



INDIANA DEPARTMENT OF TRANSPORTATION
Professional Services Bulletin
ON LINE

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FRANK O'BANNON, Governor
J. BRYAN NICOL Commissioner

Professional Services Bulletin - 2003- No. 03

January 24, 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. 03"
 - 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, February 24, 2003,
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 Charlotte A. Leavell, Division Chief of the 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. Selections are based upon the following list of evaluation factors listed in the request for proposal.

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

I -69 Evansville to Indianapolis Tier 2 Studies

Overview of Professional Services Requested of Consultants

The Indiana Department of Transportation (INDOT) is seeking professional services of multiple consultants for development of portions of the Interstate 69 (I-69) highway from Evansville to Indianapolis. These services broadly include the following phases of project development, in the event a build alternative is selected: **Please provide three 3) copies of your proposal.**

- Item 1. Project Management Consultant – Includes management of items 2 as well as Mitigation/Permits Services, Traffic Modeling Services, and Public Involvement.**
- Item 2. Environmental and Engineering Assessment Services (1 consultant per Tier 2 Segment).**

Each professional service element is defined later in this PSB. Tentatively, INDOT is seeking a negotiated rate not to exceed contract for each of the services.

Please identify from the above consultant service(s) which you are applying for. If multiple professional services elements are applied for, indicate your preferences, if any. The expected notice to proceed is in 2003.

The preferred alternative for the ongoing Tier 1 Environmental Impact Statement (EIS) of I-69 from Evansville to Indianapolis will be separated into six projects of independent utility for purposes of Tier 2 studies.

Status and Timetable of Tier 1 Environmental Impact Statement

The Tier 1 Draft Environmental Impact Statement (DEIS) was published in July 2002. Copies are available upon request. In January, 2003, a preferred alternative was identified -Corridor 3C, which goes from Evansville north to Washington, then to the Monroe/Green County line, then it goes easterly to SR 37 just south of Bloomington. It continues along the SR 37 Corridor to Indianapolis. The corridor width is generally 2000'. This corridor will be separated into six projects of independent utility – traveling northeastward:

1. From I-64 (near Evansville) via the SR 57 corridor to SR 64 (near Princeton/Oakland City)
2. From SR 64 (near Princeton/Oakland City) via the SR 57 corridor to US 50 (near Washington)
3. From US 50 (near Washington) via the SR 57 corridor and cross country to US 231 (near Crane NSWC)
4. From US 231 (near Crane NSWC) via cross country to SR 37 (south of Bloomington)
5. From SR 37 (south of Bloomington) via SR 37 to SR 39 (Martinsville)
6. From SR 39 (Martinsville) via SR 37 to I-465 (Indianapolis)

If a build alternative is selected in the Tier 1 ROD (Record of Decision) , a separate Tier 2 NEPA document will be prepared, one for each Tier 2 Section. The scope and timing of the Tier 2 NEPA studies are currently being developed in consultation with resource agencies and with the involvement of the public, as part of the Tier 1 NEPA process. The following description, which is subject to change, is based on the proposed approach for the Tier 2 NEPA studies as presented in the Tier 1 Draft EIS. Further

revisions to this approach may be reflected in the Tier 1 Final EIS and in the Tier 1 ROD. Final decisions regarding the scope of services to be provided by Tier 1 consultants will not be made until after the issuance of the Tier 1 ROD.

Overview of Tier 2 Environmental Studies

The Tier 1 NEPA study is intended to provide the information needed to select a “corridor” or no-build alternative for I-69 from Evansville to Indianapolis. After the Tier 1 EIS is completed, if a build alternative is selected, Tier 2 NEPA studies would be conducted for each Tier 2 Segment to determine a preferred alignment within the selected corridor. A project management team would be assembled including representatives from INDOT, FHWA, the appropriate MPO (if the segment is located within a MPO’s boundaries), and all appropriate consultant(s) – including the Project Management consultant.

