Local Public Agency Name: City of Indianapolis, Department of Public Works (DPW)
Posting Date: December 16, 2011

Request for Proposals Notification

Title: Development, installation, and provide an operation and maintenance plan of a "third generation" bike share program for Indianapolis Cultural Trail, Inc. and City of Indianapolis

Project Location: Indianapolis, Indiana

Response Due Date and Time: No later than 5:00 pm (EST) on Friday, January 13, 2012

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

Contact for Questions about Submittal Process:
Andy Lutz, P.E.
Chief Engineer
City of Indianapolis, DPW
1200 Madison Ave., Suite 200
Indianapolis, IN 46225
317-327-4891

Contact for Questions about Technical Specifications and Terms and Conditions:
Kären Haley
Executive Director
Indianapolis Cultural Trail, Inc.
615 North Alabama Street, Suite 119
Indianapolis, IN 46204
317-631-6542 ext. 139

Submittal requirements:

1. Letter of Interest – Five (5) Hard Copies & One (1) Electronic Copy on CD (required content and instructions follow)

2. One (1) signed Affirmative Action Certification and associated required documents for all items.

Submit To:
Andy Lutz, P.E.
Chief Engineer
City of Indianapolis, DPW
1200 Madison Ave., Suite 200
Indianapolis, IN 46225

Selection Procedures:

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference. Final selection ranking will be determined by the weighted score totals with the highest score being the top ranked firm.

Requirements for Letters of Interest (LoI)

A. General instructions for preparing and submitting a Letter of Interest (LoI).

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.

2. LoI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications and Key Staff and Project Approach.

3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

B. Letter of Interest Content

DESIRED SYSTEM SPECIFICATIONS

This section is intended to provide background information and initial considerations for an Indianapolis based bikeshare system. These considerations are not requirements to be met by a response in this RFP but we would like the vendor to take these requirements into consideration.

a. Desired Goals

- Launch a bikeshare system in Fall 2012.
- The system should be:
    - Designed to target downtown and the five cultural districts employees, visitors, and multi- modal/transit users. The system should also serve patrons of entertainment and dining venues;
    - Financially sustainable with limited or no reliance on the City of Indianapolis or the ICT, Inc. for subsidies.
    - Be strongly rooted in the community, in order to be responsive and build partnerships
    - Easily expanded to serve new areas and target markets; and
    - Capable of meeting or exceeding negotiated performance standards in terms of bicycle trips, bicycle miles of travel, rentals and subscriptions.

- The system should:

- Have sufficient bikes and stations at enough destinations to provide a viable and functional service.
- Expand mobility options for residents, employees or visitors.
- Integrate with transit through beginning- of- trip and end- of- trip bicycle access and serve as "final mile" transportation to encourage regional transit trips.
- Expand community partnerships in support of bicycling as a viable transportation option.
- Provide an additional "sustainable" transportation mode and promote "green" business in the City.
- Maintain a high level of membership and customer satisfaction.
- Support the City's transportation and sustainability goals, including:
    - Reduce dependency on automobiles, particularly for short trips in the center of the City, reducing traffic congestion, vehicle emissions, and demand for motor vehicle parking;
    - Expand the health and wellness benefits of bicycle transportation beyond traditional enthusiast groups to everyone living or working in the center of the City;
    - Spur the transformation of City streets to become environments where pedestrians and bicyclists feel safe and comfortable.

b. Proposed System Overview

The system should be designed so two user groups can access bicycles from the self- service terminals: subscribers and walk- up users.

Based on evidence from other cities as well as the significant amount of visitors, we anticipate that daily or "walk-up" users will be the largest user group; the City of Indianapolis annually has 25 million visitors. Walk- up users will include out- of- town visitors, first- time, and infrequent users. Therefore, the system should be designed to allow one- time use by walk- up registrants at terminals. These terminals and supporting software should enable walk- up users to register, submit credit card data, and execute a user agreement seamlessly and easily. Furthermore, we would expect all terminals to support walk- up users.

