Indiana Department of Transportation

RFP NO 07-06

Instructions for Responding to This RFP are Included Starting Page: 19

Posting Date: 6/12/2007

Request for Proposals Notification

Response Due Date and Time: **June 26, 2007, by 10:00 am, Indianapolis Time**

R E V I S I O N (6-19-07) Item 07: Prequal 6.1 has been removed. Items 10, 11, 12 & 13: Prequal 12.1 has been added.

Summary of Items Included

Central Office

Planning/Urban & Corridor

Item No. 01 **Commuter Rail and Mass Transit Studies as Required of SB 105**

Production Mgmt/Geotech

Item No. 02 **On-Call Statewide Geotechnical Services**

Production Mgmt/Project Mgmt

Item No. 03 **Added Travel Lanes and Interchange Mod. on I-65, Johnson and Marion Cos. (1 of 3)**

Item No. 04 **New Road Construction Project on SR 61, in Warrick Co. (Boonville Bypass)**

Production Mgmt/Real Estate

Item No. 05 **On-Call Statewide Right of Way Appraising Review Services**

Item No. 06 **On-Call Statewide Right of Way Appraising Services**

Greenfield District

Production

Item No. 07 **Pavement Replacement on US 27, in Wayne Co.**

LaPorte District

Production

Item No. 08 **Roadway Rehabilitation on SR 10, in Newton Co.**

Seymour District

Production

Item No. 09 **Project Development Services**

Item No. 10 **Major Pavement Project on SR 256, in Jefferson and Scott Counties**

Item No. 11 **Right of Way Engineering and Real Estate Services**

Item No. 12 **Right of Way Engineering and Real Estate Services**

Item No. 13 Right of Way Engineering and Real Estate Services

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

Item No: **01** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **Commuter Rail and Mass Transit Studies as Required of SB 105**

Work Description: Part A: Mass Transit Studies

1. Work Description:
The Indiana Department of Transportation is requesting a comprehensive, integrated, statewide study of mass transit opportunities and implementation strategies as related to the mobility and efficient movement of Indiana's workforce.

The study will comprise six (6) Indiana regions designated as 1) Central Indiana consisting of Boon, Delaware, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Monroe, Morgan, and Shelby Counties, 2) Northwest Indiana, 3) Northeast Indiana, South central Indiana including Monroe County, Southwest Indiana, and Southeast Indiana.

Other than the Central Indiana region which area is already delineated, the consultant shall determine the best geographical boundaries for the remaining five (5) regions based upon transit efficiencies, opportunities and final concurrence by INDOT.

The consultant shall collect, review and summarize all relevant mass transit studies previously conducted by INDOT or any regional MPO or city planning organization and utilize that information as appropriate in this engagement, and shall coordinate and consult with the appropriate transit service providers.

The study shall analyze and address the following aspects of mass transit systems:

1.1. Compile current and projected traffic congestion areas in the identified regions.
1.2. Current and future commuter patterns in the identified regions.
1.3. The forms of public transportation that best address the demand for workforce transportation.
1.4. The benefits of using public transit systems to mitigate traffic congestion on a statewide basis, compared to traditional highway and road expansion activities.
1.5. The role public transportation could play in promoting economic growth, improving the environment, and sustaining quality of life.
1.6. The relationship between land use and investment in public transportation infrastructure on a statewide basis, including types and quantities of economic development which could reasonably be expected from such investment.
1.7. Impact of mass transit on projected demographic patterns.
1.8. Policies necessary to promote development of a mass transportation system which could support a growing population and the state's economy for the foreseeable future.
1.9. Synopsis of current trends in mass transit on an Indiana statewide basis.
1.10. Funding options for pilot mass transit and alternative transit systems including effective ways to leverage federal programs to supplement state funding.
1.11. A review of federal programs available to states for mass transit development.
1.12. A review of current mass transit systems across the country, including

high level financial summaries addressing financial viability and showing any subsidies required to maintain used and useful systems and the source of funding for those subsidies.
1.13. Identification of existing barriers to private investment in public transportation facilities including tax inequities.
1.14. Identification of ways to eliminate barriers to investment in public transportation created by the current structure of transportation funding.
1.15. Development of an interactive mass transit financial model that addresses such categories as revenue as a function of user fees, initial capital requirements, on-going operational and maintenance costs, taxes, insurance, debt service, other sources and schedule of funding that may be required, and any other parameter necessary to determine the financial viability of the commuter rail system.