The corridor selected in Tier 1 would be divided into segments of independent utility for purposes of completing Tier 2 NEPA studies consistent with FHWA tiering guidance (see FHWA Tiering Memorandum.) Termini for the Tier 2 segments have been discussed previously. The type of NEPA document prepared for each Tier 2 segment would be determined on a segment-by-segment basis, in consultation with FHWA.

The range of alternatives presented in the Tier 2 NEPA documents would differ from the range in a typical NEPA document. It is expected that the range of alternatives presented in the Tier 2 documents would consist of a single mainline alignment together with routing variations or design options in specific areas within the selected corridor. However, the range of alternatives appropriate for each Tier 2 document would be determined on a segment-by-segment basis, in consultation with FHWA.

Each Tier 2 NEPA document would look beyond the termini of the Tier 2 segment for which that document is being prepared, in order to determine whether there are any sensitive environmental resources just beyond the termini that would affect the location of the adjoining segment. This approach would be intended to provide additional assurance that decisions made in one segment do not prematurely preclude elimination of alternatives for adjoining segments. This approach is consistent with FHWA tiering guidance (see FHWA Tiering Guidance.)

In general, the range of alternatives considered in a Tier 2 NEPA study would be confined to the corridor selected in Tier 1. However, the flexibility would exist to consider alternatives outside the selected corridor if necessary to avoid unanticipated impacts within the selected corridor. The issue of whether to consider alternatives outside the selected corridor would be determined in consultation with FHWA in Tier 2.

Appropriate permit applications would be filed for each Tier 2 segment. It is anticipated that permit applications would be submitted during or shortly after completion of each Tier 2 study during the final design phase. (Consultation with permitting agencies was commenced during Tier 1.)

Item # 1: Project Management Services Consultant

The consultant selected for this item would manage Item 2 as well as be responsible for Mitigation/Permits, Traffic Modeling and Public Involvement Services for all Tier 2 Sections. The consultant would be responsible to plan, organize, administer and facilitate services for the proposed I-69 Tier 2 NEPA/Engineering Studies (item 2) which will be referred to as the Project as well as to prepare and manage the Project and to monitor and manage all of the consultants selected within the scope of work for this PSB.

The Project Management Consultant (PMC) would function as an extension of INDOT's resources by providing qualified technical and professional personnel to perform the duties and responsibilities assigned. The PMC would coordinate all aspects of the project with the Indiana Department of Transportation (INDOT), as well as, the Project Team. The consultant would provide Project and Program Management Services for the Project and coordinate all activities with INDOT. The consultant would have the responsibility to manage each element of the Project for INDOT whether or not the details of those management responsibilities are further specified elsewhere in the scope of work. The PMC would coordinate project development between the segment consultants to attain consistency.

Scope of Services

Task-1 - Project Initiation

- Establish and organize a Project office.
- Review available base data.
- Project documentation/administrative record.
- Establish Project teams.
- Develop strategic plan for execution of Project.
- Develop master schedule.

Task 2 - Project Management/Coordination

- Manage schedules.
- Project management reporting.
- Coordinate community involvement activities.
- Keep CAC (Community Advisory Committee) members informed of meetings, community activities and status of Project.
- Monthly progress meetings with the Project Team.
- Management and coordination with each consultant for the Project.
- Meet with reviewing agencies to review progress of project development, respond to questions and issues raised and coordinate actions with affected agencies.
- Coordinate with INDOT on Project.

Task 3 - Financial Management

- Provide a system of recording, tracking, and projecting all costs of the Project
- Advise INDOT if projected costs exceed anticipated funds for the Project.

- Cost management.
- Process to address project budget variances with contract consultants and provide plans of action to resolve budget issues.
- Provide cost information for all elements of the Project.
- Review invoices, and contract modifications pertaining to the Project for completeness, accuracy and consistency.

