

**Indiana Department of Transportation**

**RFP No. 06-11**

9-11-06 Posting Date

**Request for Proposals Notification**

Response Due Date: 9-25-06

## **Summary of Items Included**

(Updated 09-19-06)

### **Office of Employee Safety**

#### **[Item No. 1 Basic First Aid/CPR Training](#)**

### **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:

**During the time period between advertisement and the announcement of final consultant selections for the RFP Selection Process, the Department will not communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc.**

**Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities and technical or scope of services questions specific to services included.**

**Questions related to this RFP are to be directed via e-mail to [contractsrfp@indot.in.gov](mailto:contractsrfp@indot.in.gov). Please include subject: RFP0611-name-question with the question. INDOT personnel will prepare a question and answer document that will be posted on the website with this advertisement. Please submit your questions as early as possible to allow sufficient time for response and please review previously posted questions prior to submitting.**

### **Letter of Interest Submittal Instructions**

Firms interested in being considered for selection shall respond by sending one email for each item, along with the two (2) required attachments, as noted below. All responses are to be emailed to [Contractsrfp@indot.in.gov](mailto: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: **RFP0611-[Firm Name or Nickname]-Item-# 1.**

### **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: RFP0611-myconsultingfirmornickname-item-1-LOI*

**All Letters of Interest must be received no later than 4:00 pm, Indianapolis time, on September 25, 2006, to be considered. 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**

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.

### **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.
3. LoIs must be received by 4:00 pm, Indianapolis time on the due date. Responses received after this deadline will not be considered. Submittals will have to include all required attachments to be considered for selection.

#### **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. 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. 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 your 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.

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:

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	<b>Outstanding Agreement Disputes.</b>				
	No outstanding unresolved agreement disputes > 3 mos. old.	0		20	0
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Past Performance	<b>Historical Performance.</b>				
	Timeliness score from performance database.			15	
	Quality/Budget score on similar work from performance database.			15	
	Quality/Budget score on all INDOT work from performance database.			10	
Capacity of Team to do Work	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>				
	Availability of more than adequate capacity that results in <b>added value</b> to INDOT.	1		20	0
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	<b>Technical expertise: Unique Resources &amp; Equipment that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	0
	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	<b>Rating of predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1		5	0
	Experience in similar type and complexity shown in resume'.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	<b>Understanding and Innovation that gives INDOT cost and/or time savings.</b>				
	High level of understanding and viable inovative ideas proposed.	2			
	High level of understanding of the project.	1		10	0
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	<b>Location of assigned staff office relative to project.</b>				
	Within 50 mi.	1			
	51 to 150 mi.	0		5	0
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
	For 100% state funded agreements, non-Indiana firms.	-3			
				<b>Weighted Total</b>	<b>0</b>

For categories that are not relevant to the particular agreement being evaluated leave the category score as N/A. This is to be as documented in the RFP.

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories. Signed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## **Consultant Selection Rating Form Notes Specific to Use on this RFP**

1. Historical performance ratings will not be directly inputted from the database for this particular advertisement due to the fact that the current data is not directly compatible with new process. This applies to the Past Performance category and to the historical performance part of the Project Manager category. Instead, ratings will be assigned between 2 and -3 based on review of available performance data, the professional experience of the individuals doing the scoring and based on feedback available from any known references. 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 Indianapolis.

### **Summary of Revisions**

09-19-06: “Questions and “Answers” have been posted on the web.  
[www.in.gov/dot/div/legal/rfp/advertised\\_rfps.htm](http://www.in.gov/dot/div/legal/rfp/advertised_rfps.htm)

09-16-06: Item #1 - The Indiana Department of Administration puts MBE/WBE goals on all contracts that are funded 100% by the State. However, in contracts that do not lend themselves to providing subcontracting opportunities, this requirement may be waived. The MBE/WBE goals are hereby waived for this item. Therefore, the Affirmative Action Certification will not be required.

## Office of Employee Safety

### Item No. 1. Basic First Aid/ CPR Training

Work Description      The consultant shall provide

1. Basic First Aid and CPR certification
2. Basic First Aid and CPR re-certification.
3. Defibrillator training.

The program must meet EMP of America standards for 2 year certification. The cost per participant shall be stated for each line item. The consultant shall provide the following for each individual in the certification, re-certification and defibrillator course at no cost to INDOT:

- a. All materials and supplies necessary for the administration of the program.
- b. Training shall be provided by a certified instructor at each and every session.
- c. A certificate program, with certificates to be presented to each participant upon successful completion of the program and a class roster provided to each district safety director

Location of Training      Training will take place at any of approximately 40 INDOT locations. All training facilities and audio visual equipment will be provided by INDOT.

Program Schedule      The consultant shall provide six (6) hours of instruction for certification and three (3) hours of instruction for re-certification.

The planned number of contracts for this item is one (1)

Contract Type                      Unit Prices

Maximum Contract Amount      \$50,000, 100% State funded

Term of Agreement                  Two (2) years

MBE Goal                              None

WBE Goal                              None

Required Prequalification Categories      Prequalification not required

#### Additional Qualifications

- Proven experience in both public and private sectors in First Aid and CPR Training.
- Provide Training under the auspices of EMP of America and be qualified to provide certification in First Aid & CPR under the same.
- Must be capable of traveling the state to INDOT facilities to provide training.

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**End of INDOT Web Page for Project Notification**