The Subscriber is the other user group that we expect to see. They will use a web page to register, submit credit card data, and execute a user agreement, and be able to do so at the terminal at each station. After registration, subscribers should be able to immediately access a bike at any terminal. Subscriptions should last one year with an automatic renewal option. Shorter subscription periods, such weekly, and/or monthly should also be available.

c. Bicycles:

Overall:

- Bikes should be designed specifically for bikeshare purposes and will be inviting to novice riders.
- Back- end operations, maintenance, and customer service teams should work to ensure that bikes are properly distributed throughout the system at all times, are maintained in safe and

working condition and that customer needs are quickly addressed.

- Due to funding requirements, all hardware must be made in the United States of America.
- ICT, Inc. will specify high visibility colors of the bicycles and markings on the bicycles and stations for safety and marketing

Most Desired Characteristics:

- Safety and stability in all weather conditions
- Protection from grease, dirt, and tire spray including enclosed drive train and full fenders;
- Easy to mount, operate and to hold in stopped position, including for shorter rider
- One size to fit majority of adult population with seat-only adjustment
- Self-generating light system and reflectors so as to be in compliance with Indiana State Law
- Front light and flashing rear red light
- Front, rear, and side reflectors
- Puncture resistant tires with width of equal or greater than 2”
- Reliable and intuitive braking system
- Multiple gears, with shifters that are easy to use
- An easy and reliable seat adjustment system
- Theft and tamper resistance
- Cargo capacity for items such as a typical briefcase, book bag, and/or grocery bag weighing up to twenty pounds
- Kickstand or other device to allow the bicycle to be supported upright
- Loud bell or horn
- Metal flat pedals only (no toe clips)
- Placard or decal with emergency assistance contact information
- A maximum weight of 35 pounds.
- Estimate of useful life of the bicycle and proposed warranty terms

Other Desired Characteristics:

- Upright riding position allowing for confident riding in traffic
- Compatibility with IndyGo bike racks on buses
- Low maintenance/durable and corrosion resistant material with rust-proof external parts
- Equipped with secondary lock to enable user to secure bike to any bike rack or post while making a quick stop
- Capacity for sponsorship or advertising that can be easily changed
- Equipped with tracking devices or equivalent which will allow users to track their riding statistics; as well as allowing operating company to track origins & destinations and equipment imbalances.

d. Station Equipment and Layout

Overall:

- Due to funding requirements, all hardware must be made in the United States of America.

Most Desired Characteristics:

- Pedestrian and rider safety – the kiosk should not have horizontal components that could trip a pedestrian or injure a rider approaching a kiosk at night.
- Smallest possible footprint to enable installation in a space currently used as a parking space or on a wide sidewalk while satisfying current ADA accessibility regulations.
- Clear and prominent instructions directing users who to call in the event of problems or of a bicycle needing repair
- Low-maintenance/long expected useful life and high durability of station and components
- Capacity to convey safety information, bicycle laws and bikeway system including a lighted map indicating both terminal locations and bicycle routes
- Indicator showing whether a bicycle is available or out-of-service.
- Indicator showing whether bicycle is docked or is free.
- Capacity to direct user to nearest station with empty docks, if returning a bicycle.
- Capacity to direct user to nearest station with available bicycles.
- Unified look and feel of all stations within the network.
- Secure telecommunication system to allow rental transactions.
- If wireless internet connections are used, a system that is highly reliable and secure with encryption for financial data
- Real-time communication between stations and headquarters particularly to report number of bikes per station and facilitate re-distribution.
- Capacity to maintain security of the system during a power failure event or loss of internet connection
- Capacity to issue reports to repair crews indicating where to rebalance and where bicycles needing repair are located (Example: the system could signal repair crews when terminals are within two bikes of being full/empty);
- Estimate of the useful life of each of the station components and proposed warranty terms