Task 4 - Public Involvement

The PMC will prepare a public involvement plan for each segment, which will be subject to approval by INDOT.

- Community/ public involvement process
- Identify stakeholders
- Develop contacts/ mailing list
- Establish communication network
- Develop a public involvement plan
- Kickoff meeting
- Organize a community advisory committee (CAC)
- Community impact assessment section of NEPA documents
- Public information meetings
- Consultation with local governments and groups
- Public hearings
- Public – media relations

Task 5 - Mitigation and Permitting

Task 6 - Conduct Traffic Modeling Services

The Traffic Modeling Services Consultant shall be responsible for providing the necessary traffic data to all consultants conducting studies on Tier 2 Segments throughout the corridor.

The Consultant shall use the Indiana Statewide Travel Demand model developed for the I-69 DEIS as the foundation for the development of traffic forecasts for each alternative (as determined by the individual corridor segment studies needs). Based upon the review of existing and future land use plans and the assessment of socio-economic trends, forecasts would be prepared of socio-economic variables

necessary to develop a 2030 traffic forecast. The land use and socio-economic forecasts would be coordinated with local governmental agencies including Regional Planning Organizations, Regional Economic Development Agencies and other units of government. Modifications to the model's zonal system in terms of adding additional subarea network, zonal and socio-economic data detail would be performed as necessary to develop a calibrated model for 2030 travel demand forecasts. The consultant would obtain all necessary traffic counts to develop traffic forecasts. The refined Indiana Statewide Travel Demand model and FHWA's CORSIM freeway and signalized intersection simulation model would be used as needed for the development of traffic forecasts for each alternative. The consultant would develop design year forecasted volumes for 24 hour and peak period conditions, including turning movements at major intersections and interchanges and submit them, along with documentation of traffic forecasting methodology, to the Division of Program Development's Traffic Statistics Section for approval. Traffic diagrams with Average Annual Daily Traffic and AM/PM peak hour volumes and associated speeds, directional splits and truck percentages.

The consultant would refine DEIS interchange access concepts, cross over roadways bridging physical barriers and terminated roadways as necessary to develop transportation networks for 2030 travel demand forecasts. The consultant would prepare traffic forecasts for each alternative providing sufficient information for evaluation of alternatives. The consultant would identify a common set of forecasted traffic variables early on, that would be provided to each consultant team for their use in developing a cost-effectiveness framework for the purposes of that individual corridor segment study within the overall project.

Item # 2: Environmental/Engineering Services Consultants

Item # 2-A Environmental Services

A Tier 1 Environmental Impact Statement has been prepared for the proposed I-69 project from Indianapolis to Evansville. It will select a "corridor" for I-69 between Evansville and Indianapolis. After the Tier 1 study is completed, Tier 2 studies will be conducted to determine a specific alignment within the selected corridor (of course, Tier 2 studies will not be conducted if Tier 1 results in a No-Build decision). Each alternative in the Tier 1 study had a study band 2 miles wide within which environmental data-gathering efforts were focused. Within the 2 mile wide band a corridor generally 2,000 feet wide (its width may be narrower in some places and broaden out in others) was developed. Within the 2000-foot wide corridor a working alignment has been developed in order to provide a sound basis for estimating the environmental impacts of each alternative. The working alignments range in width from 240 to 470 feet. The 2000-foot corridor selected in Tier 1 will be divided into sections for purposes of completing the Tier 2 studies, rather than conducting a single Tier 2 study for the entire corridor. Dividing the corridor into sections will provide greater flexibility in Tier 2, and is consistent with FHWA tiering guidance. The type of NEPA document prepared for the Tier 2 Sections will be determined on a section-by-section basis.

All environmental/engineering consultants selected to undertake these studies will be reporting to the Project Management Consultant. The Project Management Consultant (PMC) will be a member of the project management team. The Project Management Consultant (PMC) will function as an extension of INDOT's resources by providing qualified technical and professional personnel to perform the duties and responsibilities assigned. The PMC will coordinate project development between the segment consultants to attain consistency.

