lanes on SR 45 in the city of Bloomington. This project is to increase this urban roadway from 2 lanes to four lanes and is approx. 0.88 miles in length. Work to be assigned includes the preparation of design plans, real estate services, right of way acquisition, environmental services, surveying, hydraulic design and utility coordination (SUE required)

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

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

Term of Contract: Spring 2007 to Fall 2011

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $4,993,102.00

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

Deliverable and Additional Requirements:

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

Additional requirements: Hydraulic Design and Utility Coordination

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

Item No: **04** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Added Travel Lanes on I-70 in Marion and Hancock Counties (1 of 2)**

Work Description: The overall project consists of added travel lanes to I-70 and various bridge projects within a roughly thirteen and a half mile section of highway that spans Marion and Hancock Counties. Work to be assigned includes the preparation of design plans, real estate services, surveying, preparation of environmental documents and approvals, right-of-way acquisition, and utility coordination. A preliminary engineering assessment ("Draft" Engineer's Report) has been completed for the corridor, and coordination will be required with INDOT staff to finalize the design scope. All geotechnical engineering services will be performed by INDOT staff.

The consultant will complete the environmental documentation and approval process for the entire corridor. However, the consultant will only perform design services for the western portion of the project from 0.6 miles east of Post Road to 0.5 miles east of Mount Comfort Road (RP 91+21 to RP 96+39). A separate consultant should be secured to provide an independent review of any right-of-way plan development.

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 $:** $62,339,515.00

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

Work Type:

2.1 : Traffic Data Collection
3.2 : Complex or Major Traffic Capacity Analysis
4.2 : Complex or Major Highway Safety Analysis
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
5.5 : 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
10.3 : 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:

12/2007 - Engineering Scope Report
10/2008 - Preliminary Field Check
09/2009 - Design Approval
12/2013 - Ready for Contracts

(RFP for design of second half will be in 03/2008.)

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

Item No: **05** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **Statewide Right of Way Relocation Services (as-needed basis)**

Work Description: On-call contract. 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:** 2 **Federal Funding:** ☑

Compensation Method: Negotiated Labor Rate/Unit Price **Approx No of Assignments:**

Term of Contract: Two year contract, with INDOT's option to renew one time, for an additional two (2) years, 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:
12.8 : Relocation

Deliverable and Additional Requirements:

Central Office **Division of Production Mgmt/Roadway Services**

Item No: **06** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **Consultant Plan Review Services (as-needed basis)**

Work Description: On-call contract. Engineering Services include the review of Scoping Reports, Design Summary Reports, All Plan Submittal Stages and Supporting Documents. The Consultant shall be responsible for project reviews as directed by the INDOT Office of Roadway Services and/or the INDOT Office of Structural Services. Project Reviews will be required for both State and LPA Projects. Project Reviews will include checking all Level 1 design criteria, identified Level 2 design criteria, and an overall Plan Top Check. In addition, at defined time intervals Full Reviews, Cross Reviews and Element Reviews will be required too. Minor assistance to Project Management maybe needed on a project by project basis.

Max. Contract Amount: $2,100,000.00 **No of Contracts:** 2 **Federal Funding:** ☑

Compensation Method: Negotiated Hourly Rate **Approx No of Assignments:**

Term of Contract: 2 Year Contract, with INDOT's option to renew one time, for an additional two (2) years.

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

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

Work Type:

8.2 : Complex Roadway Design

9.2 : Level 2 Bridge Design

Deliverable and Additional Requirements:

Project Document Submittals shall be reviewed and returned within 25 days of notification.

Crawfordsville **Division of Planning**

Item No: **07** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **Preliminary Engineering Assessment Services (as-needed basis)**

Work Description: On-call contract. The 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 Crawfordsville Planning Department.

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

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 21

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

2.2 : Traffic Forecasting

3.2 : Complex or Major Traffic Capacity Analysis

4.2 : Complex or Major Highway Safety Analysis

5.6 : Waterway Permits

8.2 : Complex Roadway Design

9.2 : Level 2 Bridge Design

10.1 : Traffic Signal Design

11.1 : Right of Way Plan Development

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.

Crawfordsville **Division of Production**

Item No: **08** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Pavement Replacement on US 52, in Tippecanoe County.**

Work Description: Project Limits from 1.22 miles W of SR 26 (Beech Drive) to SR 25/SR 38 (Main Street), in the City of Lafayette. The selected consultant will be required to deliver environmental document preparation, design survey, right-of-way engineering, road and traffic signal design, utility coordination 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 %: 7 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $22,500,000.00

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
5.9 : 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
9.1 : Level 1 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

Deliverable and Additional Requirements:

Ready for Contracts date is scheduled for 5/15/2010.

