



INDIANA DEPARTMENT OF TRANSPORTATION  
*Professional Services Bulletin*  
**ON LINE**

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JOSEPH E. KERNAN, Governor  
J. BRYAN NICOL Commissioner

Professional Services Bulletin - 2003- No. 30

December 19, 2003

This "Professional Services Bulletin" is the official notice of professional services requested by the Indiana Department of Transportation (INDOT). You may submit statements of interest if you have qualifications data currently on file with INDOT's Consulting Services Unit or submit qualifications data with the statement of interest. A statement of interest must include a technical proposal, describing the capabilities and proposed method of completing the requested services.

Statements of interest must comply with the following requirements:

1. Submit statement of interest in a single sealed envelope.
2. Write the following information in the bottom left hand corner of the envelope containing the statements of interest:
  - a. "PSB - 2003 - No. 30"
  - b. Name of firm submitting statement of interest
  - c. Item number(s) for which the firm has enclosed the statement(s) of interest.
3. INDOT will not accept statements of interest sent collect or be responsible for the consultant's mailing and/or shipping costs.
4. For joint ventures, indicate the work and estimated percentage of the total project to be performed by each participant. If selected, all joint venture participants will be required to sign the INDOT consultant contract as wholly responsible parties.
5. Only statements of interest received by the Consulting Services Unit prior to:  
**4:00 P.M., Indianapolis time, January 9, 2004,**  
will be given consideration. Statements of interest received after the deadline will be returned to the consultant unopened.
6. Send statements of interest to:  
Jodi Williams, Program Coordinator  
Consulting Services Unit  
Indiana Department of Transportation  
100 North Senate Avenue, Room N730  
Indianapolis, Indiana 46204-2249

The Indiana Department of Transportation will ensure that all certified Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit statements of interest and will not discriminate against any consultant on the grounds of race, color, religion, sex, disability, national origin, or ancestry in the selection process.

All consultants selected to provide services shall be required to comply with the following:

A. INDOT Disadvantaged Business Enterprise Program:

1. General

- a. Notice is hereby given to the consultant or subcontractor that failure to carry out the requirements set forth in 49 CFR, Part 26 shall constitute a breach of contract and, after notification, may result in termination of the contract or such remedy as the state deems appropriate.
- b. The referenced section requires the following policy and disadvantaged business enterprise (DBE) obligation to be included in all subsequent agreements between the consultant and any subcontractor:
  - (1) It is the policy of the Indiana Department of Transportation that disadvantaged business enterprises, as defined in 49 CFR Part 26, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this contract. Consequently, the DBE requirements of 49 CFR Part 26 will apply to any contract entered into as a result of this "Professional Services Bulletin".
  - (2) The consultant agrees to ensure that disadvantaged business enterprises, as defined in 49 CFR Part 26, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under contracts with INDOT. In this regard, the consultant shall take all necessary and reasonable steps, in accordance with 49 CFR Part 26, to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of federally-assisted contracts.
  - (3) In accordance with the STURAA of 1987, women business enterprises (WBE) have been considered to be socially and economically disadvantaged; therefore the DBE program has been combined.
- c. As part of the consultant's equal opportunity affirmative action program, it is required that the consultant shall take positive affirmative actions and put forth good faith efforts to solicit statements of interest from and to utilize disadvantaged business enterprise subcontractors, vendors or suppliers.

2. Definitions

The following definitions apply to this section:

- a. "Disadvantaged Business Enterprise" or DBE means a for profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals, and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- b. "Small Business Concern" means a small business concern as defined pursuant to section 3 of the Small Business Act and SBA regulations implementing it (13 CFR Part 121) that also does not exceed the cap on average annual gross receipts specified in 49 CFR Sec. 26.65(b).

- c. “Socially and Economically Disadvantaged Individuals” means (i) any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is any individual who a recipient finds to be a socially and economically disadvantaged individual on a case-by-case basis; or (ii) any individual in the following groups, members of which are rebuttably presumed to be socially and economically disadvantaged:
- (1) Black Americans which includes persons having origins in any of the Black racial groups of Africa;
  - (2) Hispanic Americans which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race;
  - (3) Native Americans which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
  - (4) Asian-Pacific Americans which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong;
  - (5) Subcontinent Asian Americans which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka;
  - (6) Women;
  - (7) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.