Other Desired Characteristics

- Portable stations that are easily movable, require minimal time to install/remove and do not leave behind attachment points that could impede snowplow or trip a pedestrian.
- Stations are easily installable on a short term basis for special events.
- Aesthetic compatibility with streetscape and neighborhood context, particularly of historic districts, both when terminal is full of bicycles and when it is empty.
- Where feasible, alternative energy sources are favored. If integrated solar panels are used to power the kiosks, the reliability and aesthetic impact of the power source will be important considerations. Some kiosks may be installed in parking garages and other buildings where solar panels will not function.
- Capacity to add lighting where necessary to facilitate nighttime use of terminal and adjustment of bicycles and to reduce vandalism
- Capacity to add emergency call buttons, preferably using wireless technology;
- Ability to make a helmet available to each person renting a bicycle

e. Terminal

Most Desired Characteristics

- Data security, particularly for financial data, user names, and addresses.
- Automatic confirmation that subscriber's credit card is valid and has sufficient funds to cover charges if bicycle is not returned, preferably before each bicycle is removed
- Multiple language options
- Accepts cash and credit/debit cards
- All terminals in system accept walk-up renters with agreement to liability waiver
- Clear and prominent instructions at each terminal directing the users who to call in the event of problems (to reduce calls to right-of-way owners);
- A process for situations in which a user wants to return a bike to a terminal that is full or rent a bike from a terminal that is empty;
- Ability to disable walk-up registration at times
- Touch-screen

f. Website

Most Desired Characteristics

- Data security, especially for financial data, user names, and addresses,
- A mechanism for users to report problems and make suggestions for system improvement
- Real-time communication with stations to track bicycle and hub status
- Access to all registration and travel data with regular reports provided to municipality, institution, and/or private landowner
- Ability to collect survey information and customer satisfaction ratings
- Ability for Web site to accept and/or allow user to change annual subscriptions
- Multiple language options on all Web pages
- Phone contact information prominent on Web site
- Capacity to convey bicycle safety information, laws, and/or warnings affecting bicyclists
- Ability to work seamlessly with ICT, Inc.'s website

Other Desired Characteristics

- Personalized customer Web pages that provide information such as miles traveled, calories burned, etc.
- Capacity for user to track number of available bikes and open docking points in each terminal via web page and/or PDA
- Interactive map showing status of bicycles at stations, station locations with optional address and directions, and transit information

g. Customer Service

Most Desired Characteristics

- System to immediately aid users with mechanical issues and/or injuries

- Customer service phone number on every bike with durable, weather resistant labels
- A robust program that ensures the highest customer satisfaction rating and allows the operator to address problems immediately.

Other Desired Characteristics

- Customer service available at all hours that rental system available
- Staffing cycle to match demand cycle for bike, ensuring maximum wait time on phone of one minute
- Central office for operations and maintenance

h. Operations, Maintenance and Rebalancing

Most Desired Characteristics

- Well thought-out redistribution plan that shows clear understanding of rebalancing issues and ensures a balanced system with minimal likelihood that customer encounters empty or full station
- Development and documentation of a set of maintenance standards for the station and components (bikes, hub, terminal, and sign), as well as an audit procedure for these standards
- Alert to operator notifying of lost or stolen equipment.
- Expeditious removal, replacement and/or repair of all items needing such services
- Ability to train ICT, Inc. staff on all operations, maintenance and rebalancing processes
- Develop a comprehensive plan for street sweeping and cleanup at all on and off street locations in accordance with the current schedule of municipalities, institutions, or private landowners for use by the selected system operator.
- Define the process for timely removal of snow from all stations when/if stations are operational during snow storm in accordance with existing snow removal schedules of the municipality, institution, or private landowner
- Develop an effective system to alert Public Works' snowplow vehicles to the presence of stations. Systems need not be technical. Examples of potential low-tech systems include providing a map to Public Works, inserting vertical elements into snow at the stations so plows can identify stations, etc.

