

Indiana Department of Transportation

RFP NO 0906s1

Posting Date: 06/30/2009

Request for Proposals Notification

Response Due Date and Time: 7/15/2009 10:00:00AM, Indianapolis Time

REVISION (06-30-2009) Item 01: No. of Contract: 1

Summary of Items Included

Central Office

Production Management/Project Management

Item No. 01 PR 69 New Road Construction Project in Pike, Daviess, Gibson, Greene Co.

Policy and Communication

Please note the following policy concerning communication with the Department during the Request for Proposals (RFP) announcement and selection process:

Department owner offices associated with items listed in this RFP will not participate in communication with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to marketing, etc., during the time period between advertisement and the announcement of final consultant selections for this RFP. This policy will not apply during special marketing events advertised and scheduled by INDOT.

Communications that are always permissible include project administration activities for awarded contracts, scope and negotiation activities for projects selected but not under contract and training or related activities.

Questions regarding the Letter of Interest (LoI) format or requirements are also permissible and are to be directed to Contractsrfp@indot.in.gov

Equal Opportunity - Title VI

INDOT, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit letters of interest in response to this invitation and that minority businesses are afforded the opportunity to participate as subconsultants. INDOT will not discriminate against any respondent on the grounds of race, color, sex, or national origin in consideration for an award.

Letter of Interest Affirmations

Submittal of a Letter of Interest (LOI) constitutes an affirmative statement that the consultant, or any member of the consultant's team, is ready, willing, qualified, and able to perform the scope of work within the advertised time requirements. All Letters of Interest are considered Public Record at the time the Notice to Proceed is issued to the selected firm.

Submittal of a Letter of Interest for a project specific contract affirms the consultant's intention to develop the project within the planned construction cost allocation.

INDOT's Standard Contract Terms and Conditions for Consultant Contracts are available at <http://www.in.gov/indot/6813.htm>. These terms contain both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are typically non-negotiable. Other clauses are highly desirable. It is INDOT's expectation that the final contract terms will be substantially similar to those posted in the referenced document.

If a standard contract clause is not acceptable as worded, consultants shall note this in the Identification and Qualifications portion of the LOI, immediately following team identification, and shall include specific suggested alternative wording. If additional contract terms are required they shall also be documented. It is INDOT's strong desire to not deviate from the standard terms and conditions and as such INDOT reserves the right to reject any and all suggested changes.

Submittal of a Letter of Interest constitutes an affirmative statement that the consultant is willing to accept the mandatory contract terms identified below except as noted in the LOI.

Letter of Interest (LOI) Instructions

The mandatory contract terms are as follows:

- Authority to Bind Consultant
- Compliance with Laws
- Drug-Free Workplace Certification
- Funding Cancellation
- Governing Laws
- Indemnification
- Non-Discrimination
- Payment
- Penalties, Interest and Attorney's Fees
- Non-Collusion
- Work Standards/Conflict of Interest

Online LOI Submittals

Firms interested in being considered for selection shall respond by logging on to the following website: <http://www.in.gov/indot/6813.htm>, click "Professional Services Contracting Systems (RFP Submittal Portal)" and log into the system. Choose the pertinent RFP and Item number. All required information must be provided and the "submit" button must be clicked, no later than the "Response due date and time", in order to be considered for selection. Instructions are available within the on-line application. Or, go to the following website <http://www.in.gov/indot/6813.htm>, then click the link entitled "Submitting a Letter of Interest (LOI) – (PowerPoint Presentation)".

Before you close the application, you have an option to print a copy of your submittal for your files. A firm may submit online multiple times for the same RFP item, as long as the "submit" button is clicked no later than the "Response due date and time". Only the latest submittal will be used for selection purposes.

Selection Procedures

The Department will directly select consultants for each of the items listed above and further described herein, based on a Letter of Interest (LoI) and other required documents. The requirements for the LoI and the Consultant Selection Rating Form(s) that will be used by INDOT to evaluate and score the submittals are shown below.