3. Subcontracts

- a. If the consultant intends to subcontract a portion of the work, the consultant is required to take affirmative actions to seek out and consider disadvantaged business enterprises as potential subcontractors prior to any subcontractual commitment.
- b. The contracts made with potential disadvantaged business enterprise subcontractors and the results thereof shall be documented and made available to INDOT and the Federal Highway Administration when requested.
- c. In those cases where the consultant originally did not intend to subcontract a portion of the work and later circumstances dictate subletting a portion of the contract work, the affirmative action contracts covered under paragraphs 3.a. and 3.b. of this section shall be performed.
- d. No subletting will be approved until the consultant demonstrates compliance with paragraphs 3.a. and 3.b. of this section by submitting Form DBE-2 when subcontracts with non-DBE firms are proposed.

4. Affirmative Actions

The consultant agrees to establish and conduct a program which will enable disadvantaged business enterprises to be considered fairly as subcontractors and suppliers under this contract. In this connection the consultant shall:

- a. Designate a liaison officer who will administer the consultant's disadvantaged business enterprise program.
- b. Ensure that known disadvantaged business enterprises will have an equitable opportunity to compete for subcontracts, so as to facilitate the participation of disadvantaged business enterprises.
- c. Maintain records showing (1) procedures which have been adopted to comply with the policies set forth in this clause, including the establishment of a source list of disadvantaged business enterprises, (2) awards to disadvantaged business enterprises on

the source list and, (3) specific efforts to identify and award contracts to disadvantaged business enterprises.

- d. Cooperate with the state in any studies and surveys of the consultant's disadvantaged business enterprise procedures and practices that the state may from time to time conduct.
- e. Submit periodic reports of subcontracting to known disadvantaged business enterprises with respect to the records referred to in subparagraph (3) above, in such form and manner and at such times as the state may prescribe.

5. Leases and Rentals

The consultant shall notify the Indiana Department of Transportation when purchases or rental of equipment (other than leases for hauling) are made with disadvantaged businesses. The information submitted shall include the name of the business, the dollar amount of the transaction, and the type of purchase made or type of equipment rented.

- 6. Your firm will not be considered a disadvantaged business enterprise (DBE) unless it is currently certified by the Indiana Department of Transportation. If you feel your firm qualifies, please contact Civil Rights Division, Room N855 of the Indiana Government Center North, Indianapolis, Indiana 46204, to obtain the proper forms.

B. Drug-Free Workplace Certification

A certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana as a requirement on all contracts and grants with the state of Indiana in excess of \$25,000.00. No award of a contract or grant shall be made, and no contract, purchase order or agreement shall be valid unless and until a certification has been fully executed by the consultant and attached to the contract or agreement as part of the contract documents. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the contract or agreement and/or debarment of contracting opportunities with the state for up to three (3) years.

By signing the certification, which will be attached to the consultant contract, the consultant certifies and agrees that it will provide a drug-free workplace by:

- (a) Publishing and providing all employees engaged in the performance of the contract a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the consultant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- (b) Establishing a drug-free awareness program to inform such employees about (1) the dangers of drug abuse in the workplace; (2) the consultant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- (c) Notifying such employees in the statement required by subparagraph (a) above that as a condition of continued employment on the contract resulting from this solicitation, the employee will (1) abide by the terms of the statement; and (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- (d) Notifying in writing the Indiana Department of Administration within ten (10) days after receiving notice under subdivision (c)(2) above, from an employee or otherwise receiving actual notice of such conviction;
- (e) Within thirty (30) days after receiving notice under subdivision (c)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action

- against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- (f) Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (a) through (e) above.

Before any contract will be made, the consultant must agree to the above terms. A certification agreeing to such will be attached to each consultant contract which must be signed by the consultant.

C. Facilities Capital Cost of Money (September 1987)

1. Facilities capital cost of money will be an allowable cost under the contemplated contract, if the criteria for allowability in subparagraph 31.205-10(a)(2) of the Federal Acquisition Regulation are met. One of the allowability criteria requires the prospective contractor to propose facilities capital cost of money in its offer.
2. If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

Selection of consultants by the Indiana Department of Transportation is not based on competitive bidding.

All firms submitting a statement of interest in response to this Professional Services Bulletin will be notified after the consultant selection has been approved.

**ITEM: 1**     **New Road Construction** on US 231 from SR 26 (State Street) to US 52 around the west side of West Lafayette. Length 3.4 miles. The consultant will be responsible for survey, Right-of-Way Plans and Construction Plans. INDOT will provide environmental and geotechnical services.

