

Indiana Department of Transportation

RFP NO 07-06-s2

Instructions for Responding to This RFP are Included Starting Page: 6

Posting Date: 6/19/2007

Request for Proposals Notification

Response Due Date and Time: July 12, 2007, by noon Indianapolis Time

REVISION (6-29-07): "Requirements for Letters of Interest" have been changed - see pages 8 and 9.

Summary of Items Included

Central Office

Planning/Urban & Corridor

Item No. 01 Illiana Expressway Feasibility Study

Central Office

Division of Planning/Urban & Corridor

Item No: 01 DEF

RFP Target Date: 6/19/2007

Item Description: Illiana Expressway Feasibility Study

Work Description: The purpose of this study is to determine the overall feasibility of developing, financing, constructing, operating, maintaining and placing into service a new Interstate quality highway herein described as the Illiana Expressway (Illiana), as a tolled, public private partnership facility.

The Illiana is a proposed Interstate quality highway, approximately 25-30 miles in length, beginning at I-57 in Will County, Illinois, and extending generally eastward connecting with I-65 in Lake County, Indiana.

The Illiana will, it is believed, relieve traffic congestion on I-80/94, US 20, and US 30, and promote economic growth in its vicinity and the region.

Senate Bill 105 requires INDOT to conduct an independent study to assess among other things, the facility's purpose and need, identify a preliminary highway alignment corridor, examine the proposed project for barriers to development, and test the financial feasibility using the tolled, public private partnership delivery model.

In order to accomplish this task, the following high-level questions must be answered:

1. Should the Illiana Expressway be developed?
2. Can it be constructed and placed into used and useful service?
3. Can it be financed in its entirety as a tolled, public private partnership with no capital contribution required of the State of Indiana? It is anticipated that no federal funding will be used during any phase of the development.

A report summarizing the study must be completed before July 1, 2009 and submitted to INDOT which will present the findings to the Illiana Expressway Proposal Review Committee and the Governor of the State of Indiana.

This study is intended to be a preliminary feasibility study and in no way shall its design or content be such as to prejudice any future NEPA Studies or any Federal, State, or Local permitting process.

SCOPE OF SERVICES DESCRIPTION

The Consultant Team shall coordinate and interact with INDOT, the two (2) MPO's (NIRPC and CMAP) and Illinois DOT as required for it to perform the services described below. The scope of services to be performed by the Consultant are itemized below and are intended to generally define work elements, but is not intended to constitute a comprehensive list of all work items to be performed.

The consultant shall collect, review and summarize all relevant traffic studies previously conducted by INDOT, the Illinois Department of Transportation, or any regional MPO and utilize that information as appropriate in this engagement.

Compile and review all available traffic studies/data. Historical traffic counts, socioeconomic information, former studies and general background information

will be collected during this task.

Develop a conceptual corridor for the Illiana Expressway

Prepare a Level II Traffic and Revenue analysis

Prepare a level III T & R analysis for the Illiana Expressway within 90 days after the initial notice to proceed (NTP)

Estimate/project traffic and toll revenue for various scenarios, including taking into account travel-time savings, toll rates, value of time, etc. Projections shall assess traffic and revenue for a maximum 75-year period. Estimates will be made on a corridor basis and reported as a probable range.

Determine if managed or express lanes would be a viable strategy for the corridor.

Conduct a toll rate sensitivity analysis. Toll rates by direction and time period will be analyzed.

Prepare a map showing the conceptual corridor for the Illiana Expressway and at least two alternative corridors based on available GIS information.

Estimate traffic congestion relief for regional roads and highways if the Illiana is built.

Estimate the regional economic development impact of this project.

Perform a preliminary screening of environmental issues which could either prevent or seriously impede the development of this project.

Prepare cost estimates for both an Interstate highway and an Interstate highway with dedicated truck lanes, including acquisition costs, construction costs, and operating & maintenance costs.

A Final Report will be prepared to address all of the items listed in the appropriate sections of SB 105 relative to the Illiana Expressway.

A presentation of this reported information should be anticipated. The final report must include at least the following:

1. The purpose of, and the need for the Illiana including the potential to mitigate current and future traffic congestion and accidents on existing roads, highways, and Interstates, and enhance mobility and provide accelerated economic growth for the region.
2. An evaluation of the impact freight rail, commuter rail and mass transit could have on the use and usefulness of the Illiana, were such systems viable and able to be constructed.
3. An analysis of potential corridors and alignments including number of lanes and location of interchanges.
4. A forecast of traffic and revenue generation by vehicle class and as a function of various toll rate programs using regional traffic demand modeling. Open road tolling will be the base consideration with electronic interoperability across all existing regional ETC systems. All toll and revenue projections shall be of a Level II T&R sophistication and accuracy.