To be eligible for RFP items requiring prequalification, the prime consultants and sub-consultants MUST be prequalified by the "Response due date and time. Whenever an item requires prequalification and work type(s) are listed for that particular item, the prime consultant submitting the LOI must be prequalified in at least one (1) of the work types listed. Also, the Lead Consultant must perform the largest share of work, regardless of the number of sub-consultants. However, a prime consultant need not be prequalified itself for EACH discipline listed in the prequalification requirements paragraph below, provided that at least one subconsultant be prequalified in each discipline and provided further that the LoI and the contract procured hereunder shall only contemplate or permit an entity to perform work for which it has been prequalified. Prequalification requirements and the list of Prequalified Consultants and their approved categories may be found at the <http://www.in.gov/indot>

Letter of Interest (LOI) Requirements

General Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in item 2 below and have it signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. Lols shall be limited to twelve (12) 8½" x 11" pages that include Identification, Qualifications and Key Staff, and Project Approach, unless otherwise noted in the Item Description.

In addition to the Lol, the Active and Pending Contract Balances Form and the Current and Completed Projects Form are also required with each submittal. The Affirmative Action Certification is only required if the item you are submitting has a goal that is greater than "0". These forms are located at the following website:

<http://pscscapp.indot.in.gov/rfp/default.aspx?view=1>. Please copy these files, complete the information, and put them in a PDF format. NOTE: Each file must be less than 20MB. The subject line for each attachment should reference the RFP No., Firm Name, Item No., and type of attachment.

Sample file name: RFP0906s1-myconsultingfirmornickname-item-01-LOI
Sample file name: RFP0906s1-myconsultingfirmornickname-item-01-APB
Sample file name: RFP0906s1-myconsultingfirmornickname-item-01-CCP
Sample file name: RFP0906s1-myconsultingfirmornickname-item-01-AAC

Please note that the Affirmative Action Certification, the Current and Completed Projects Form, and the Active and Pending Contract Balances Form do not count toward the total number of pages for the Lol.

3. All submittals must be sent through our on-line Professional Services Contract System (PSCS) available at: <http://www.in.gov/indot/6813.htm>, then click on "Professional Services Contracting Systems (RFP Submittal Portal)". Log in and provide all the required information. All required information must be provided and the "submit" button must be clicked, no later than the "Response due date and time", in order to be considered for selection.

If no one from your firm is currently enrolled, please access the above website and click on the phrase "Complete an Organization enrollment form", at least one week prior to the RFP response due date, and provide the necessary information. Once your firm has been enrolled, click on the phrase "Complete a User enrollment form" and complete the required information, in order for someone from your firm to submit the LOI information on behalf of your firm.

Identification, Qualifications, and Key Staff

1. 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.
2. List all proposed subconsultants, DBE/MBE/WBE status, and the percentage of work to be performed by the prime consultant and each subconsultant. (See Affirmative Action Certification requirements below.) A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the <http://www.in.gov/indot/6813.htm>.
3. List the Project Manager and other key staff members, including key subconsultant staff and include the percent of time the project manager will be committed for the item, if selected. (The percent requirement is not applicable to on-call contracts.) Include project engineers for important disciplines and staff members that will be responsible for the work.
4. Describe the capacity of Prime Consultant staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.

Project Approach

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

Affirmative Action Certification (AAC) Requirements

A completed Affirmative Action Certification form is required for all items that identify a DBE or MBE/WBE goal, greater than "0", in order to be considered for selection. The consultant must identify the DBE firms or MBE/WBE firms (whichever applies) with which it intends to subcontract, include the contract participation percentage of each DBE or MBE/WBE (whichever applies), and list what the DBE or MBE/WBE (whichever applies) will be subcontracted to perform on the Affirmative Action Certification Form. Copies of DBE certifications, as issued by INDOT, or MBE/WBE certifications, as issued by IDOA, are to be included as additional pages after the form, for each firm listed.