Other Desired Characteristics

- Use of electric, bio-diesel or other environmentally friendly vehicles used for redistribution
- Varied pricing structure or other mechanisms to encourage natural system-wide balancing thereby minimizing vehicles needed for rebalancing
- Operator assumes all responsibility for costs, repair, and replacement for damages to station and/or costs of repair or replacement of snow removal vehicles
- Ability to regularly and dramatically expand/contract stations to accommodate large crowds at major events
- Partnering with local bicycle business or organization to assist with operations, maintenance and balancing of system

i. Legal

Most Desired Characteristics

- Ability to assume all liability for the system
- Liability insurance consistent with requirements of the agency, institution, and/or private landowner and through a credible company or organization
- Assurance of financial sustainability through term of contract
- All users sign a legally binding waiver/ assumption of risk, either when subscribing via the website or as part of the on-site registration process
- Signed legal document accepting and acknowledging all risks and holding harmless agency, institution, and/or private landowner from all lawsuits
- Ability to list all participating institutions, and/or private landowners as co-insured on liability insurance

Other Desired Characteristics

- Specific insurance coverage ensuring protection against bodily injury and information risk exposures presented by this program
- Safety stickers or tips at all stations

j. Marketing/Public Relations

Most Desirable Characteristics

- A quarterly report analyzing system operations including age statistics, origin and destination data, new subscribers
- A stated financial commitment to marketing and promotion of the system
- A well-designed marketing and public relations campaign that generates enthusiasm prior to system launch and has ongoing elements
- A satisfactory public relations emergency response to address a fatality or serious injury

Other Desirable Characteristics

- Partnership with a local PR firm or committed marketing department to generate significant free and/or paid publicity on local and national television, radio, print, internet, and other outlets
- Marketing reports issued to each municipality, institution, and/or private landowner

k. Qualifications

Most desirable characteristics

- A company or organization comprised of members that have experience running a self-service, bike share system with an on-site terminal that accepts credit card payment by walk up renters.
- Three years of experience with at least two successful bike share programs in North American cities. The combined programs are to have utilized at least 500 bikes with 50 stations.
- A company or organization comprised of at least one member with knowledge of the Indianapolis Cultural Trail and the City of Indianapolis.

VII. PERFORMANCE STANDARDS and METRICES

Performance Standards

Indianapolis Cultural Trail, Inc. expects that the Bikeshare system will meet certain performance standards. Contract negotiations with the selected vendor will serve to quantify what the specific thresholds will be for an agreed upon set of performance standards. Initial ideas for performance standards include:

- Minimum # of bikes or percent of fleet in circulation
- Insuring availability of bikes and opens docks at stations
- Functionality of stations
- Functionality of Web site

Metrics

The ICT, Inc. will require the selected vendor to provide quarterly reports on specific metrics that will be collected by the system's software and by periodic surveys of customers. Initial ideas on what those metrics will be are included below:

Tracking Measures: Tracked by System

- Bike rentals (day/quarter/annual)
    - By members (day/quarter/annual)
    - By walk-up renters (day/quarter/annual)
- Bicycle miles traveled (day/quarter/annual)

- Annual Evaluation Measures: Survey of Customers
- Annual subscriptions
- Trip purpose
- Mode shift (from SOV)
    - VMT reduced
    - GHG emissions reduced
- Customer satisfaction ratings
- Success at reading target market
- Job creation

VIII. SCOPE OF SERVICES

In responding to this RFP interested parties need to describe how a bike-sharing program will be implemented, operated and maintained in and around the Indianapolis Cultural Trail and the City of Indianapolis. Your response should include answers to each of the following questions.

Organization Overview

As stated earlier, ICT, Inc. envisions a system that is owned and operated by our own 501c3 organization, although it may consider other models. Please answer the following questions regarding your organization:

1. Describe your organization's approach and vision to meet the goals and measurable objectives for our Bikeshare program, including what you may do differently from what the ICT, Inc. has currently envisioned (1000 words or less).

