

Posting Date: May 4, 2021

Request for Proposals Notification

Title: Marion County/Indianapolis Department of Public Works Countywide Bridge Inspection and Inventory Program in accordance with National Bridge Inspection Standards for Cycle Years 2002-2025. (Des # 2002464) in the Greenfield District.

Response Due Date & Time: June 3, 2021 at 4:00 pm EDT

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 the firm will be contracted to perform any services but only serves notice the firm desires to be considered.

Contact for Questions: Long K. Nguyen, P.E. Program Manager
1200 Madison Avenue, Suite 200
Indianapolis, Indiana 46225
(317) 626-8519
Long.Nguyen@indy.gov

Submittal Requirements:

- 1. Letter of Interest – 3 Copies (required content and instructions follow) sent through the U.S. Mail;

OR

- Letter of Interest – submitted electronically (pdf) to _____ at email address _____.

AND

- 2. One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0% sent through the U.S. Mail;

OR

- One (1) signed Affirmative Action Certification and associated required documents for all items if the DBE goal is greater than 0% sent electronically (pdf) to _____ at email address _____.

Submit To: Long K. Nguyen, P.E. Program Manager
1200 Madison Avenue, Suite 200
Indianapolis, Indiana 46225
(317) 626-8519
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Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form 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
- Rank totals with the lowest rank total 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 stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are 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, Key Staff, and Project Approach.
 - 3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header 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
 - 1. Identification, Qualifications and Key Staff
 - a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
 - b. List all proposed sub consultants, their DBE status, and the percentage of work to be performed by the prime consultant and each sub consultant. (See Affirmative Action Certification requirements below.) 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/2732.htm>).
 - c. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
 - d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised services. For project specific items confirm the firm has visited the project site. For all items address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Requirements for Affirmative Action Certification

A completed Affirmative Action Certification form is required for all items that identify a DBE goal greater than "0", in order to be considered for selection. The consultant must identify the DBE firms with which it intends to subcontract.

On the Affirmative Action Certification, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform.

If the consultant does not meet the DBE goal, the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE goal.

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

INDOT DBE Reciprocity Agreement with KYTC

An Agreement between INDOT and the Kentucky Transportation Cabinet (KYTC) established reciprocal acceptance of certification of DBE firms in their respective states under the Unified Certification Program (UCP) pursuant to 49 CFR ?26.81(e) and (f).

Copies of the DBE certifications, as issued by INDOT or the Kentucky Transportation Cabinet (KYTC), are to be included as additional pages after the AAC form for each firm listed on the AAC form. The following are DBE Locator Directories for each State Transportation Agency:

INDOT: <https://entapps.indot.in.gov/DBELocator/>

KYTC: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Certified-DBE-Directory.aspx>

Information about the Indiana DBE Program is available at: <https://www.in.gov/indot/2674.htm>.

Information about the KYTC DBE Program is available at: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/default.aspx>.

Work item details:

Local Public Agency: Marion County/Indianapolis Department of Public Works

Project Location: Each Individual Bridge Site within Marion County/Indianapolis Department of Public Works

Project Description: Countywide Bridge Inspection and Inventory Program in accordance with National Bridge Inspection Standards for Cycle Years 2002-2025.

INDOT Des #: 2002464

Services: Inspection of all highway bridges in the County including highway bridges within the cities and towns except State highway bridges, Federal Land bridges and privately owned bridges. Inspection Types and Frequencies are defined in below table:

Inspection Type/Months	48	24	12	Other*
Routine				
Number of Bridges	101	391	37	
Bridge Numbers	0102F, 0107L, 0108L, 0201F, 0303F, 0305F, 0401F, 0802F, 0804L 0901F, 0902F, 0903F 0904F, 0905F, 0909L 1001F, 1004F, 1006F 1012L, 1015L, 1202F 1207L, 1305L, 1410L 1606F, 1607F, 1608F 1609F, 1612F, 1619L 1621F, 1710F, 1718F, 1802F, 1807F, 1903F, 1912L 1913L, 2105L, 2202F, 2203F, 2208L, 2305F, 2310L. 2503L, 2604F, 2612F, 2618F, 2701F, 2703F, 2707L, 2803F, 2903F, 2904F, 2905F, 2906F, 3005L, 3006L, 3007L, 3009F, 3014F, 3208F, 3232F, 3309F, 3313L, 3316L, 3319F, 3403L, 3406F, 3501F, 3503L, 3506F, 3508F, 3606L, 3610L, 3703L ,3707L, 708L, 3909F, 4003F, 4104F, 4005F, 4107L, 4202F, 4205F, 4210L, 4211L, 4401F, 4404F, 4501F, 4507L, 4510F, 4601F,		0101F, 0204F, 0310L, 0403L, 1008F, 1101F 1302F, 1307L, 1617L 1618L, 1705F, 1706F, 1712L, 1904F, 1905F, 1915L 1916L, 1920L, 2304F, 2309F, 2410F, 2613F, 2704F, 2901F, 3012L, 3213F, 3215L, 3306F, 3315F, 3507F, 4101F, 4207F, 4513F, 4606l, 4609L, 4801L, 4903F	

