

Posting Date: December 21, 2022

Request for Proposals Notification

Title: Town of Munster, Indiana Ridge Road Complete Street Project

Response Due Date & Time: January 27, 2023 at 4 PM

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 discretionary a grant program project funded through the USDOT's Rebuilding America Infrastructure with Sustainability & Equity (RAISE 22). 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: Dustin Anderson
1005 Ridge Road
Munster, IN 46321
219-836-6900
danderson@munster.org

Submittal Requirements:

1.  Letter of Interest – submitted electronically (pdf) to **Dustin Anderson** at email address **danderson@munster.org**.

Submit To: Dustin Anderson, Town Manager
1005 Ridge Road
Munster, IN 46321
219-836-6900
danderson@munster.org

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 unweighted score totals with the highest score being the top ranked firm.

The top three ranked firms should be prepared to attend an interview with Town staff to clarify the technical approach, qualifications, and capabilities provided in response to the Request for Proposals. The Town will negotiate a contract with the top ranked firm after the interview process.

The Town intends to award a Contract for Professional Services for a lump sum, not to exceed price. Payments will be made through monthly invoicing.

Solicitation Schedule:

RFP Release Date:	December 21, 2022
Deadline for Inquiries:	January 19, 2023
Deadline for Q&A Response:	January 20, 2023
Deadline for RFP Submittals:	January 27, 2023 at 4 PM local time
Short List Named:	February 24, 2023
Interviews:	week of March 3, 2023
Award Date, On or Before:	April 17, 2023
Town Officials Approval:	April 17, 2023
Tentative Contract Start Date with FHWA Approval:	TBD

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) 8½" 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. Qualifications, Related Experience, and References
 - a. Provide a brief profile of the firm.
 - b. List the firm's experience in performing work of similar nature. Highlight participation of the key personnel proposed for this project.
 - c. Describe the firm's experience working with agencies having jurisdiction

over this project.

- d. Provide references from clients with projects of similar complexity.

2. Proposed Staffing and Project Organization

- a. Provide education, experience, and credentials of firm's proposed key project staff.
- b. Provide firm's proposed Project Manager's credentials and experience with projects of similar scope and complexity.
- c. List the firm's proposed sub-consultants and their experience with projects of similar scope and complexity.

3. Project Approach

- a. Describe the firm's plan for completing tasks specified in the scope of work. Include a schedule highlighting project phases and deliverables.
- b. List all activities that will be undertaken in completing the work tasks and who will perform them.
- c. Describe the firm's methods to ensure quality as well as control schedule and budget.
- d. Provide the firm's approach to providing public engagement and compiling public comments during concept development phase.

Work item details:

Local Public Agency: Town of Munster, Indiana

Project Location: Ridge Road from Illinois State Line to Columbia Avenue

Project Description: The 1.3-mile-long project consists of reconfiguring traffic lanes on Ridge Road from five lanes to three, the addition of a 10-foot-wide multi-use path on the south side of the street, overhead utility relocation, intersection improvements, planting 255 trees, and adding space for amenities including landscaping, gateway and wayfinding signage, pedestrian seating, and other decorative features.

Phases Included: PE and ROW

Estimated Construction Amount: \$16,612,000

Funding: 80% USDOT RAISE 22 Grant/20% local

Term of Contract: Until Project Completion

DBE goal: 0%

Required Prequalification Categories:

- | | |
|---|---|
| <input checked="" type="checkbox"/> 5.2 Environmental Document Preparation - CE | <input checked="" type="checkbox"/> 12.1 Project Management for Aquisition Services |
| <input checked="" type="checkbox"/> 6.1 Topographical Survey Data Collection | <input checked="" type="checkbox"/> 12.2 Title Search |
| <input checked="" type="checkbox"/> 8.1 Non-Complex Roadway Design | <input type="checkbox"/> 12.4 Appraisal |
| <input type="checkbox"/> 9.1 Level 1 Bridge Design | <input type="checkbox"/> 12.5 Appraisal Review |
| <input checked="" type="checkbox"/> 11.1 Right of Way Plan Development | <input type="checkbox"/> 13.1 Construction Inspection |
| <input checked="" type="checkbox"/> Additional Categories Listed Below: | |
| 10.1 Traffic Signal Design | |
| 10.2 Traffic Signal System Design | |
| 10.4 Lighting Design | |
| 16.1 Utility Coordination | |
| 17.3 Storm Sewer and Detention Design | |