2. Who are the individuals who will work on this project? Show this information in an organizational chart, including staff and an advisory board, if applicable. Also include details on the specific roles, duties and estimated hourly pay rates of each position, including management, marketing, maintenance, information technology, or other divisions?

3. What are your qualifications? Briefly describe past projects that would qualify your organization to fulfill the requirements of a bikeshare contract, including establishing partnerships, fundraising, and working with federal funds. Also provide a minimum of three relevant references.

Bikeshare Plan

ICT, Inc. envisions a Phase 1 of the bikeshare program to include stations that will be located on the Indianapolis Cultural Trail, or one block from the Trail, with an estimated number of stations to be 24 with room for 300 bikes. One station will be located at the Indianapolis Museum of Art.

Appendix A provides a map with tentative information regarding station placement. These placements are based on particular points of interest, density of users, or in certain cases space within the Indianapolis Cultural Trail right-of-way.

Please provide answers for the following questions on system design, implementation, operation, maintenance, and your organization's relationship with the Indianapolis Cultural Trail and the City of Indianapolis:

Bikeshare Phase 1 System Design:

4. What is the scope of your proposed Phase 1 implementation in regard to service area, general location of stations, number of stations/bikes and criteria for placing stations?

5. What is the proposed infrastructure/technology of the Bikeshare system, including types of bicycles, kiosks, hardware and software involved? A description of the City's required and desired specifications can be found above.

    If you do not have a specific system/manufacturer in mind, what process and criteria will you use to select a Bikeshare system?

6. What are the estimated per unit costs of the infrastructure/technology of the Bikeshare system for Phase 1 implementation?

7. Provide a brief description of how the system will function from a user perspective for both an on- line subscriber and a walk- up user. What are the estimated costs to the user for short- term rentals and long- term subscriptions/memberships?

8. What metrics will your organization use to evaluate the viability of a Bikeshare system and how will these metrics be measured? The City will require a quarterly report that includes

these metrics. Above you will find a list of suggested performance measures currently being considered by the Indianapolis Cultural Trail.

9. Could your proposed system be modified to integrate with other technologies proposed within the City of Indianapolis, including, but not limited to, electric car/bike charging stations?

10. What is the expected role of ICT, Inc. and the City of Indianapolis, financial or otherwise, in designing Phase 1 of the Bikeshare system?

11. What are the estimated life cycles and warranties of all parts of your bikeshare system? i.e. bicycles, stations and terminals?

Bikeshare Phase 1 Implementation, Operations and Maintenance:

12. What is your organization's strategy or experience when it comes to financing Bikeshare systems? Include expected contributions from the City, partnerships, sponsorships, donations, advertising and other opportunities.

13. What is your organization's approach to station permitting and installation on public right-of-way and private property?

14. What is the expected role of ICT, Inc., financial or otherwise, in implementing Phase 1 of the Bikeshare system?

15. How will your organization raise or assist ICT, Inc. in raising awareness and market the launch of the Bikeshare system to residents, employees and visitors?

16. Describe your organization's operations and maintenance approach, including maintenance and redistribution of bicycles, repairing or replacing damaged system components and any other regular maintenance activities.

17. What performance standards does your organization propose to guarantee sufficient operations and maintenance of a Bikeshare system? What do you propose are acceptable thresholds for those standards? ICT, Inc. will require a quarterly report that includes tracking of these performance measures and thresholds. Above you will find a list of suggested performance measures currently being considered by ICT, Inc..

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for <u>all</u> items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.

If the consultant does not meet the DBE goal, the consultant must provide documentation in additional pages that evidences that it made good faith efforts to achieve the DBE goal. Please review the <u>DBE program</u> based on any goals set and complete the <u>DBE Affirmative Action</u>

Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

A listing of certified DBE's eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link on the Indiana Department of Transportation (INDOT) Consultants Webpage. (http://www.in.gov/indot/6813.htm).