Part B: Description: Commuter Rail Feasibility Study

1. Work Description:
The Indiana Department of Transportation is requesting a study of the feasibility of developing a commuter rail system for Central Indiana connecting Muncie to Bloomington with service stops in Anderson, Noblesville, Fishers, and Indianapolis. Additional stops may also be addressed if they provide a net positive benefit to the State.

The consultant shall collect, review and summarize all existing relevant mass transit studies conducted by INDOT, any regional MPO or city planning organization, and utilize that information, as appropriate, in this engagement.

This study must include the following information:

1.1. Potential routes for the commuter rail system.
1.2. System description including any auxiliary structures or support facilities such as power delivery systems, maintenance or transfer buildings, boarding platforms, offices, and parking.
1.3. A review of potential environmental issues associated with such routes including noise and environmental justice.
1.4. An estimated range of the total cost to develop and place into service such a commuter rail system including, but not limited to, the cost of project development, design engineering, right-of-way procurement, construction, environmental mitigation, financing, marketing, fees, taxes, and all life-cycle operating and maintenance costs. The consultant may use benchmarking where appropriate.
1.5. An estimate of the number and frequency of potential riders and the fare rates necessary for long term financial solvency absent any external subsidy.
1.6. An analysis of ridership as a function of fare rates.
1.7. Development of an interactive commuter rail financial model that addresses such categories as revenue as a function of user fees, initial capital requirements, on-going operational and maintenance costs, taxes, insurance, debt service, other sources and schedule of funding that may be required, and any other parameter necessary to determine the financial viability of the commuter rail system.
1.8. An analysis of the potential impact on all existing transportation systems including city bus service.
1.9. Identification and analyses of any other issues relevant to the implementation of a viable commuter rail system.

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

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

Term of Contract:

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

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

Work Type:

Deliverable and Additional Requirements:

Part A: Report Due Date: July 1, 2009.
Part B: Report Due Date: August 31, 2008.

Additional Requirements Relating to Both Items:
Consultant shall use to the maximum extent possible, existing systems planning tools such as the statewide travel demand model and supporting data such as socio-economic TAZ forecasts.

The consultant shall transmit the results of each study in electronic format under IC 5-14-6.

No Prequalification Required

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

Item No: **02** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **On-Call Statewide Geotechnical Services**

Work Description: The geotechnical services include the subsurface investigation for roadway, bridges, retaining structures, landslides, pavement sub grade, mine subsidence, and other special foundation investigations. This is normally done by performing borings, field testing, laboratory testing and performing engineering analysis and recommendation to aide in the preliminary and final design as well as during construction of a project in locations within the State of Indiana. The contract amounts will be awarded in order of selection scoring, from highest to lowest.

Max. Contract Amount: Two (2) Contracts @ $800,000.00 and two (2) Contracts @ $400,000.00 **No of Contracts:** 4 **Federal Funding:** ☑

Compensation Method: Unit Price **Approx No of Assignments:** 20

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

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

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

Work Type:

7.1 : Geotechnical Engineering Services

Deliverable and Additional Requirements:

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

Item No: **03** **DEF** ☑

RFP Target Date: **6/12/2007**

Item Description: **Added Travel Lanes and Interchange Mod. on I-65, Johnson and Marion Cos. (1 of 3)**

Work Description: This project will consist of added travel lanes on I-65 and modification of several interchanges with various bridge projects in this 11 and half mile section. Work to be assigned includes the preparation of design plans, real estate services, surveying, preparation of environmental documents and approval, right of way acquisition, hydraulic design, and utility coordination (SUE required) Selected firm will prepare Environmental Documents and develop project scope for ATL and Interchange Mod on I-65 from 0.5 mi S. of Whiteland Rd. in Johnson Co. to 0.25 mi s of I-465 in Marion Co. The selected firm will also design the ATL and Interchange Mod project on I-65 from 0.5 mi S. of Greenwood Rd. in Johnson Co. to 0.25 mi S. of I-465 in Marion Co. for delivery in FY 2015, 2016 and 2017.