RFP Selection Rating for

Town of Munster PE and RW Services for Ridge Road Complete Street Project

Consultant Name: _____

Evaluation Criteria to be Rated by Scorers

Category	Scoring Criteria	Score	Total Possible Score
Qualifications, Related Experience, and References	Evaluation of firm's brief profile		5
	Evaluation of firm's experience in performing work of similar nature, highlight the participation of key personnel proposed for this project.		15
	Evaluation of firm's experience working on projects under the jurisdiction of FHWA, INDOT, and IDEM.		5
	Evaluation of references from clients with projects of similar complexity.		5
	Total for this category		
Proposed Staffing and Project Organization	Evaluation of education, experience, and credentials of firm's key project staff.		15
	Evaluation of firm's proposed Project Manager's credentials and experience with projects of similar scope and complexity.		10
	Evaluation of firm's proposed sub-consultants and their experience with projects of similar scope and complexity.		5
	Total for this category		
Project Approach	Evaluation of firm's plan for completing tasks specified in the scope of work.		20
	Evaluation of the activities that will be undertaken in completing the work tasks and who will perform them.		5
	Evaluation of the firm's methods to ensure quality as well as control schedule and budget.		5
	Evaluation of the firm's communication and data sharing strategy.		5
	Evaluation of the firm's public engagement strategy.		5
	Total for this category		
TOTAL			100

Interview Scoring Sheet

Town of Munster PE and RW Services for Ridge Road Complete Street Project

Consultant Name: _____

<u>Criteria</u>	<u>Score (1-5)</u>
Technical expertise	_____
Experience on projects of similar scope and complexity	_____
Project management	_____
Utilization of sub-consultants	_____
Demonstrate project understanding	_____
Demonstrate understanding of Town's objectives	_____
Innovation that provides cost and/or time savings	_____
 TOTAL	 _____



Request for Proposal
for Consulting Engineering Services
Ridge Road Complete Street Project
December 2022

Project Purpose and Need

The Ridge Road Complete Street Project will be a transformational streetscape improvement project for the Town of Munster, Indiana.

The 1.3-mile project consists of reconfiguring traffic lanes on Ridge Road from five lanes to three and the addition of a 10-foot multi-use path on the south side of the street. In addition, the project will provide space for amenities including landscaping, gateway and wayfinding signage, pedestrian seating, and other decorative features.

Curb bump outs at several locations will be installed to decrease pedestrian crossing distances from 55 feet to 22 feet. The tree planting and landscaping elements will take the right of way from 0% impervious surfaces to 25%. Implementation of green infrastructure will improve storm water quality and decrease storm water volume entering the existing gray infrastructure.

Relocation of existing overhead utilities will further improve the aesthetics of the area.

The project is adjacent to the West Lake Corridor, a major expansion of NICTD's commuter rail service within Northwest Indiana providing service to downtown Chicago. The Munster Ridge Station will be built 500 feet north of Ridge Road at grade with direct access from Manor Avenue.

Project Location and Limits

The project area consists of the Ridge Road right-of-way from the Illinois State Line to Columbia Avenue. Approximate coordinates are:

Western terminus: 41° 33' 48.6" N 87° 31' 31.3" W
Eastern terminus: 41° 33' 36.4" N 87° 30' 02.1" W

Project Information

1. **Field Survey**
Limits of topographical survey shall be sufficient to thoroughly analyze stormwater management needs, roadway conditions, utilities, property boundaries, etc.
2. **Environmental Document**
Full Federal NEPA and Section 106 processes will be required for this project. Because the Town is a direct recipient of federal funding, the integration of NEPA and Section 106 documentation will be reviewed and approved by FHWA. INDOT programmatic agreements will not apply.
3. **Sustainability**
Sustainability and environmental stewardship are an important part of this project. Consultant shall incorporate green infrastructure into the redesign of Ridge Road to capture and treat stormwater before it reaches the existing gray infrastructure.
4. **Roadway Design**
INDOT Standard Specifications and Drawings shall govern the roadway design for this project. Consultant will develop a pavement design for this project.
5. **Public Engagement**
Consultant shall prepare concept drawings of proposed street cross sections, landscaping treatments, and site amenities and provide outreach for public input.
6. **Geotechnical Investigation**
Includes boring sampling and analysis and pavement cross section recommendations.
7. **Traffic Signal Design**
The project will include installation of new traffic signals and modification of signal timing aimed to increase vehicle travel efficiency, reduce vehicle idle time, and improve pedestrian access.
8. **R/W Engineering and services**
If required, shall include title search, Plat No. 1, legal descriptions, parcel plats, R/W staking services, appraisals, appraisal review R/W management, official offers, complete negotiations, partial mortgage releases, and closing.
9. **Maintenance of Traffic**
Phasing of construction will be required so that access is provided for all entities along the project limits during construction.
10. **Utility Coordination**
All coordination with applicable utility companies and relocation plans furnished by Consultant. Consultant shall review and advise reimbursable utility agreements and cost estimates as necessary.
11. **Permitting**
All coordination with permitting agencies and requirement assessment of project site.