Des No. 0300431

Estimated Construction Cost: \$7,800,000

### **Proposed Schedule**

1. Start Plan Development – July 2004
2. Grade Review Plans due -- 150 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 90 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – July 2008

**ITEM: 2**     **Road Reconstruction** on SR 1 from the east junction with US 36 to 0.3 miles south of the south junction of SR 32 in Randolph County. Length 8.9 miles. This project includes the design of one bridge rehabilitation. The consultant will be responsible for Right-of-Way Plans and Construction Plans. INDOT will provide field survey, environmental and geotechnical services.

Des No. 0013810

Estimated Construction Cost: \$9,100,000

### **Proposed Schedule**

1. Start Plan Development – July 2004
2. Grade Review Plans due -- 120 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 90 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – October 2007

**ITEM: 3**      **Road Reconstruction** on US 150 from 1.73 miles west of SR 335 (County Line) to 3.8 miles west of I-64 in Floyd County. Length 6.7 miles. This project includes the design of four bridge rehabilitations. The consultant will be responsible for Right-of-Way Plans and Construction Plans. INDOT will provide field survey, environmental and geotechnical services.

Des No. 0012570

Estimated Construction Cost: \$8,750,000

### **Proposed Schedule**

1. Start Plan Development – July 2004
2. Grade Review Plans due -- 120 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 120 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – January 2009



**ITEM: 4**     **Road Reconstruction** on US 150 from SR 66 to SR 135 in Washington County. Length 8.9 miles. The consultant will be responsible for survey, Right-of-Way Plans and Construction Plans. INDOT will provide environmental and geotechnical services.

Des No. 0012560 & 0014770

Estimated Construction Cost: \$7,400,000

### **Proposed Schedule**

1. Start Plan Development – July 2004
2. Grade Review Plans due -- 210 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 120 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – August 2007

**ITEM: 5**      **Road Reconstruction** on SR 32 from 2.41 miles west of SR 37 (approx. location of New Hague Road Extension) to SR 37 in Hamilton County. Length 2.4 miles. This project includes the design of the rehabilitation of one bridge. The consultant will be responsible for survey, Right-of-Way Plans and Construction Plans. INDOT will provide environmental and geotechnical services.

Des No. 9802570

Estimated Construction Cost: \$6,750,000

### **Proposed Schedule**

1. Start Plan Development – October 2004
2. Grade Review Plans due -- 120 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 90 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – April 2008

**ITEM: 6**      **Road Reconstruction** on SR 2 from 0.8 mile west of I-65 to 0.9 mile east of I-65 in Lake County. Length 1.7 miles. The consultant will be responsible for Right-of-Way Plans and Construction Plans. INDOT will provide field survey, environmental and geotechnical services.

Des No. 9706420

Estimated Construction Cost: \$5,840,000

### **Proposed Schedule**

1. Start Plan Development – August 2004
2. Grade Review Plans due -- 120 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 90 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – August 2007

**ITEM: 7**      **Road Reconstruction** on US 52 from 0.69 mile northwest of the west junction with SR 18 to 0.35 mile northwest of the east junction with SR18 through the Town of Fowler in Benton County. Length 1.5 miles. The consultant will be responsible for survey, Right-of-Way Plans and Construction Plans. INDOT will provide environmental and geotechnical services.

Des No. 0012810

Estimated Construction Cost: \$3,150,000

### **Proposed Schedule**

1. Start Plan Development – October 2004
2. Grade Review Plans due -- 90 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 60 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – April 2008

**ITEM: 8      Road Reconstruction and Intersection Improvement** on SR 130 from the SR 51 west junction (Cleveland Road) to 0.8 mile east of the SR 51 west junction (Shelby Street) in the City of Hobart, Lake County. This project will include study and preliminary development of two Cleveland Avenue intersection alternatives, one being a conventional design and the other being a roundabout design. The consultant will be responsible for survey, Right-of-Way Plans and Construction Plans. INDOT will provide environmental and geotechnical services.

Des No. 0014100

Estimated Construction Cost: \$2,800,000

### **Proposed Schedule**

1. Start Plan Development – September 2004
2. Grade Review Plans due -- 120 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 90 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – March 2008

**ITEM: 9**      **Intersection Improvement** on US 50 at SR 235/CR 650W in Jackson County. This project includes the design of the rehabilitation of one bridge. The consultant will be responsible for survey, Right-of-Way Plans and Construction Plans. INDOT will provide environmental and geotechnical services.