Procedures

To establish a coordinated project development process for these projects the "Indiana Streamlined EIS Procedures" approved by the Federal Highway Administration (FHWA) Indiana Division (most recent edition) as well as the Indiana Division Section 106 Procedures (most recent edition) will be followed as determined appropriate by INDOT and the FHWA. Likewise all appropriate environmental laws, rules and regulations will be followed in the preparation of the NEPA documents. In addition INDOT's *Procedural Manual for Preparing Environmental Studies* will be followed as determined appropriate by INDOT and the FHWA.

If a full environmental impact statement is needed in a Tier 2 Segment the environmental/engineering consultants will prepare a Notice of Intent to prepare a Tier 2 EIS. A copy of the Notice will electronically be sent to INDOT and the FHWA for acceptance prior to the FHWA forwarding it for publication in the Federal Register. The Notice of Intent will include a brief description of the project limits, history, initial purpose and need, proposed action, and process. It will also include the names, addresses, and phone numbers of project representatives that will function as a point of contact.

An Early Coordination Packet will be prepared and distributed to the appropriate federal, state, and local agencies (including Section 106 consulting parties) in accordance with INDOT's *Procedural Manual for Preparing Environmental Studies* and "Indiana Streamlined EIS Procedures" approved by the Federal Highway Administration (FHWA) Indiana Division (most recent edition)." The purpose of the packet is to introduce the project, initiate involvement, identify contacts, and request agency input. The packet will include: 1) a description of the project area with a map showing potentially affected resources; 2) a discussion of the draft purpose and need; 3) the proposed actions; and 4) project process and schedule. Copies of the packet will be submitted to the project management team for review and

comment. Following the receipt of comments, copies of the final packet will be prepared and distributed to the appropriate agencies.

Because these will be Tier 2 NEPA documents, early emphasis will be placed on identification of impacts. Although the "Indiana Streamlined EIS Procedures" will be followed, various steps in the procedure may be consolidated (with concurrence of the Project Management Team) to ensure emphasis is placed on early evaluation of environmental impacts.

The environmental/engineering consultants will be responsible for performing studies to technically and procedurally comply with the requirements of the National Environmental Policy Act and all the related laws that are part of that process. This includes, but is not limited to Section 106, Section 7, and Section 4(f). The culmination of these studies will be an environmental document (EIS, EA/FONSI, or CE) that is acceptable to the project management team. The existing 26 county GIS data for SW Indiana will be available for use. At a minimum, the following data will be collected:

- Land Use (aerial photos)
- Residential/Commercial Structures (aerial photos/USGS topographic maps)
- Farmland Soils (County Soil Survey)
- Wetlands (NWI maps/ hydric soils/aerial photos)
- Surface Water Resources (aerial photos/USGS topographic maps)
- Groundwater Resources (available secondary source data and maps)
- Floodplains/Floodways (FEMA/FIRM maps)
- Vegetation & Wildlife (available secondary source data)
- Threatened & Endangered Species (listed species/agency coordination)
- Historic/Archaeological (Section 106) Resources (listed/previously surveyed and unknown sites)
- Noise (sensitive receptors)
- Hazardous Waste sites (listed/unknown sites)
- Public Parks and Recreational Lands/Section 4(f) (agency coordination)
- Geology/Soils/Mining (agency coordination/secondary source data and maps)

The environmental/engineering consultants will prepare a Draft Environmental Impact Statement (DEIS) or Environmental Assessment (EA) if appropriate, documenting environmental and socioeconomic impacts of the no-build and build alternatives; and the proposed mitigation measures. These documents will be prepared in accordance with Federal Highway Administration regulations, all other appropriate regulations, and INDOT's "Procedural Manual for Preparing Environmental Studies." At a minimum the following shall be addressed:

Socioeconomics and Land Use

Farmland

Cultural/Historical/Archaeological Resources

Air Quality

Noise

Natural Resources

Water Quality/Resources

Wetlands

Floodplains/Floodways

Hazardous Materials

Special Lands

Aesthetics/Visual Quality

Indirect and Cumulative Impacts

In addition, the NEPA document must be prepared in accordance with NEPA procedures, allowing for review and comment by the Project Management Team, the public, and the resource agencies. The consultant will be responsible for preparing all NEPA documentation, including all necessary draft and final environmental assessments or environmental impact statements, as well as the final decision documents, such as the ROD or FONSI. The consultant must also comply with other environmental statutes, including, but not limited to, Section 4(f) of the Department of Transportation Act and Section 6(f) of the Land and Water Conservation Act, the Endangered Species Act, the Clean Water Act, and Section 106 of the National Historic Preservation Act. The consultant shall maintain the administrative record.

Item # 2-B: Engineering Assessment

INDOT is requesting statements of interest (proposals) for professional services of one consultant for each segment of independent utility within the I-69 corridor for the purpose of conducting Engineering Assessment. The essential deliverable document for each segment is an Engineer's Report. Environmental documentation and Engineering Assessment services shall be provided by the same firm within each segment.

Engineering Assessment is the phase in the agency's overall project-development process that by and large follows planning but precedes final design. Engineering Assessment is carried out concurrent with and linked strongly to the environmental assessment phase. Findings of the Engineering Assessment phase are presented in an Engineer's Report. By means of that document, the associated Engineering Assessment process establishes moderately refined highway improvement concepts, sufficiently detailed to set up the downstream design phase. Refer to Chapter 5 of the Indiana Design Manual for in depth explanation of the Engineering Assessment method at INDOT.

The Engineering Assessment phase broadly and typically involves analysis of alternatives, identification of a proposal (recommendation), and documentation within an Engineer's Report. The process serves to a) ensure comprehensive consideration of reasonable improvement options, b) integrate engineering/transportation and environmental objectives, and c) effect recognition and selection of a cost-effective, satisfactory course of action. The Engineer's Report guides ensuing stages, notably design, and assists in concurrent environmental assessment.

Persons providing services to INDOT under this contract must be proficient in a wide range of civil/transportation engineering disciplines (chiefly highway planning and design, and traffic analysis and operations), be able to communicate effectively, and be adept at reaching optimal decisions shaped by transportation/engineering, broad environmental, and cost-effectiveness considerations. The responsibilities of carrying out Engineering Assessment and writing the Engineer's Reports are reserved for civil/transportation engineers. The environmental/engineering consultants is expected to generate a quality product in a timely manner.

The process of conducting an Engineering Assessment varies from location to location. Without losing sight of the need to provide services efficiently and effectively, the consultant must show flexibility on a case-by-case basis. For example, circumstances occasionally arise where extraordinary coordination is necessary to effect a final solution. Complex matters of traffic operation, hydraulic and geotechnical conditions, interchanges, traffic maintenance, etc., can require exceptional approaches to arrive at a reasonable solution. The consultant will be expected to assist at public meetings and hearings.

The Engineering Assessment process is coupled with the environmental phase, and so there is overlap in many of the tasks. As well the process differs in precise definition from project to project,

location to location. Nevertheless, the Engineering Assessment process generally includes these basic tasks, each made up of several steps (sub-tasks):

- 1) collect and review relevant background information (e.g., previous studies/reports),
- 2) secure and analyze essential project data (e.g., crash records, traffic)
- 3) conduct the Engineering Assessment (“scoping”) field inspection,
- 4) establish fundamental design criteria (e.g., speeds, typical cross-sections),
- 5) develop and assess mainline alternatives (within selected corridor) and supporting elements (e.g., cross-roads, interchanges),
- 6) screen alternatives and identify a preferred course-of-action (proposal or recommendation) consistent with environmental review,
- 7) refine the proposal,
- 8) draft the Engineer’s Report with clear definition of the proposal,
- 9) submit to INDOT the draft Report for review,
- 10) finalize the Report.

