



**State of Indiana
Department of Transportation
Request for Information (RFI)
Proposed On-Call Design Contract Process
RFI# 2004**

Issuance Date: April 27, 2020

Response Due Date: May 15, 2020

Time Due: 3:00 pm (Indianapolis, Indiana Time)

Submit responses to the RFI to: ContractsRFP@indot.in.gov.

I. Purpose of Request for Information (RFI)

This RFI is being issued by the Indiana Department of Transportation (INDOT) to solicit feedback on a proposed new on-call design contracting process.

II. Background

INDOT is repetitively advertising for on-call project development contracts that require significant effort on the part of consultants in preparing Letters of Interest (LOIs) and significant effort on the part of INDOT in scoring and selection of consultants for contracts. It is difficult for consultants to distinguish themselves in LOIs due to the contracts' general nature and difficult for INDOT scorers to evaluate the LOIs for the same reason. The contracts are intended for small projects and the repetitive district by district selections may not be taking best advantage of the available resources and capacity of the consultant engineering community available to deliver these projects.

INDOT is moving toward a corridor programming philosophy and intends to have projects programmed earlier and intends to contract for more consultant engineering services using project specific contracts. The proposed on-call procurement process described below is intended to provide for a streamlined selection of a larger number of well-qualified firms and for an assignment process that allows for selection of specific firms based on specific staffing that is available for each assignment. The proposed process design has been developed in consideration of federal regulations so that federal funds participation is an option for these contracts. (See 23 CFR 172.9(a)(3))

III. Presentation of Information

INDOT would like interested parties to submit a short technical brief (four pages maximum) providing likes, dislikes, concerns and suggestions regarding the proposed process.

IV. Questions

All questions, inquiries and/or request for information related to this RFI shall be directed to: ContractsRFP@indot.in.gov. All questions, inquiries and/or request for information relating to this RFI must be in writing and received no later than **3:00 pm (Indianapolis, Indiana Time) on May 7, 2020**.

Questions and answers will be posted on INDOT's website at: <http://www.in.gov/indot/3119.htm>.

After the deadline for submitting questions, inquiries and/or request for information passes, INDOT will review the questions, inquiries and/or request for information received, but INDOT reserves the right to determine whether to respond and post the questions and answers on INDOT's website.

INDOT will not respond to telephone or other oral questions, inquiries and/or request for information for this advertised RFI.

V. Agency Liability and Confidential Information

This Request for Information (RFI) is only a request for information about potential services and no contractual obligation on behalf of INDOT whatsoever shall arise from the RFI process. It does not constitute a Request for Qualifications (RFQ), a Request for Proposals (RFP), or other solicitation, nor does it constitute the commencement of any other type of procurement process. Moreover, it does not represent a commitment to issue an RFQ or an RFP in the future. Therefore, those choosing to respond to this RFI will not, merely by virtue of submitting such a response, be deemed to be "bidders"

in any sense, and no such respondent will have any preference, special designation, advantage or disadvantage whatsoever in any subsequent procurement process related to this RFI.

This RFI does not commit INDOT to pay costs incurred in the preparation or submission of any response to the RFI.

By submitting a response to this RFI, you grant to INDOT a fully paid-up, worldwide, royalty-free, irrevocable, perpetual, and nonexclusive license to use any idea, information, process, or other material submitted with your response, and regardless of whether such ideas, information, processes, or other materials are patented or subject to other laws governing the protection of intellectual property, including, without limitation, trade secret and unfair competition laws. Nothing in this RFI will impair this right of use on behalf of INDOT.

Respondents are advised that materials contained in their responses are subject to the Indiana Public Records Act, IC 5-14-3 et seq., and after the execution of a related contract, may be viewed and/or copied by any member of the public, including news agencies and competitors.

VI. Proposed On-Call Design Contract Process

The following proposed process is conceptual in nature and specific dollar amounts, page counts and most details are subject to change and open for comments and suggestions.