5. An evaluation of the environmental situation in the region to determine and quantify impediments to the project including, but not limited to, wetlands, floodplains, hydrology, historical sites, churches and cemeteries, superfund sites, estimates of mitigation offsets, noise pollution and environmental justice issues.

6. An assessment of the economic development benefit to the region including, but not limited to, estimates of new jobs, types and probable location of new businesses, impact to tax bases and property taxes, and land use changes induced by the project.

7. Projections for development and construction costs as well as on-going operating and maintenance costs.

8. Projections for the quantity of right-of-way required, estimates of the number and types of parcels affected and associated cost to acquire, and an estimate of the level of eminent domain activity required for such acquisitions.

9. A discussion of the various funding options available to the State for the Illiana, and the feasibility of those options based on the characteristics of the Illiana.

10. Any other appropriate or pertinent information relative to evaluating the purpose and need for the Illiana and its feasibility.

11. The final report shall comprise an integrated analysis of all the findings, a listing of issues which must be addressed should development proceed, and an overall assessment of the feasibility of the project with a focus on ranges of outcomes and probabilities within those ranges rather than finite assessments.

12. All information used to derive the traffic forecasts must be included in the final submittal. The Consultant will be responsible for the traffic forecasts provided and must be available to answer all future questions pertaining to the forecasts and reports and, as required, to revise and reissue the forecasts and reports.

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

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

Work Type:

- 1.1 : Systems Planning
- 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
- 5.1 : Environmental Document Preparation - EA/EIS
- 5.3 : Environmental Document Preparation - Section 4(f)
- 5.10 : Historical/Architectural Investigations

Deliverable and Additional Requirements:

Additional Qualifications: Advanced knowledge and analysis of toll road traffic and revenue forecasting, toll rate price elasticity, toll and toll road affects on corridor economic development, probability and statistical methods, and operations for electronic toll collection.

Additional Information: The USDOT- CORRIDORS of the FUTURE, Phase 2 Application is on the INDOT webpage at: <http://www.in.gov/dot/pdf/COF/IllianaCFPPHase2GrantApplication1of2> and <http://www.in.gov/dot/pdf/COF/IllianaCFPPHase2GrantApplication2of2>. There are two parts to this Application. This Application summarizes the need and purpose of the project, as well as justification data for congestion relief, economic growth, anticipated traffic volumes, etc.

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 permissible and are to be directed to Ms. Debby Thomas at IERFP@indot.in.gov. Questions must be in writing and answers will be provided to all proposers through posting on the Department's Website. Note that the deadline for submittal of questions is June 25, 2007 at noon, e.d.t.

Consultant Conflicts of Interest

Firms submitting responses to this RFP are subject to applicable state and federal laws pertaining to organizational and other conflicts of interest. INDOT has also developed its own conflict of interest policy for projects which may be constructed under public-private partnership contracts and the firm/team that is awarded this contract is subject to such this policy. This DRAFT POLICY is posted on the Department's Website at the following address:

<http://www.in.gov/dot/div/pubs/coipolicy>

Letter of Interest Submittal Instructions

Submittal of a Letter of Interest (LOI) by a consultant constitutes an affirmative statement that the consultant of any member of the consultant's team is ready, willing, qualified, and able to perform the scope of work within the time requirement.

Firms interested in being considered for selection should respond by sending six (6) hard copies and six (6) electronic copies of a LoI in pdf format on CD's to:

**Mr. Joseph Gustin
Deputy Commissioner, Planning
100 North Senate Avenue, Room N 758
Indianapolis, Indiana 46204-2249**

INDOT will not be responsible for delays due to equipment malfunctions or delivery problems.

Required Attachments:

- One (1) Letter of Interest (LoI) in pdf format, named in the same format as identified above for the subject line with "-LOI" added to the end, and
Sample file name: RFP0706s2-myconsultingfirmornickname-item-01-LOI
- One (1) signed Affirmative Action Certification and associated required documents, in pdf 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 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.

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](#) .

Selection Procedures

To be eligible for selection consideration, prime consultants and sub-consultants must be prequalified, as of the Response date and time. 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.

The Department will directly select consultants this item 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 \(Exhibit A\)](#) 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.

Selection Procedures

The Department will directly select a consultant team for this item following a two-step selection process. The first step of the process will be submittal and scoring of LoIs, including Technical Approaches, to identify a short-list of no more than three (3) teams. The second step will include interviews of the short-listed firms\teams. The anticipated schedule of selection activities and requirements for submittal of the LoI and interviews are as described below:

<u>DATE</u>	<u>ACTIVITY</u>
June 19, 2007	Issue/Post RFP
June 25, 2007	Last Date for Proposer Questions (By noon e.d.t.)
June 29, 2007	Issue Q&A
July 12, 2007	Letter of Interest Due Date
July 12-24, 2007	Evaluation
July 24, 2007	Shortlisting
August 8-9, 2007	Interviews
August 17, 2007	Selection
Mid September, 2007	Negotiations of Contract/Scope/Budget
October 1, 2007	Execute Contract

INDOT reserves the right to modify this schedule in its discretion at any time with or without notice.