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

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

Term of Contract: Summer 2007 to fall 2017

DBE Goal %: 5 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $157,528,777.00

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

Work Type:

2.1 : Traffic Data Collection
2.2 : Traffic Forecasting
5.1 : Environmental Document Preparation - EA/EIS
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
10.3 : 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:

From 0.5 mile S. of Southport Rd to 0.25 mile S. of I-465 (FY2015)

Stage I	May 2009	(Preliminary Field Check)
Stage II	October 2010	(Design Approval)
Stage III	October 2012	(Final Check Prints)
RFC	March 2014	

From 0.5 mile S. of County Line Rd to 0.5 mile S. of Southport Rd (FY2016)

Stage I	May 2010	(Preliminary Field Check)
Stage II	October 2011	(Design Approval)
Stage III	October 2013	(Final Check Prints)
RFC	March 2015	

From 0.5 mile S. of Greenwood Rd (Main St.) to 0.5 mile S. of County Line Rd (FY2017)

Stage I	May 2011	(Preliminary Field Check)
Stage II	October 2012	(Design Approval)
Stage III	October 2014	(Final Check Prints)
RFC	March 2016	

RFPs for the additional design contracts (2 of 3 and 3 of 3) will be advertised 2/2008

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

Item No: **04** **DEF** ☑

RFP Target Date: **6/12/2007**

Item Description: **New Road Construction Project on SR 61, in Warrick Co. (Boonville Bypass)**

Work Description: New Road Construction from SR 62 to approximately 4.0 miles N of SR 62. Consultant to develop project development documents and services to include Scope Report, Environmental Services, Roadway and Bridge Design, ROW services, Survey, Permitting, Utility Coordination and all services needed, except geotech, for project delivery in the fall of 2012 or earlier.

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 $:** $12,703,247.00

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

Work Type:

5.1 : Environmental Document Preparation - EA/EIS
5.3 : Environmental Document Preparation - Section 4(f)
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
10.3 : Complex Roadway Sign 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:

July 1, 2008 Identify Preferred Alternative
Sept 1, 2008 Stage 1 Plans (Preliminary Field Check)
Sept 1, 2009 Stage 2 Plans and ROD/FONSI (Assume EIS level NEPA)
Sept 1, 2011 ROW Clear
Oct 1, 2011 Stage 3 Plans (Project available for 1 year advancement) (Final Check Prints)
June 1, 2012 Scheduled RFC
Oct 15, 2012 Scheduled Letting

Additional Requirements: Utility Coordination

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

Item No: **05** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **On-Call 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:** 5 **Federal Funding:** ☑

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

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

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

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

Work Type:
12.5 : Appraisal Review

Deliverable and Additional Requirements:

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

Item No: **06** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **On-Call 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:** 5 **Federal Funding:** ☑

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

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

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

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

Work Type:
12.4 : Appraisal

Deliverable and Additional Requirements:

Greenfield **Division of Production**

Item No: **07** **DEF** ☑

RFP Target Date: **6/12/2007**

Item Description: **Pavement Replacement on US 27, in Wayne Co.**

Work Description: Project Limits: From SCL of Richmond to 0.12 mi N of N jct SR 227/121 at Whitewater River. The purpose of this project is to replace the existing full depth pavement and install a new storm sewer system. In addition, new curb and gutter, side walks, and raised concrete median (at designated locations) will be constructed throughout the project. The proposed project includes modernization and/ or modification of existing traffic signals, updated signage, and to improve the intersection at the south junction of US 27 and SR 227. This project will be designed under the current INDOT Design Standards for 4R Projects, the clear zone requirements should be satisfied, and no adverse environmental impacts should occur. Consultant to deliver contract documents, including Roadway Design, Environmental Assessment, Permitting and Utility Coordination. Survey will be provided by INDOT.

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 $:** $21,100,000.00

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

Work Type:

5.1 : Environmental Document Preparation - EA/EIS
8.1 : Non-Complex Roadway Design
8.2 : Complex Roadway 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
12.2 : Title Research

Deliverable and Additional Requirements:

Preliminary Field Check 1-13-09
Hearing Certification 8-14-09
Design Approval 10-14-09
R/W Clear 7-14-11
Final Field Check 3-14-11
Ready for Contract 8-14-11

Additional Requirements: Utility Coordination

LaPorte **Division of Production**

Item No: **08** **DEF** ☑

RFP Target Date: **6/12/2007**

Item Description: **Roadway Rehabilitation on SR 10, in Newton Co.**

Work Description: Project Limits: From the Illinois State Line to I 65. Roadway resurfacing with widening and some full depth pavement replacement (.85 miles). Three bridges will be replaced within the project limits. Utility Coordination will also be requirec

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 $:** $22,700,000.00

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

Work Type:

5.6 : Waterway Permits

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:

Final tracings are due by 6/15/2011

Additional Requirements: Utility Coordination

Seymour **Division of Production**

Item No: **09** **DEF** ☑

RFP Target Date: **6/12/2007**

Item Description: **Project Development Services**

Work Description: The selected consultant will perform project development services for the following projects:
Designation Number 0100487; SR64 at Mayden Trail in Harrison County
Designation Number 0100756; SR 11 at Enos Road in Seymour
Designation Number 0100774; SR 9 at Hauser Drive in Bartholomew County
Designation Number 0101253; US 50 at George Street in Dearborn County
Designation Number 0101254; SR 60 at Voyles Road in Washington County

Consultant services may include Environmental Documentation, Topographic Survey, Non-complex roadway design, Right of Way Plan Development and Utility Coordination

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

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

Term of Contract:

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

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

Work Type:

5.2 : Environmental Document Preparation - CE
5.3 : Environmental Document Preparation - Section 4(f)
5.4 : Ecological Surveys
5.10 : Historical/Architectural Investigations
5.12 : Karst Studies
6.1 : Topographic Survey Data Collection
8.1 : Non-Complex Roadway Design
10.1 : Traffic Signal Design
11.1 : Right of Way Plan Development
12.2 : Title Research

Deliverable and Additional Requirements:

Des. 0100487 - Ready for Contracts on 05/15/2009
Des. 0100756 - Ready for Contracts on 08/15/2009
Des. 0100774 - Ready for Contracts on 04/15/2010
Des. 0101253 - Ready for Contracts on 12/18/2010
Des. 0101254 - Ready for Contracts on 08/15/2010

Additional Requirements: Utility Coordination

Seymour **Division of Production**

Item No: **10** **DEF** ☑

RFP Target Date: **6/12/2007**

Item Description: **Major Pavement Project on SR 256, in Jefferson and Scott Counties**

Work Description: SR 256 Reconstruction to 3R/4R standards from US 31 to SR 62, approx 6.75 miles in Scott Co. & 12.62 miles in Jefferson Co. The selected firm will provide Real Estate Services, Survey, Plan Development, Environmental documentation and Utilities Coordination.

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

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

Term of Contract:

DBE Goal %: 3 **WBE Goal %:** 0 **MBE Goal %:** 0 **Construction $:** $20,000,000.00

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

Work Type:

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
5.10 : Historical/Architectural Investigations
5.11 : ESA Screening, Phase I and Phase II, Remedial Design
5.12 : Karst Studies
6.1 : Topographic Survey Data Collection
8.1 : Non-Complex Roadway Design
10.1 : Traffic Signal Design
11.1 : Right of Way Plan Development
12.1 : Project Management for Acquisition Services
12.2 : Title Research
12.4 : Appraisal
12.5 : Appraisal Review
12.6 : Negotiation
12.8 : Relocation

Deliverable and Additional Requirements:

Ready for Contracts: 1-19-2012

Additional Requirements: Utilities Coordination

Seymour **Division of Production**

Item No: **11** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **Right of Way Engineering and Real Estate Services**

Work Description: Major pavement project / road reconstruction to 3R/4R standards on SR 46, from SR 246 to West junction SR 67/ US231. The consultant selected will provide real estate services for project including right of way engineering, right of way acquisition, appraising and abstracting. 125 parcels are anticipated

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

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

Term of Contract:

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

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

Work Type:

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:

Ready for Contracts: 8-15-2010

Seymour **Division of Production**

Item No: **12** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **Right of Way Engineering and Real Estate Services**

Work Description: Road reconstruction to 3R/4R standards on US 31, from US 50 to CR 50N, 3 miles North of SR 9 in Jackson and Bartholomew Counties. The selected consultant will provide Real Estate Services for project including Right of way Engineering, Right of Way Acquisition, Appraising and Abstracting. 272 parcels anticipated

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

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

Term of Contract:

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

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

Work Type:

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:

Ready for Contracts: 7-8-2013

Seymour **Division of Production**

Item No: **13** **DEF** ☐

RFP Target Date: **6/12/2007**

Item Description: **Right of Way Engineering and Real Estate Services**

Work Description: Major pavement/road reconstruction to 3R/4R standards on US 150, from SR 66 to SR 135 in Harrison and Washington Counties. The selected consultant will provide real estate services for project including right of way engineering, right of way acquisition, appraising and abstracting. 206 Parcels anticipated.

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

Compensation Method: Unit Price **Approx No of Assignments:** 1

Term of Contract:

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

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

Work Type:

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:

Ready for Contracts: 1-25-2010

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: **RFP0706-[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: RFP0706-myconsultingfirmornickname-item-01-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: **RFP0706-[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".