	4604F, 4611L, 4701F, 4703F, 4704F, 4706F, 4711L, 4904L, 4910L, P1808L, P2411L, P2515L, P2516L, P2615L, P3229L			
Fracture Critical		3		
Number of Bridges		0501F, 3105F, 3106F		
Bridge Numbers				
Underwater				
Number of Bridges	41	1		
Bridge Numbers	0102F, 0409F, 0505F, 0701F, 0801F, 1014L, 1104F, 1105F, 1108F, 1122F, 1301F, 1303F, 1701F, 1702F, 1703F, 1704F, 1705F, 1706F, 1707F, 1710F, 1712L, 1801F, 1806F, 1910F, 2402F, 2403F, 2404F, 2405F, 2406F, 2408F, 2409F, 2416F, 2501F, 2502F, 2527L, 3104F, 3106F, 3107F, 3108F, 3110F, 4403F	1101F		
Complex				
Number of Bridges				
Bridge Numbers				
Element				
Number of Bridges		1		
Bridge Numbers		3010F		
Special				
Number of Bridges	5	6		1
Bridge Numbers	1106F, 1107F, 1206F, 2403F, 4615L	2405F, 2416F, 2505F, 2523F, 3107F, 3108F		1104F

Other* - Provide frequency and justification (includes all bridges inspected outside of compliance months).
 Special – Define type of Special Inspection required with justification

Routine: P1808L, P2411L, P2515L, P2516L, P2615L, P3229L and 3313L are pedestrian bridges not eligible for federal funding per NBIS that the LPA wishes to keep in the inventory, PI74-71- 10228 is a pedestrian bridge over I-74, to be inspected on a 24-month frequency per agreement with INDOT, but not eligible for federal funding per NBIS.

3313L,P1808L, P2411L, P2515L, P2516L, P2615L, P3229L are closed.
 0705L, 1008F, 1104F, 1920L, 2414F, 3215L are currently under construction, will reopen to traffic when completed.

Underwater: 24-month frequency: 1101F, last inspected 12/2020, 2527L
 Forty-one bridges listed are on a 48-month inspection frequency, last inspected in 2019

Special: 2416F, 2505F, 2523F, require confined space inspections

Phases Included:

<u>Phase</u>	<u>Year</u>
<input checked="" type="checkbox"/> I	2022
<input checked="" type="checkbox"/> IA	2023
<input checked="" type="checkbox"/> II	2024
<input checked="" type="checkbox"/> IIA	2025

Month(s) Compliance Date: July

Funding: 80% Federal Funding, 20% Local Funds

Term of Contract: July 1, 2022 through June 30, 2026

DBE goal: 7 %

Required Prequalification Categories:

- 14.1 Regular Bridge Inspection
- 14.2 Complex Bridge Inspection
- 14.3 Underwater/In-Water Bridge Inspection
- 14.5 Bridge Load Capacity Rating and Other Bridge Analysis/Training

LPA Consultant Selection Rating Sheet for Bridge Inspections

LPA Consultant Selection Rating Sheet for Bridge Inspections

RFP Selection Rating for _____ County Des # _____ Countywide Bridge Inspection and Inventory Program for Cycle Years _____
 Consultant Name: _____

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.				
	Availability of more than adequate capacity that results in added value.	1		20	
	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			
Weighted Sub-Total:					

Past Performance - Currently not available. This information will be provided to the LPA by INDOT once database is established.

It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest 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 49CFR118.36.

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. 4-7-16)

Affirmative Action Certification (AAC) for Disadvantaged Business Enterprises (DBE)

I hereby certify that my company intends to affirmatively seek out and consider Disadvantaged Business Enterprises (DBEs) certified by the State of Indiana’s DBE Program and the Kentucky Transportation Cabinet (KYTC) DBE Program to participate as part of this proposal. An Agreement between INDOT and KYTC established reciprocal acceptance of certification of DBE firms in their respective states under the Unified Certification Program (UCP) pursuant to 49 CFR §26.81(e) and (f).

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 websites to confirm that the firms listed below are currently certified DBEs:

INDOT: <https://entapps.indot.in.gov/DBELocator/>
KYTC: <https://transportation.ky.gov/Civil-Rights-and-Small-Business-Development/Pages/Certified-DBE-Directory.aspx>

I certify that I have contacted the certified DBE’s 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.

I. DBE Subconsultants to be applied toward DBE goal for the RFP item:

Certified DBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

II. DBE Subconsultants to be utilized beyond the advertised DBE goal for the RFP item:

Certified DBE Name	Service Planned	Estimated Percentage to be Paid*
		%
		%
		%
		%

Estimated Total Percentage Credited toward DBE Goal: _____

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

Company Name: _____

Signature: _____ Date: _____

* It is understood that these individual firm percentages are estimates only and that percentages paid may be greater or less as a result of negotiation of 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.