Item # 2-C: Subsequent Engineering and Design Work

For one or more of the Tier 2 segments, INDOT may wish to procure, in accordance with Section 1205 of TEA-21, the services of a consultant to prepare any environmental impact statements as well as subsequent engineering and design work, traffic modeling services, geological testing (borings) and on the project in a single contract. If so, the contract will provide for INDOT to conduct a review assessing the objectivity of the environmental assessment, environmental analysis, or environmental impact statement prior to submitting the document to FHWA. However, no final design work or ROW engineering or acquisition work will begin until after FHWA issues a ROD selecting a particular alternative for that Tier 2 segment. For those firms wishing to be considered for this item, submit relevant qualification materials.

Information Required from Consultants

To be considered, consultants must submit a complete response to this PSB including at minimum the information described below. Three (3) proposal copies shall be submitted for each item. Each proposal shall show the full legal name and business address of the prospective Consultant. 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 of each.

Letter of Transmittal

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

Qualifications

Provide a listing and description of relevant completed contracts with similar work elements.

Personnel

A project manager shall be identified for each work element. Resumes' for the project managers and for other key individuals who are anticipated to be assigned to this project should be included. The resumes' should emphasize their experience relative to the project requirements.

Oral Presentations

Consultants who submit a proposal may be required to make an oral presentation of their proposal to INDOT. These presentations provide an opportunity for the consultant to clarify his proposal to insure thorough, mutual understanding.

Statement of Interest Professional Services Bulletin

Name of Firm _____

Indicate the item number(s) for which you are expressing an interest. Multiple items may be listed on the same form if the requested information is the same. The form should be duplicated as necessary.

Where will the work for the previous items be performed? See the following notes for each item.

Item #	Office Location	Type of Work	Project Manager	Project Engineer	% Complete

Indicate the anticipated types of work to be subcontracted.

Notes:

Office Location: Provide the office address from which the work will be primarily handled.

Type of Work : Indicate what type of work will be performed at different offices. List the type of work such as NEPA, Engineering Assessment, Project Management, etc.

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

Project Engineer: Name the person responsible for preparing the engineer’s report. This person must be registered in Indiana. A person might not be located in each office.

Percent Complete: List the percentage of the work that will be completed in each office location.

CONTRACT BALANCES

Name of Firm: _____

For those consultants who currently have active or pending contracts with INDOT, please supply 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 be included in the totals. Sub-contracted amounts are also to be included in the totals.

Division: _____	Design: _____	Toll Road _____
(Check One)	_____ Land Acquisition	_____ Operations Support
	_____ Env., Eng. And Plan.	_____ Roadway Management
	_____ Other	

Description:

Des. # (if applicable): _____ active _____ or pending _____

Project # (if applicable): _____

Route: _____

Description of Work: _____

Total or Estimated Contract Amount \$ _____

Remaining amount unbilled \$ _____

Office Listing Address Form

Name of Firm: _____

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

Main Office –

Address, Street: _____

City, State, Zip: _____

Telephone, FAX: _____

Main office will work on INDOT projects. YES _____ NO _____

Branch Office –

Address, Street: _____

City, State, Zip: _____

Telephone, FAX: _____

Main office will work on INDOT projects. YES _____ NO _____

Selection Criteria

Selection of consultants to conduct these studies will be based upon the following criteria:

- Ability to complete the work in the time required and in accordance with State and Federal standards, laws and regulations.
- Staff personnel available for this project and firms's existing work load.
- Performance on similar work.
- Special or unique expertise.
- Familiarity with the project.
- Extent of work which will be subcontracted by the firm.
- Proposed method of accomplishing the project objectives and commitment to subcontract to disadvantaged business enterprises.
- Quality, extent and relevance of experience of consultant project manager and other staff personnel available