Des No. 0100772

Estimated Construction Cost: \$1,150,000

### **Proposed Schedule**

1. Start Plan Development – September 2004
2. Grade Review Plans due -- 120 days after Start Plan Development
3. Preliminary Field Check Plans and Preliminary Sign Plans due -- 90 days after review of the Grade Review Plans
4. Design Hearing Plans due -- 60 days after the Preliminary Field Check
5. Right-of-Way Plans due -- 60 days after the Preliminary Field Check
6. Right-of-Way Tracings due -- 30 days after review of the Right-of-Way Plans
7. Final Design Summary due -- 30 days after the hearing requirements have been met.
8. If required, DNR permit application with documentation due 30 days after Design Approval
9. If required, Individual Corps permit application with documentation due thirteen months prior to the scheduled ready-for-letting date
10. Final Field Check Plans due -- nine months prior to the scheduled ready-for-letting date
11. Final Check Prints due -- 60 days after the Final Field Check
12. As required, 401 water quality certification, 404 (Corps) nationwide permit, and Rule 5 permit applications with documentation due seven months prior to the scheduled ready-for-letting date
13. The consultant will keep the tracings until a time four months prior to a scheduled letting.
14. Anticipated Ready for Contracts – March 2008

- ITEM: 10** **Project Development Services.** Three consultants will be selected to perform road and bridge plan development services on an as needed basis. Required services could include any required to bring a project to letting including but not limited to road design, bridge design, environmental, survey, geotechnical, etc.. It is anticipated that one to three project assignments will be made to the contract. The compensation method for each project will be determined by INDOT at the time of assignment. Lump sum, cost-plus fixed fee, and labor rate multiplier (2.85) compensation methods will be allowed by the contract. The consultant will be required to submit a design fee estimate for each project for negotiation before a start work notice is issued. Projects will be assigned over a two-year period. The contract maximum will be \$1,500,000. The contracts will include an option to renew for two more years with an additional \$1,500,000 at the same terms.
- ITEM: 11** **Open End Survey.** Four consultants will be selected to perform survey work, as directed by the Design Division, in accordance with INDOT manuals and procedures. The selected firms must be capable of providing surveys in electronic formats directly acceptable to AutoCadd, Microstation, and Moss. Surveys assigned to be collected in Moss format must use INDOT string codes and point codes and must include each feature as continuous individual strings. Projects will be assigned on an as needed basis. These will be labor rate multiplier contracts with a multiplier of 2.85, a cap of \$800,000 and a duration of two years with an option to renew for two more years and an additional \$800,000 at the same terms.
- ITEM: 12** **Open End Signalization.** Two consultants will be selected to prepare plans for intersection signalization projects. The projects will be assigned on an as needed basis. These will be labor rate multiplier contracts with a multiplier of 2.85, a cap of \$200,000 and a duration of two years with an option to renew for two more years and an additional \$200,000 at the same terms.
- ITEM: 13** **Open End District Survey – Seymour & Vincennes.** One consultant will be selected to perform survey work for the Seymour & Vincennes Districts on an as needed basis. The types of assignments may include topo and right-of-way surveys for district design projects, right-of-way engineering (writing land descriptions), staking of right-of-way for land acquisition or for utility relocations, property surveys for excess right-of-way parcels, etc. Surveys assigned for district design projects will have to be collected in Moss format using INDOT string codes and point codes and must be submitted as a cleaned-up model file. This will be a labor rate multiplier contract with a multiplier of 2.85, a cap of \$200,000 and a duration of two years with an option to renew for two more years and an additional \$200,000 at the same terms.

**ITEM: 14**    **Subsurface Utility Engineering.** One consultant will be selected to perform subsurface designating, locating, and mapping services on an as needed basis. Work assignments may include entire projects or spot locations within projects. The term “designate” means to indicate, by marking, the presence and approximate horizontal location of a subsurface utility facility using geophysical prospecting techniques. The term “locate” means to obtain an accurate position of a subsurface utility facility (horizontally and vertically) by digging a small diameter test hole using a method such as vacuum excavation. The contract will be a statewide unit price/labor rate multiplier contract with a multiplier of 2.85 and a cap of \$750,000. Projects will be assigned over a two year period.

Surveying work shall be performed by or under the direct supervision of an Indiana registered Land Surveyor or an Indiana registered Professional Engineer.