Step 1

Letters of Interest will be scored independently by a 3 to 5 member evaluation committee using the form included as “**Exhibit A**”. Individual score totals will be tabulated and added together for each submitting team, placed in order by ordinal; and forwarded to the Central Office Selection Recommendation Approval Committee for capacity and procedure compliance review. Findings and recommendations will then be forwarded to the INDOT Commissioner for acceptance or rejection of the selection. The top ranked teams (up to 3), with the lowest ordinal total, will be short-listed to participate in Step 2.

Step 2

Short-listed teams will be again evaluated independently by 3 to 5 member evaluation committee using the same form, included as “**Exhibit A**”, based on the additional information conveyed by the interview. Individual score totals will again be tabulated for each evaluator, placed in ordinal order, and the scoring documentation will be forwarded to the Central Office Selection Recommendation Approval Committee for capacity and procedure compliance review. Findings and recommendations will then be forwarded to the INDOT Commissioner for acceptance or rejection of the selection.

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 thirty (30) 8½" x 11" single-sided pages for Identification and Qualifications, previous experience and Key Staff and Technical Approach. The total limit is thirty (30) pages. All pages including the transmittal letter count toward the limit, with the exception of the Affirmative Action Certification, Current and Completed Projects form, Active and Pending Contract Balances form. They 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](#) . Address the experience of the lead consultant and any subconsultant on similar projects. For each named project, include client references with contact information and describe the consultant’s specific role on such project and the amount of its contract. Include client references with contact information.
3. Verify in the form of a statement that the proposed team individuals are currently employed by either the prime consultant or subconsultant and are available to perform the services required under this RFP. The Project Manager must be an employee of the lead consulting firm.
4. Firm qualifications and experience may be addressed in this section.

Key Staff Approach Document (To Be Included in LOI.)

1. Provide an organization chart containing the names, addresses, telephone and fax numbers of the prime consultant and any subconsultant proposed for the team and their contract responsibilities by work category.
2. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. Include a statement of the obligated time commitments (percentage) as of July 1, 2007 and those proposed in all other outstanding solicitations for the project manager, deputy manager, and key task leaders.

3. Provide a description of your approach to Illiana Expressway Project, cost containment practices, innovative ideas and any other relevant information concerning your firm\team's's qualifications for the project.
4. Describe how the proposer team will effectively and efficiently communicate and coordinate with INDOT project staff and work as a team with INDOT staff. Describe the methods and approaches that the proposer team have developed and implemented that have been successful in fostering good, integrated project teams.
5. Identify the key factors and ingredients of success for traffic and revenue assessments in a public-private partnership project (with specific reference to the Project where possible) and how the traffic and revenue consultant can support, facilitate and foster such success. Briefly outline a recommended set of studies and approaches that INDOT should consider in connection with traffic and revenue analyses for this project.
6. Address what information and guidance the traffic and revenue consultant will require to provide the requisite reports. Identify generally what items are significant critical path items.
7. An action plan outlining the proposer's approach to planning, staffing, scheduling and implementation of work. The action plan must be accompanied by an assessment of resources needed to complete the work and a commitment to providing the necessary resources.

Requirements for Affirmative Action Certification

A completed MBE/WBE Affirmative Action Certification form is required for this item. The consultant must identify the MBE and WBE firms with which it intends to subcontract, include the contract participation percentage of each MBE and WBE firm, and list what the MBE and WBE firms will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of MBE and WBE certifications, as issued by IDOA are to be included as additional pages after the form.** If the consultant does not meet the MBE or WBE goals, the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the MBE and WBE goals. What constitutes good faith efforts is explained in detail within the [MBE/WBE program](#).

MBEs and WBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be identified from the "Pre-qualified Consultants" link available from the [Department's Website](#) .

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

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.

Sheet # / Total

Selection Rating for RFP- No.: _____
Item No. : _____
Services Description: _____
Consultant Name: _____

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.			15	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 & Equipment 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, Deputy Project Manager & Key Staff	Rating of 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	Understanding and Innovation that gives INDOT cost and/or time savings.			10	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			
				Weighted Sub-Total	0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Name: _____ Signed: _____
Title: _____ Date: _____

Evaluation Ratings to be Assigned from Office of Contracts Data Sources					
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.			15	0.0
	Quality score for similar work from performance database				
	Schedule score from performance database				
	Responsiveness score from performance database				
	*Budget score from performance database		N/A		
	*Constructability score from performance database		N/A		
				Weighted Sub-Total	0.0

For categories that are not relevant to the particular item being evaluated leave the category score as N/A. This is to * Only applicable for transportation project development contracts. Data not available yet.

Weighted Total **0.0**