If the consultant does not meet the DBE or MBE/WBE goal (whichever applies), the consultant must provide documentation in additional pages after the form that evidences that it made good faith efforts to achieve the DBE or MBE/WBE goal (whichever applies). Please review the DBE program and/or MBE/WBE program as applicable based on any goals set and complete the DBE Affirmative Act Certification Form or the MBE/WBE Affirmative Action Certification Form as applicable. What constitutes good faith efforts is explained in detail within the DBE or MBE/WBE program information referred to above. If no goal is set then no Affirmative Action Certification Form is required. INDOT's DBE/MBE/WBE Program Information is available at <http://www.in.gov/indot/6813.htm>.

A listing of certified DBEs eligible to be considered for selection as prime consultants or sub-consultants for this RFP can be found at the "Prequalified Consultants" link available from the <http://www.in.gov/indot/6813.htm>. DBE/MBE/WBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE/MBE/WBE.

Conflict of Interest

Consultants submitting letters of interest in response to this RFP shall notify INDOT in writing of any conflict or potential conflict of interest, according to the INDOT Conflict of Interest Policy. Consultants shall fully explain the conflict or potential conflict, provide suggestions or protocol to remedy the conflict, and reference the applicable RFP number and Item number in an e-mail to ContractsRFP@indot.in.gov, within forty-eight (48) hours after the response due date for this RFP. The policy is located at <http://www.in.gov/indot/6813.htm>, under the heading of "Consultant Contract Standard Terms and Conditions".

Consultant Selection Rating Form

1. The selection rating form to be used for this RFP incorporates historical performance data, when applicable. Existing performance data will be reviewed and subdivided by quality, responsiveness and scheduling averages and directly input into the scoring form. When there is insufficient information available or when the information available indicates "at standard" performance a neutral rating of "0" will be assigned.

2. Location ratings will be assigned based on the location of the indicated responsible consultant office relative to the center of the project or, for non-site specific contracts, the center of the geographical area of the region for which the services are applicable.

Two Step Selection Process:

Items with two score sheets listed will follow a two step selection process. The first step of the process will be submittal and scoring of Lols, to identify a short-list of no more than three (3) teams. The second step will include interviews of the short-listed firms. The anticipated schedule of selection activities and requirements for submittal of the Lol and interviews are described in the item's "work description".

INDOT reserves the right to modify that schedule in its discretion at any time with or without notice.

Step 1

Letters of Interest will be scored independently by a 3 to 5 member "technical" evaluation committee. Individual score totals will be tabulated, DEF deductions will be applied, if applicable, and then the technical evaluation committee will review the results and the spread of scores to determine how many of the highest ranked firms will be short-listed to participate in the interviews. No more than the three (3) teams will be short-listed. The score sheet number is located at the top of the item detail page and a sample score sheet is included in the RFP. The tabulated results and recommended number of consultants will be submitted to the Selection Review Committee for capacity and procedure compliance review. Score Sheet No. 3 will be used to determine the short-list firm selections.

Step 2

The Project Manager of the lead firm from each of the selected teams will be asked to lead in presenting their proposal to INDOT representatives on how they will approach the project in its development and delivery and present any unique ideas in keeping the project under/within budget and targeted at an accelerated time frame. In addition, each consultant team will need to prepare a one-page SUMMARY of CREDENTIALS documenting why their management team is the BEST team to deliver this project. This SUMMARY will be distributed immediately prior to the interview. These presentations will be scheduled at least two weeks after the initial scoring results are reviewed, approved; and the shortlist is announced. The details of the presentations, time, place, durations, etc. will be given to the finalists, after the short-listed firms are announced.

To differentiate the Best of the Best, the short-listed teams will be evaluated independently by a second 3 to 5 member "business approach" evaluation committee using the form number, noted at the top of the item details page. A sample score sheet is included in the RFP advertisement. Scoring will be based on both the initial letter of interest submittals and the additional information conveyed during the interviews.

Design Efficiency Factor (DEF)

A checked DEF box indicates that the DEF applies to that particular item. Additional information concerning the DEF is available on the web, at <http://pscsapp.indot.in.gov/rfp/default.aspx?view=1>.