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Work item details:

City of Indianapolis Department of Public Works

Project Location: Multiple locations around Downtown Indianapolis and Indianapolis Cultural Trail

INDOT District covering project: Greenfield

INDOT Des#: (if known) TBD

Project Phases Included: Development, installation, operation and maintenance of a "third generation" bike share program for the Indianapolis Cultural Trail, Inc. and City of Indianapolis

Project Description: Increase use and awareness of the Indianapolis Cultural Trail as well as the many other bicycle facilities in and around downtown Indianapolis.

Launch a successful bikesharing program in Fall 2012 that is financially sound, can be easily expanded, and is capable of meeting negotiated performance standards.

Provide a service resulting in high rates of user satisfaction

Implement a program that can be easily expanded into other areas of the City of Indianapolis.

Create new bicycle commuters;

Expand community partnerships in support of bicycling as an active, fun and convenient transportation mode; and

Estimated Construction Amount: $1,000,000.00

Approx. No. of Assignments: One (1)

Funding: 100% Federal (CMAQ)

Term of Contract: June 30, 2013

DBE goal: 3 %

Required Prequalification Categories:
(List required prequalification categories)

**Specialty not listed

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for _____ **Des. No.** _____

(City, County, Town, etc.) - or - (Local Public Agency)

Consultant Name: _____ **Services Description:** _____

Evaluation Criteria to be Rated by Scorers

Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Past Performance	**Performance evaluation score averages from historical performance data.**				
	Quality score for similar work from performance database.			6	
	Schedule score from performance database.			3	
	Responsiveness score from performance database.			1	
Capacity of Team to do Work	**Evaluation of the team's personnel and equipment to perform the project on time.**			20	
	Availability of more than adequate capacity that results in **added value**.	1			
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
Team's Demonstrated Qualifications	**Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.**			15	
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.	2			
	Demonstrated high level of expertise and resources identified for required services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
Project Manager	**Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.**			20	
	Demonstrated outstanding experience in similar type and complexity.	2			
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume.	0			
	Experience in different type or lower complexity.	-1			
	Insufficient experience.	-3			
Approach to Project	**Project Understanding and Innovation that provides cost and/or time savings.**			15	
	High level of understanding and viable innovative ideas proposed.	2			
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
Location	**Location of assigned staff office relative to project.**			5	
	Within 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
				Weighted Sub-Total:	

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.

I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR18.36.

I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.

Signature: _____

Print Name: _____

Title: _____

Date: _____

(Form Rev. 3-30-10)

Request for Proposals Bulletin_____

Project_____

AFFIRMATIVE ACTION CERTIFICATION FOR DBE

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified in the State of Indiana to participate as part of this proposal. I acknowledge that this certification is to be made an integral part of this proposal. I understand and agree that the submission of a blank certification may cause the proposal to be rejected. I certify that I have consulted the following DBE website to confirm that the firms listed below are currently certified DBEs:
https://financial.gmis.in.gov/psc/guest/EMPLOYEE/ERP/c/SOI_APPS_MWBE.SOI_DBE_CERT.GBL?&
I certify that I have contacted the certified DBEs listed below, and if my company becomes the CONSULTANT, these DBEs have tentatively agreed to perform the services as indicated.
I understand that neither my company nor I will be penalized for DBE utilization that exceeds the goal.
After contract award, any change to the firms listed in this Affirmative Action Certification to be applied toward the DBE goal must have prior approval by INDOT's Economic Opportunity Division.

SUBCONSULTANTS

DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

DBE SUBCONSULTANTS TO BE USED BEYOND GOAL

Certified DBE Name	Service Planned	Estimated percentage to be paid to DBE*

Estimated Total Percentage Credited toward DBE Goal:_____

Estimated Percentage of Voluntary DBE Work Anticipated over DBE Goal:_____

Name of Company:_____

By:_____ Date:_____

*It is understood that these individual firm percentages and dollar amounts are estimates only and that amounts paid may be greater or less as a result of negotiation of the contract scope of work. My firm will use good faith efforts to meet the overall DBE goal through the use of these or other certified and approved DBE firms.