Professional Services and the RFP Process

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RFP/PSCS Administrator, INDOT

Northern Indiana Business Conference

October 3rd and October 21st
Overview

- INDOT’s Request for Proposal (RFP) Process
  - Professional Services
  - Professional Services Contracting System (PSCS)
  - Advertisement
  - Prequalification

- INDOT RFP Email Notification Service

- Contracting Opportunities
  - Marketing

- Resources
Professional Services

- **Professional Services**
  - Involve state licensed professionals
    - Examples include: engineers, architects, appraisers, buyers, surveyors, accountants and attorneys

- **Non-professional Services and/or Supplies**
  - Services that do not require licensed professional services
  - Purchasing of supplies
Professional Services

- INDOT’s Professional Services Contracting System (PSCS)
  - Web-based application
    - Internal and external customers
      - Requests for Proposals (RFP) advertisements
      - 12 month listing of potential professional services to be formally advertised in the near future
      - Selection notification
12-Month RFP List

- Listing of Anticipated Services - Posted on INDOT’s Website and the anticipated services information includes:
  - Target Date for advertisement of the item through an RFP
  - Estimated contract amount on certain contracts
  - DBE/MBE/WBE goals, when known
Check out the 12-month RFP list at: http://www.in.gov/indot/2730.htm

This 12 month listing of proposed future Request for Proposal items is intended for use by INDOT and by the consultant community as a tentative planning tool. This information is preliminary and subject to change. Currently planned items with target RFP dates are included and additional items will be incorporated as they are determined. If any item was previously posted on the 12 month RFP list and has since been deleted, that item will appear at the beginning of the listing. The item delete date is posted in the upper right-hand corner of the page. If you have any questions regarding the list feel free to submit them to contractsrfp@indot.in.gov. Please include "12 Month RFP List" in the subject line.

<table>
<thead>
<tr>
<th>Item No: 2048</th>
<th>10/08/2013</th>
<th>10/08/2013</th>
<th>8/27/2013</th>
<th>2:59:18 PM</th>
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<tbody>
<tr>
<td><strong>Supporting Documents</strong></td>
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<td>Crawfordsville Dist</td>
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<td><strong>RFP Target Date:</strong> 10/08/2013</td>
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<td><strong>Item Description:</strong> Multi Des: Small Structure Design</td>
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<td><strong>Work Description:</strong> Selected firm shall provide some or all of the following services on each of these projects as indicated in the supporting documents: Topographic Survey, Geotechnical</td>
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The RFP is a collection of items for various services needed by INDOT.

- Advertised on the 2nd Tuesday of each Month
- Two (2) Week formal RFP Advertisement Period
- Special RFPs may be Advertised at Anytime
- DBE/MBE/WBE Goals are listed for each RFP Item
- Consultant/Subconsultant Prequalification
RFP Advertisement

To view currently advertised RFP(s) visit: http://www.in.gov/indot/2730.htm (Click the “RFPs Currently Advertised” link)
Prequalification

- Firms interested in pursuing efforts to provide professional services for INDOT must:
  - Enrolled with ITAP as a Consultant
  - Received an ITAP user name and established a password
  - Approved status in the Prequalification Application.
  - The firm must have access to PSCS “RFP/LOI Submittal” Portal.
To learn more about the consultant prequalification process visit: http://www.in.gov/indot/2732.htm
RFP/ LOI Application

In order to submit a Letter of Interest for a Request for Proposal (RFP), someone from your firm must be approved through INDOT PSCS application.

**IMPORTANT:** This process requires your organization to compile and submit detailed information about your organization to INDOT. Once INDOT receives the information, it takes time to assess the information so start this process now.
RFP/LOI Application

- **Website:** [http://www.in.gov/indot/2730.htm](http://www.in.gov/indot/2730.htm)
- Click the “ITAP (INDOT Technical applications Pathway: RFP Submittals, Performance Evaluation System, etc.)” link
- Click the “Complete a business enrollment form” link
- Once a firm has successfully enrolled, each firm’s employee, who will be submitting a LOI on behalf of the firm, must click the “Complete a User enrollment form” link
Letters of Interest (LOI)

- RFP item requires prequalification worktype(s)
  - Interested firms must be prequalified for at least one (1) of the required work types listed in the RFP item.
- LOI submittals are only accepted through INDOT’s “PSCS Portal” link
Letters of Interest (LOI)

- Please visit the INDOT Proposals & Contracts at: http://www.in.gov/indot/2730.htm
- “Procedures: Online access in order to submit a Letter of Interest (LOI)” link
Contracting Opportunities

- 12-Month RFP List (DBE Goals provided)
  - Lead Consultant and sub-consultants
  - Prequalification usually required

<table>
<thead>
<tr>
<th>Compensation Method</th>
<th>DBE Goal %:</th>
<th>WBE Goal %:</th>
<th>MBE Goal</th>
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<tbody>
<tr>
<td>Cost-Plus Fixed Fee, Lump Sum or a Combination</td>
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<td>Construction $:</td>
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<td>Required NTP Date:</td>
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<td>Approximate Number of Assignments between 0 and:</td>
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<td>Required Prequalification Categories (Combination of Prime and Sub Consultants)</td>
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<td>Work Type:</td>
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<td>2.1 Traffic Data Collection</td>
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<td>2.2 Traffic Forecasting</td>
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<td>3.3 Complex Traffic Capacity and Operations Analysis</td>
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<td>4.1 Traffic Safety Analysis</td>
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<td>5.2 Environmental Document Preparation - CE</td>
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<td>5.4 Ecological Surveys</td>
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<td>5.5 Wetland Mitigation</td>
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<td>5.6 Waterway Permits</td>
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<td>5.7 Air Quality Analysis</td>
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<td>5.8 Noise Analysis and Abatement Design</td>
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<td>5.9 Archaeological Investigations</td>
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<td>5.10 Historical/Architectural Investigations</td>
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<tr>
<td>6.1 Topographic Survey Data Collection</td>
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<td>7.1 Geotechnical Engineering Services</td>
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Contracting Opportunities

- Market to prequalified firms
- INDOT sources to identify contracting opportunities:
  - “RFP Archive” link at: http://www.in.gov/indot/2730.htm
  - “List of Prequalified Consultants” link at: http://www.in.gov/indot/2732.htm
RFP Notifications via E-mail

- Establish your subscription by visiting: http://www.in.gov/indot/2730.htm

- Click the “RFP Notification ListServ” link and completed the required information to receive notification on:
  - RFPs advertisement notification
  - Notification of approved selections
  - RFP related information
RFP Resources

- Main consultant INDOT website is titled, “Proposals and Contracts” at: http://www.in.gov/indot/2730.htm
- Indiana Department of Administration’s (IDOA) services are advertised at: http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl
Questions

- Questions about the INDOT RFP process shall be directed to: ContractsRFP@indot.in.gov
  - Questions are always welcome.