Follow-up discussions will be held subsequent to the interviews and prior to scoring to allow personal observations to be shared by the original technical evaluators and to allow a comparison of observations among the business approach scorers. Individual score totals from the business approach scoring form will be tabulated and the completed scoring documentation will be forwarded to the Selection Review Committee for final compliance review. DEF factor adjustments will not be applied to the second round scores. Findings and recommendations will then be forwarded to the INDOT Commissioner for acceptance or rejection of the selection.

Consultant Name:

Services Description:

Evaluation Criteria Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Capacity of Team to do Work	Evaluation of the team's personnel and equipment to perform the project on time.			20	
	Availability of more than adequate capacity that results in added value to INDOT.	1			
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-3			
Team's Demonstrated Qualifications	Technical expertise: Unique Resources & Equipment 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	Rating or 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 experience.	-1			
	Insufficient experience.	-3			
Approach to Project	Understanding and Innovation that gives INDOT 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			
Accelerated Schedule	Evaluation of the team's ability to deliver the project on an accelerated schedule.			10	
	Outstanding confidence in ability to deliver the project on an accelerated schedule.	2			
	High confidence in ability to deliver the project on an accelerated schedule.	1			
	Predicted satisfactory ability to deliver the project on schedule	0			
	Low confidence in ability to deliver the project within schedule	-1			
Weighted Sub-Total					

Evaluation Ratings Assigned from Office of Contracts Data Sources					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Disputes	Outstanding Agreement Disputes.			20	
	No outstanding unresolved agreement disputes > 3 mos. old.	0			
	Outstanding unresolved agreement disputes more than 3 mos. old.	-3			
Location	Location of assigned staff office relative to project.			5	
	Within 50 mi.	1			
	51 to 150 mi.	0			
	151 to 500 mi.	-1			
	Greater than 500 mi.	-2			
Evaluation Based on Previous Performance	For 100% state funded agreements, non-Indiana firms.	-3			
Past Performance	Budget score average overall. (No data available at this time.)			7	
	Constructability score average overall. (No data available at this time.)			7	
	Quality score averages for similar work.			6	
	Schedule score average overall.			3	
	Responsiveness score average overall.			1	
Weighted Sub-Total					

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

Weighted Total:

Signed: _____

Title: _____

Date: _____

Consultant Name: _____

Services Description: _____

Evaluation Criteria Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
Public Acceptance for the Proposed Project Approach	Evaluation of the team’s ability to build public acceptance to the proposed project approach and of the team’s ability to carry out a strategic, cost effective communications program.			10	
	High confidence in ability to build public acceptance of approach.	1			
	Satisfactory confidence in ability to build public acceptance of approach.	0			
	Low confidence in ability to build public acceptance of approach.	-1			
Management of Land Acquisition, RR & Utility Coordination, and Environmental Mitigation Plans	Evaluation of the team's ability to manage Land Acquisition, RR & Utility Coordination, and Environmental Mitigation activities in a manner that will save time and/or money.			10	
	High confidence in ability to effectively manage described activities.	1			
	Satisfactory confidence in ability to effectively manage described activities.	0			
	Low confidence in ability to effectively manage described activities	-1			
Optimizing the Use of Available Funds	Team's ability to deliver the Maximum amount of Completed Interstate Highway miles on I-69 within the available budget while meeting all environmental requirements.			10	
	Outstanding confidence in ability to deliver the project for the lowest cost while satisfying requirements.	2			
	High confidence in ability to deliver the project for the lowest cost while satisfying requirements.	1			
	Medium confidence in ability to deliver the project for the lowest cost while satisfying requirements.	0			
	Low confidence in ability to deliver the project for the lowest cost while satisfying requirements.	-1			
Innovative Strategies	Innovations in Project Management, Constructability, Design, and the Value Engineering efforts that gives INDOT cost and/or time savings while meeting all requirements.			20	
	Outstanding level of demonstrated, implementable ideas.	2			
	High level of demonstrated, implementable ideas.	1			
	Medium level of demonstrated, implementable ideas.	0			
	Low level of demonstrated, implementable ideas.	-1			
Project Management Team	Project Manager and Key Project Staff demonstrate, through successful experiences on projects of similar or greater complexity, that they are the BEST team to deliver this project.			15	
	The BEST Management Team based on experience in similar type and complexity.	2			
	The Second BEST Management Team based on experience in similar type and complexity.	1			
	The Third Best Management Team based on similar type and complexity.	0			
Weighted Sub-Total					