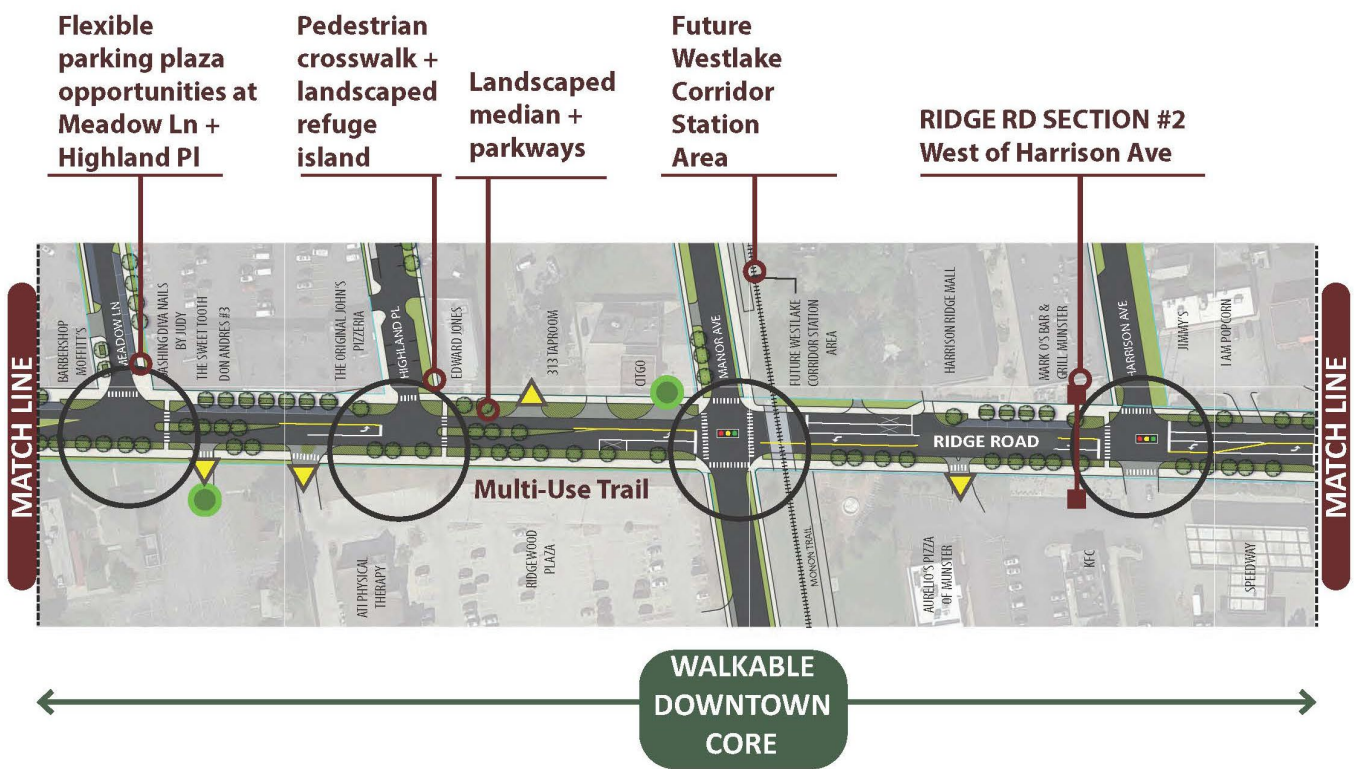
12. Complete Contract Bid Package Preparation

Includes construction cost estimate, contract plans, specifications, and required contract language and forms. Consultant will handle bid document distribution and questions. Project bid will be public. Letting to occur in FY 2024.

13. Federal Highway Administration RAISE Grant Requirements

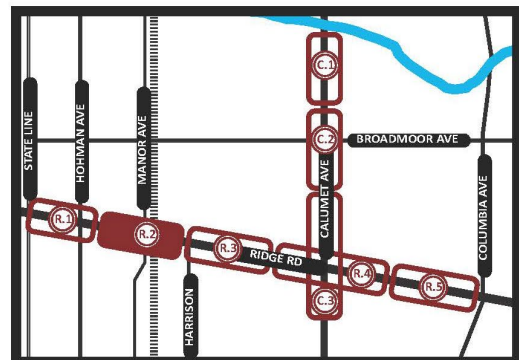
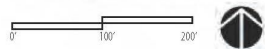
This project is being funded through the Rebuilding American Infrastructure with Sustainability and Equity grant program. Consultant shall have the proven ability to assist the Town with all FHWA and RAISE grant requirements.