- Select a pool of firms for 8.1 Road Design and another pool for 9.1 Bridge Design
- Select pools once every 2 years via RFP using standard RFP process with condensed scoresheet
 - October RFP, January 1st Notice to Proceed
 - See attached scoresheet
 - Scoresheet to incorporate performance data from Road Design or Bridge Design, Project Management for Project Delivery and Letting Documents
 - All firms will have already been prequalified for road design or bridge design within the last two years and so all firms with scores zero or above will be considered for contracts without a specific contract selection count limitation
 - Selection of a firm for one of these contracts will not eliminate the firm from selection for the other and selection for either or both will not eliminate a firm from selection for any other item on the same RFP
- Limit LOIs to six pages
 - LOIs for these items shall exclusively include qualifications of key staff to be directly involved in delivery of assigned services.
 - The LOI should include information regarding specific districts a firm would prefer to work in due to geographical location.
- Each pool contract is \$4M w \$400K maximum amount per assignment
- Limit new assignments to no more than a total of \$3M so there is room for assignment amendments
- Two year assignment period, five year contracts
- The contracts will be negotiated hourly rates so that assignments can be made quickly without contract amendments
- Because we are advertising with only one prequalification work type for each contract the items' DBE goals are 0%

- Assignments are to be made based on the predominant work type Road or Bridge
- Contracted lead firms will not be allowed to sub the road design or bridge design services
- No other road or bridge design on-call RFP items for project development will be advertised
- Advertise that other preliminary engineering services associated with assigned road and bridge design projects may be performed under the contracts, but must be performed by prequalified firms, the lead or a sub, and DBE subs must be considered
 - Survey, environmental, ROW plan development may be included in assignments because they are PE phase services
- Assignment process
 - Owner office documents the project scope of work description, scope of required services description, required schedule and cost estimate
 - Owner office identifies three to five firms from the applicable pool of consultants and coordinates with Capital Program Management Coordinator (CPMC) to determine contract availability for the assignments
 - Owner office sends identified firms the scope and schedule documents and requests qualifications proposals to include identification of proposed key staff
 - Limit consultant responses to an email submittal of a one-page form proposal
 - Form proposal shall include:
 - Identification of the consultant project manager for the assignment,
 - Indication of availability to meet the proposed schedule
 - Experience description of key persons related to the type of assignment
 - Owner Office must receive email responses from three different firms
 - The owner office Consultant Services Manager (CSM) will justify the firm selection in an email to the CPMC coordinator and will upload a pdf of the justification as a supporting document for the work order in the Professional Services Contracting System application.
 - The CSM will notify the firms who responded with qualifications submittals of the assignment selection decision and request a cost proposal from the highest ranked firm.
 - Owner Office will compare the consultant's fee proposal with their previously prepared estimate and negotiate an appropriate fee budget.
 - Process work order / PO for the agreed upon assignment budget
 - Notice to Proceed

Design On-Call Selection Rating Form

Consultant Name: _____

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Project Manager	Rating or predicted ability to manage the project, based on experience in size, complexity, type, documentation skills.				
	Demonstrated high level of experience in similar type and complexity.	1		10	0
	Experience in similar type and complexity shown in resume'.	0			
	Insufficient experience.	-2			
Team's Demonstrated Qualifications	Technical expertise: Qualifications and experience to perform quality design services and deliver quality construction plans.				
	Demonstrated high level of expertise and resources identified for req'd services.	1		10	0
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-2			
Weighted Sub-Total					0

Evaluation Based on Previous Performance				
Category	Scoring Criteria	Score	Weight	Weighted Score
Past Performance	Performance evaluation score averages from historical performance data.			
	Quality score for similar work from performance database.		8	0
	Schedule score from performance database.		8	0
	Responsiveness score from performance database.		8	0
	Budget score from performance database.		8	0
Weighted Sub-Total				0

Weighted Total 0

The scores assigned above represent my best judgement of the consultant's abilities for the rating categories.

Signed: _____

Date: _____