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

Item No: **09** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Road Rehabilitation on SR 267, in Hendricks Co.**

Work Description: Road Rehabilitation on SR 267 from 1.49 miles S of US 136 to 0.52 miles N of US 136, in Brownsburg. The selected consultant will be required to deliver design survey, right-of-way engineering, road, bridge and traffic signal design, utility coordination 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 %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $9,000,000.00

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

Work Type:

6.1 : Topographic Survey Data Collection

8.2 : 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:

Ready for contracts date 11/15/2010

Crawfordsville **Division of Production**

Item No: **10** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **Right-of-Way Engineering Services (as-needed basis)**

Work Description: On-call contract. The selected consultant will provide engineering services required to prepare right-of-way plans and legal descriptions.

Max. Contract Amount: $800,000.00 **No of Contracts:** 1 **Federal Funding:** ☑

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

Term of Contract: Two (2) year contract, with INDOT's option to renew one time, for an additional two (2) years, 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:
11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

Greenfield **Division of Production**

Item No: **11** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Road Reconstruction on US 27, in Jay Co.**

Work Description: Project limits: From 0.87 mile N. of SR 26/SR 67 (N. junction) to SR 18/ SR 67, and includes bridge widening on US 27 over Bear Creek, 1.96 miles S. of SR 67. Consultant to deliver contract documents, including Roadway & Bridge Design, R/W Engineering, Permitting and Utility Coordination

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 $:** $13,300,000.00

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

Work Type:

5.5 : Wetland Mitigation
5.6 : Waterway Permits
5.9 : Archaeological Investigations
5.10 : Historical/Architectural Investigations
8.1 : Non-Complex Roadway Design
9.2 : Level 2 Bridge Design
11.1 : Right of Way Plan Development
12.1 : Project Management for Acquisition Services
12.2 : Title Research

Deliverable and Additional Requirements:

Ready for Contract: December, 2010

Greenfield **Division of Production**

Item No: **12** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Pavement Repair or Rehab. on SR 67, in Delaware County.**

Work Description: Project Limits: From S. Jct. with SR 28 to SR 167 & includes Intersection Improvement on SR 28 at N Jct. with SR67. Consultant to deliver contract documents, including Survey, Roadway & Bridge Design, R/W Engineering, Permitting and Utility Coordination.

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 $:** $12,600,000.00

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

Work Type:

5.5 : Wetland Mitigation
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
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:

Ready for Contract: October, 2010

LaPorte **Division of Production**

Item No: **13** **DEF** ☑

RFP Target Date: **3/13/2007**

Item Description: **Bridge Rehab Project Services (as-needed basis)**

Work Description: On-call contract. Contracted consulting firms to perform design of bridge rehabilitation projects at various locations throughout LaPorte District. Related work associated with these bridge rehabilitation projects may include, but is not limited to, topographic survey data collection, non-complex roadway design, level 1 & 2 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:** 5

Term of Contract: Two year assignment period

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

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

9.2 : Level 2 Bridge Design

10.1 : Traffic Signal Design

11.1 : Right of Way Plan Development

Deliverable and Additional Requirements:

LaPorte **Division of Production**

Item No: **14** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **Title Research Services (as-needed basis)**

Work Description: On-call contract. The selected consultant 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:** ☑

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

Term of Contract: Two (2) year contract, with INDOT's option to renew one time, for an additional two (2) years, 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:
12.2 : Title Research

Deliverable and Additional Requirements:

Vincennes **Division of Production**

Item No: **15** **DEF** ☐

RFP Target Date: **3/13/2007**

Item Description: **Utility and Railroad Coordination Services (as-needed basis)**

Work Description: On-call contract. Selected Consulting Firms to perform Utility and Railroad coordination activities as directed by the Vincennes District Production Management. This work shall be in accordance with Chapter(s) 10 & 11 of the INDOT Design Manual and also with Utility and Railroad coordination procedures.

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

Compensation Method: Negotiated Labor Rate **Approx No of Assignments:** 5

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.

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.

Experience in Utility and Railroad coordination following INDOT procedures.

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: **RFP0703-[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: RFP0703-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: **RFP0703-[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".