Consultants submitting on this item should submit a complete qualification package as appropriate.



**STATEMENT OF INTEREST**  
**PROFESSIONAL SERVICES BULLETIN - 2003 - No. 30**

**Name of Firm:** \_\_\_\_\_

Indicate the item number or numbers for which you are expressing interest. Multiple items may be listed on the same form if the requested information is the same. This form should be duplicated as necessary.

— — — — —

Where will the work pertaining to the above items be performed? See the notes at the bottom of this page for each item.

Office Location	Type of Work	Project Manager	Project Engineer	Percent Complete

Indicate the anticipated types of work to be sub-contracted:

\_\_\_\_\_

\_\_\_\_\_

Notes: Office Location - Use the Office Code Number from the Office Address Listing.

Type of Work - Indicate what type of work will be performed at different offices. List the types as Road Design, Bridge Design, Survey, etc.

Project Manager - Name the project manager indicating the office where he/she is located. When listing the offices doing the work, a project manager might not be listed at each office.

Project Engineer - Name the person responsible for signing the plans or certifying the survey. This person must be registered in Indiana. A person might not be located in each office.

Percent Complete - List the percentage of each work type that will be completed in each office.

## CONTRACT BALANCES

Name of Firm: \_\_\_\_\_

For those consultants who currently have active or pending contracts with INDOT, please supply the following information for each. Duplicate this sheet if necessary. Please include all projects for which you have been selected and the estimated contract amounts. You may include comments concerning projects that are on hold, but the contract amounts should still be included in the totals. Sub-contracted amounts are also to be included in the totals.

Division : (Check one)	<input type="checkbox"/> Design <input type="checkbox"/> Land Acquisition <input type="checkbox"/> Pre-Eng & Environment <input type="checkbox"/> Planning	<input type="checkbox"/> Toll Road <input type="checkbox"/> Operations Support <input type="checkbox"/> Roadway Management <input type="checkbox"/> Other _____
Description: Des# (if applicable) _____, Active ____ or Pending ____ Project # (if applicable) _____ Route: _____ Description of work _____		
Total or Estimated Contract Amount: \$ _____, Remaining Amount Unbilled: \$ _____		
Division : (Check one)	<input type="checkbox"/> Design <input type="checkbox"/> Land Acquisition <input type="checkbox"/> Pre-Eng & Environment <input type="checkbox"/> Planning	<input type="checkbox"/> Toll Road <input type="checkbox"/> Operations Support <input type="checkbox"/> Roadway Management <input type="checkbox"/> Other _____
Description: Des# (if applicable) _____, Active ____ or Pending ____ Project # (if applicable) _____ Route: _____ Description of work _____		
Total or Estimated Contract Amount: \$ _____, Remaining Amount Unbilled: \$ _____		
Division : (Check one)	<input type="checkbox"/> Design <input type="checkbox"/> Land Acquisition <input type="checkbox"/> Pre-Eng & Environment <input type="checkbox"/> Planning	<input type="checkbox"/> Toll Road <input type="checkbox"/> Operations Support <input type="checkbox"/> Roadway Management <input type="checkbox"/> Other _____
Description: Des# (if applicable) _____, Active ____ or Pending ____ Project # (if applicable) _____ Route: _____ Description of work _____		
Total or Estimated Contract Amount: \$ _____, Remaining Amount Unbilled: \$ _____		

Total Remaining Amount Unbilled for Design Division Contracts: \$ \_\_\_\_\_ (this sheet), \$ \_\_\_\_\_ Total

Total Remaining Amount Unbilled for all INDOT Contracts: \$ \_\_\_\_\_ (this sheet), \$ \_\_\_\_\_ Total



**STATEMENT OF INTEREST  
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Name of Firm: \_\_\_\_\_

COMPLETED TRANSPORTATION PROJECTS - List the highway transportation projects that were completed by your firm within the last five years. Only projects completed by the personnel listed on your Listing of Personnel Form within this Statement of Interest should be listed. Copies of this sheet may be used for additional projects.

Project Name	Client	Construction Cost	Year Comp.	Office (see note)
Services provided (ex. - Survey, Road Design, Bridge Design, Construction Inspection, etc.)				

NOTE: Indicate which office is doing the majority of the work on each project. Use the Office Code Number from the Office Address Listing Form.

