

Posting Date: January 10, 2025

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 2026 - 2029. (Des # 2300152) in the Greenfield District.

Response Due Date & Time: February 10, 2025 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: Keith Echternach, P.E., Program Manager
200 E. Washington, Suite 1401
Indianapolis, IN 46204
317-327-7417
Keith.Echternach@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: Keith Echternach, P.E., Program Manager
200 E. Washington, Suite 1401
Indianapolis, IN 46204
317-327-7417
Keith.Echternach@indy.gov

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. (<https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/>).
 - 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/about-indot/equity-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: Marion County / Indianapolis Department of Public Works County Board of Commissioners

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

Project Description: Countywide Bridge Inspection and Inventory Program in accordance with National Bridge Inspection Standards for Cycle Years 2026 - 2029.

INDOT Des #: 2300152

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	1	498	39	
Bridge Numbers	P1808L		0101F, 0204F, 0310L, 0318L, 0403L, 0501F, 0913F, 1307L, 1617L, 1618L, 1712L, 1904F, 1905F, 1915L, 1916L, 2105L, 2303F, 2306F, 2309F, 2410F, 2613F, 2901F, 2902F, 3209F, 3213F, 3305F, 3315F, 3407F, 3507F, 3701F, 3702F, 3902F, 4201F, 4207L, 4513F, 4606L, 4609L, 4705F, 4801L	
Fracture Critical				
Number of Bridges		3		
Bridge Numbers		0501F, 3105F, 3106F		
Underwater				
Number of Bridges	40			
Bridge Numbers	0102F, 0409F, 0505F, 0701F, 0801F, 1014L, 1104F, 1105F, 1108F, 1122F, 1301F, 1303F, 1701F, 1702F, 1703F, 1704F,			

	1705F, 1707F, 1710F, 1712L, 1801F, 1806F, 1910F, 2402F, 2403F, 2404F, 2405F, 2406F, 2408F, 2409L, 2416F, 2501F, 2502F, 2527L, 3104F, 3106F, 3107F, 3108F, 3110F, 4403F			
Complex				
Number of Bridges				
Bridge Numbers				
Element				
Number of Bridges		1		
Bridge Numbers		3010F		
Special				
Number of Bridges	5	7		1
Bridge Numbers	1106F, 1107F, 1206F, 2403F, 4615L	0501F, 2405F, 2416F, 2505F, 2523F, 3107F, 3108F		3324F (6 month inspection)

Notes:

Special

6 Month Frequency

Bridge 3324F due to a Critical Finding for out-of-plane rocker bearings.

24 Month Frequency

Bridge 0501F had elements rated a '4'.

Bridges 2405F and 3107F for Category "E" Details.

Bridges 2416F, 2505F and 2523F for Confined Entry.

Bridge 3108F is open Spandrel Arch (Special per previous discussions with INDOT/LPA)

48 Month Frequency

Bridges 1106F, 1107F, 1206F and 2403F for Category "E" Details.

Bridge 4615L for camera inspection

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

Other Inspections

Routine

P1808L is a closed pedestrian bridge 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.

The contract will begin with 538 structures (increase of two from prior cycle) due to the addition of bridges 1721L 38th St over Crown Hill and 1624L Commercial Drive over Little Eagle Creek.

Interim Inspections

2 bridges (4506L B, 4516F) are still owned by INDOT and are anticipated to be relinquished from INDOT to Marion County in the next contract.

There are two new structures (3113L Tibbs Avenue over Neeld Ditch and 0412L 91st Street over Ream Creek) that will be added to the inventory and will require and interim inspection.

Initial / Interim Inspections

Major Bridge Replacements / Rehabilitations Scheduled for Completion 2026

- 0403L Pennsylvania Street over Williams Creek
- 1616L Eagledale Drive over Falcon Creek
- 1617L Falcon Drive over Falcon Creek
- 1705F 30th St over White River
- 1916L Audobon Road over Devon Creek
- 1917L Lesley Avenue over Devon Creek
- 3113L Tibbs Avenue over Neeld Ditch (New structure, see note above)

Major Bridge Replacements / Rehabilitations Scheduled for Completion 2027

- 0910L Hollingsworth Road over Little Eagle Creek
- 1604F 38th Street WB over Little Eagle Creek
- 1605F 38th Street EB over Little Eagle Creek
- 1703F 38th St EB over White River
- 1715F Cold Spring Road over Crooked Creek
- 2101F 46th Street over Indian Creek
- 2110F Mitthoefer Road over Bells Run
- 2804L Muessing Road over Buck Creek
- 2901F Morris Street over Salem Creek
- 3202F Raymond Street over Pleasant Run
- 3203F Shelby Street over Pleasant Run

Major Bridge Replacements / Rehabilitations Scheduled for Completion 2028

- 0412L 91st Street over Ream Creek (New structure, see note above)
- 2315F High School Road over Conrail Railroad
- 2408F 16th Street over White River
- 3706F Kentucky Avenue over State Ditch

Major Bridge Replacements / Rehabilitations Scheduled for Completion 2029

- 0302F 79th Street over Crooked Creek
- 0906L 52nd Street over Little Eagle Creek
- 1201F Emerson Way over Fall Creek
- 2205F Country Club Road over Tansel Creek
- 2523F West Street over IWC Canal
- 3201F Meridian Street over Pleasant Run
- 3204F State Avenue over Pleasant Run
- 3305F Raymond Street over Bean Creek
- 3407F Brookville Rd over Shadeland Ave NB/SB
- 4403F Southport Road over White River
- 4709F Sherman Drive over Pleasant Run Creek

<u>Phase</u>	<u>Year</u>
<input checked="" type="checkbox"/> I	2026
<input checked="" type="checkbox"/> IA	2027
<input checked="" type="checkbox"/> II	2028
<input checked="" type="checkbox"/> IIA	2029

Month(s) Compliance Date: June, July

Funding: 80% Federal Funding, 20% Local Funds

Term of Contract: June 1, 2026 through May 31, 2029

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 Inspection

Sample:

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.		2	15	15
	Quality score for similar work from performance database.				
	Schedule score from performance database.				
	Responsiveness score from performance database.				
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.		1	20	20
	Availability of more than adequate capacity that results in added value.				
	Adequate capacity to meet the schedule.				
	Insufficient available capacity to meet the schedule.				
Team's Demonstrated Qualifications	Technical Expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.		2	15	15
	Demonstrated outstanding expertise and resources identified for required services for value added benefit.				
	Demonstrated high level of expertise and resources identified for required services for value added benefit.				
	Expertise and resources at appropriate level.				
	Insufficient expertise and/or resources.				
Project Manager	Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.		2	20	20
	Demonstrated outstanding experience in similar type and complexity.				
	Demonstrated high level of experience in similar type and complexity.				
	Experience in similar type and complexity shown in resume.				
	Experience in different type or lower complexity.				
Approach to Project	Project Understanding and Innovation that provides cost and/or time savings.		2	15	15
	High level of understanding and viable innovative ideas proposed.				
	High level of understanding of the project.				
	Basic understanding of the project.				
	Lack of project understanding.				
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.					
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. 1/27/2023)					

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.