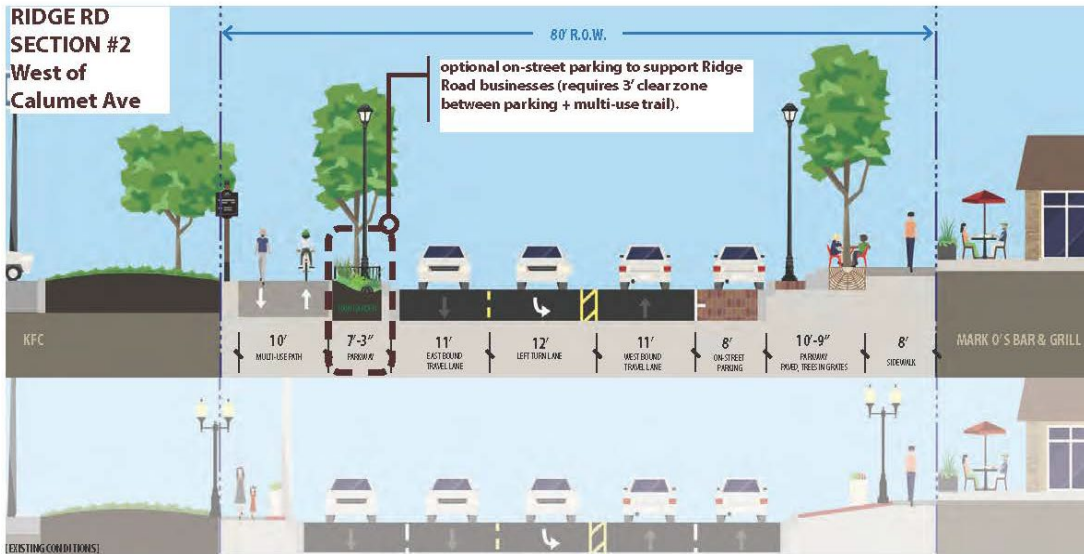
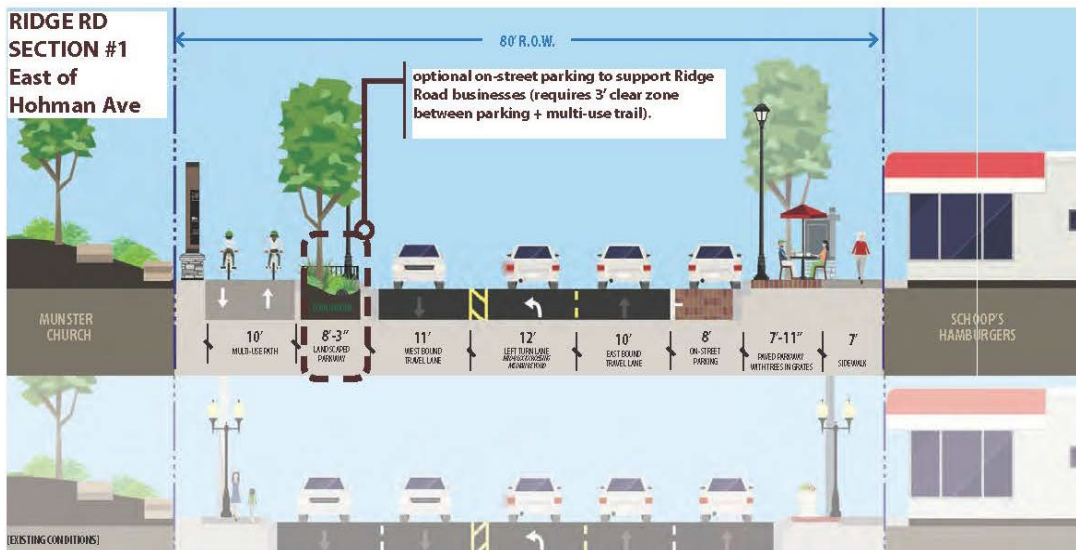
The following concepts are from the Munster Calumet-Ridge Streetscape Plan Report. The full copy of the report is available on the Town's [website](#).



LEGEND

- RIGHT IN/RIGHT OUT
- MODIFIED CURB-CUT
reduced to 22.0' width
- CLOSED CURB-CUT
- NEW CURB CUT





Project Schedule

Ridge Road Complete Street Project																
	2023				2024				2025				2026			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Consultant Selection																
Design Engineering																
NEPA Process																
Contractor Selection																
Utility Relocations																
Roadway Construction																
Hard/Softscape Installs																
Project Complete																