## OFFICE ADDRESS LISTING FORM

Name of Firm : \_\_\_\_\_

OFFICE ADDRESS LISTING - Main Office should be the office that you prefer that we deal with for qualification, project, and personnel information. Additional offices may be attached on copies of this sheet.

### **Main Office, Office Code - (1)**

Address: Street \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone, FAX \_\_\_\_\_

Main Office will work on INDOT projects. Yes \_\_\_\_\_ No \_\_\_\_\_

### **Branch Office, Office Code - (2)**

Address: Street \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone, FAX \_\_\_\_\_

Office # 2 will work on INDOT projects. Yes \_\_\_\_\_ No \_\_\_\_\_

### **Branch Office, Office Code - (3)**

Address: Street \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone, FAX \_\_\_\_\_

Office # 3 will work on INDOT projects. Yes \_\_\_\_\_ No \_\_\_\_\_

### **Branch Office, Office Code - (4)**

Address: Street \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone, FAX \_\_\_\_\_

Office # 4 will work on INDOT projects. Yes \_\_\_\_\_ No \_\_\_\_\_

## PERSONNEL SUMMARY FORM

**Name of Firm :**

List the number of employees at each work location for each Personnel Category available for INDOT design and/or survey work. Only full time employees shall be listed. Do not list any employees more than once. **Employees that are working on non-highway transportation work should be listed as Personnel Category - Q.**

PERSONNEL CATEGORIES (* ) Personnel Categories Code	MAIN OFFICE	BRANCH Indiana	OFFICES Others
<b>Principal</b>			
(A) Registered Professional Engineer			
(B) Non-Registered Graduate Engineer			
(C) Registered Land Surveyor			
(D) Non-Registered Land Surveyor			
(E) Non-Engineer/Non-Surveyor			
<b>Project Manager</b>			
(F) Registered Professional Engineer			
(G) Non-Registered Graduate Engineer			
(H) Registered Land Surveyor			
(I) Non-Registered Land Surveyor			
(J) Non-Engineer/Non-Surveyor			
<b>Design Engineers</b>			
(K) Registered Professional Engineer			
(L) Non-Registered Graduate Engineer			
<b>Design Technicals - Non-Engineers</b>			
(M) Other Professionals, Planners, etc.			
(N) Engr. Technicians, Draftsman, etc.			
<b>Surveying Technicals</b>			
(O) Registered Land Surveyor			
(P) Surveying Technicals			
<b>Support Personnel</b>			
(Q) Other Firm Personnel			
<b>Totals</b>			

## LISTING OF PERSONNEL FORM INSTRUCTIONS

Provide the requested information for all of the employees that you expect to use on INDOT projects. Personnel shall be listed by office, in alphabetical order, starting a new page for each office.

### Office Location

Show the Office Location Code at the top of each page from the Office Address Listing Form.

### 1. Name

Names shall be listed in alphabetical order by last name. Only full time employees shall be listed. No employee shall be listed for more than one office. Employees who work in more than one office shall be listed only for the office in which the most time is spent.

### Personnel Category

Show the Personnel Category Code (A through Q) as shown at the left of each Personnel Category Description from the Personnel Summary Form. Indicate only one Personnel Category for each employee. If more than one Personnel Category applies to an employee, indicate the category in which the employee is expected to devote the most time. Employees listed under Personnel Category "Q" do not need to be listed.

### Years of Experience

For each employee indicate the number of years of experience with your firm and the total number of years of experience.

### 2.a. Project

List the project that each employee spent the most time on last year.

### 2.b. Type of Work

For each employee list the principle type of work performed, bridge design, road design, site design, drafting, survey, environmental, right-of-way engineering, others, etc.

## Listing of Personnel Form

Name of Firm: \_\_\_\_\_

Office Location: \_\_\_\_\_

1. Name - Last, First (List in alphabetical order)	Personnel Category Category	Years of Experience	
		Your Firm	Total
<b>2.a. Project</b>	<b>b. Type of Work</b>		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
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2.a.	b.		
1.			
2.a.	b.		
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2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		
1.			
2.a.	b.		



**STATEMENT OF INTEREST**  
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**Name of Firm:** \_\_\_\_\_

In the spaces below, list the projects that your firm would like to be considered for in the order of preference. From the left to right, list the top ten item numbers of the projects that you are responding to. It is not necessary that ten items be indicated.

\_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_ 7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup>

In the space below, include comments as to your selection of preferences. Reasons could include: areas of expertise, work load in certain areas, past experience, etc.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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