

Posting Date: June 23, 2023

## Request for Proposals Notification

**Title:** FAYETTE County Board of Commissioners Countywide Bridge Inspection and Inventory Program in accordance with National Bridge Inspection Standards for Cycle Years 2024-2027. (Des# 2300074.) in the Greenfield District.

**Response Due Date & Time:** July 24, 2023 at 12:00 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 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:** Bill Macke Surveyor  
401 Central Avenue  
Connersville, IN., 47331  
(765)825-7466  
surveyor@co.fayette.in.us

### Submittal Requirements:

1. Letter of Interest - 4 copies (required content and instructions follow) sent through the U.S. Mail;

OR

*r* Letter of Interest - submitted electronically (pdt) 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

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

**Submit To:** Bill Macke Surveyor  
401 Central Avenue  
Connersville, IN., 47331  
(765)825- 7466  
[surveyor@co.fayette.in.us](mailto:surveyor@co.fayette.in.us)

## **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:

- C. The weighted score totals with the highest score being the top ranked firm
- C. 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 1/2" 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/dojng-business-with-indot/consultants/consultants-1-regulation/>).
    - 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-Directon.aspx>

Information about the Indiana DBE Program is available at:  
<https://www.in.gov/indot/about-indot/equality-initiative-services/>

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: FAYETTE County Board of Commissioners

Project Location: Each Individual Bridge Site within FAYETTE County

Project Description: Countywide Bridge Inspection and Inventory Program in accordance with National Bridge Inspection Standards for Cycle Years 2024-2027.

INDOT Des #: 2300074.

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*
<b>Routine</b>				
Number of Bridges		76	11	
Bridge Numbers			5, 8, 18, 32, 48, 50, 54, 58, 88, 90, 533	
<b>Fracture Critical</b>				
Number of Bridges				
Bridge Numbers				
<b>Underwater</b>				
Number of Bridges	3			
Bridge Numbers	65, 91, 145			
<b>Complex</b>				
Number of Bridges				
Bridge Numbers				
<b>Element</b>				
Number of Bridges				
Bridge Numbers				
<b>Special</b>				
Number of Bridges				
Bridge Numbers				

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

These underwater inspections are on a 48 month cycle.

Phases Included:

<u>Phase</u>	<u>Year</u>
<b>WI</b>	2024
<b>PIA</b>	2025
<b>PII</b>	2026
ft1 IIA	2027

Month(s) Compliance Date: September

Funding: 80% Federal Funding, 20% Local Funds

Term of Contract: 4 years

DBE goal: 3 %

Required Prequalification Categories:

14.1 Regular Bridge Inspection

14.2 Complex Bridge Inspection

W 14.3 Underwater/In-Water Bridge Inspection

14.5 14.5 Bridge Load Capacity Rating and Other Bridge Analysis/Training