



INDIANA DEPARTMENT OF TRANSPORTATION
Professional Services Bulletin
ON LINE

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FRANK O'BANNON, Governor
J. BRYAN NICOL, Commissioner

CORRECTION

Professional Services Bulletin – 2003- No.: 02

January 22, 2003

This letter is the official notice of changes to Professional Services Bulletin – 2003 No.: 02

The attached page was inadvertently omitted from the original Professional Services Bulletin.

Please be sure to follow the instructions as stated.

Questions regarding preparation of your response to this Professions Services Bulletin may be directed to Mr. Jeff Clanton at (317) 232-4198.

Information Required from Consultant Teams

To be considered for selection, Consultants and Consultant Teams must submit a complete response to this PSB using the format provided below. **Each proposal must be submitted in five (5) copies.** Each proposal shall show the full legal names and business address's of the prospective Consultant Team. Proposals by a joint venture team or a prime/sub-consultant team shall list the full names and addresses of all team members and the proposed relationship and role for each. The state of incorporation shall be stated for each corporation that is a party as a prospective Consultant.

Letter of Transmittal The prospective Consultant Team's proposal shall include a letter of transmittal signed by an individual or individuals authorized to bind the prospective firms contractually. The transmittal letter shall include the name, title, address, and telephone number of one or more individuals who can respond to requests for additional information, and also, of one or more individuals who are authorized to negotiate and execute a contract on the prospective Consultant Team's behalf.

Quality Assurance and Work Plan The Consultant Teams shall set forth how they propose to accomplish this work and how they will assure quality submissions. A detailed explanation of a team's project approach, demonstrating an understanding of the project and showing a proposed timeline, will be especially important for Item No. 1 submissions. The quality assurance plan shall detail the staff members responsible for each development segment.

Qualifications The proposal shall include brief descriptions of similar/relevant completed contracts.

Personnel The Consultant Teams shall document and illustrate their capacity to complete the project on schedule without causing delay to other INDOT projects that they are already assigned to design. The proposal shall also include a statement declaring their ability to do so. Specific background information on the key individuals who are to be assigned to this project should be included. The background information on these individuals should emphasize their experience relative to the project requirements. Information on these individuals shall also include those persons' role responsibilities for other ongoing or known future projects.

Forms In addition to the above information Consultant Teams shall also submit the attached completed forms.

Oral Presentations Short-Listed Consultant Teams for Item No. 1 should expect to be required to make oral presentations within two weeks of selection of the short list. The subject of the presentations will be to illustrate to INDOT the Consultant Team's project approach and capacity to complete the project and other INDOT work on schedule.

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