Weighted Total:

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

Signed:**Title:****Date:**

Central Office**Production Management/Project Management**

Item No:	01	DEF	☒
RFP Date:	06/30/2009	Scoresheet Type:	3 , 5
Item Description:	PR 69 New Road Construction Project in Pike, Daviess, Gibson, Greene Co.		
Work Description:	From 0.5 mile N of SR 64 to US 231 near Crane Navel Center (PE only) in Vincennes District INDOT takes the opportunity of this RFP to more thoroughly integrate the technical aspects and the business aspects of this project into the selection process. Sections 2 and 3 of I-69 in the Vincennes District extending from SR 64 near Oakland City to US 231 near Crane Naval Surface Warfare Center; also described under primary Des. Nos.0810297. The consultant is to provide project development services and contract documents for multiple construction contracts. Required services include Project Management, Ground Survey Data Collection to supplement the INDOT aerial survey, Road and Bridge Design, Sign Design, Lighting Design, Utility and Railroad Coordination, Permitting, Environmental Mitigation Plan Development, Right of Way Plan Development and Real Estate Services. INDOT will provide Aerial Survey, Geotechnical Services, and Environmental Services. Additional environmental investigations and traffic capacity related analysis may be required of the consultant during the design of this project. Please refer to the Supporting Documents for additional information. The Engineer's Reports for Sections 2 and 3 are included as Supporting Documents. The DEISs for Sections 2 and 3 were released on February 6, 2009 and are available on the project website at www.i69indyevn.org. Consultants must address the following items in the project approach: 1. Consideration for unique designs, corridor aesthetics and local road impacts where applicable. 2. Optimization of right-of-way for budget and impacts. 3. Approaches to substantially reducing the overall project cost and delivery time. 4. Construction segments and Maintenance of Traffic which are biddable and buildable. 5. Procedures and evaluations that will include community input and maintain budget, time and right-of-way constraints. Schedule of Selection Activities: Short-listing: Week of - July 27th Interviews: Week of – August 3rd Selection: Week of – August 10th Lols shall be limited to twenty (20) 8 1/2"x11" pages. INDOT will require the short-listed firms to discuss with INDOT, their opinions and experience with processes to substantially reduce the timeline and final cost of sections 2 and 3. Approaches to be discussed shall include: 1. Practical Design; 2. Staged Construction; 3. Alternate Bidding; 4. Accelerated Right-of-Way Purchases; 5. Price not to exceed/Fixed price construction contracts; 6. Design/Build; 7. Cost Control and Risk Management.		
Estimated Fee Range:	\$0.00 to \$0.00	No of Contracts:	1
Compensation Method:	Cost- Plus Fixed Fee	Federal Funding:	☒
		Approx No of Assignments:	

DBE_Goal %: 5

WBE_Goal %: 0

MBE_Goal %: 0

Construction \$: \$0.00

Required Prequalification Categories (Combination of Prime and Sub Consultants):

Work Type:

- 2.2 Traffic Forecasting
- 3.2 Traffic Capacity & Operations - Complex or Major Analysis
- 5.5 Wetland Mitigation
- 5.6 Waterway Permits
- 5.7 Air Quality Analysis
- 5.8 Noise Analysis and Abatement Design
- 5.9 Archaeological Investigations
- 5.10 Historical/Architectural Investigations
- 5.11 ESA Screening, Phase I and Phase II, Remedial Design
- 6.1 Topographic Survey Data Collection
- 8.2 Complex Roadway Design
- 9.2 Level 2 Bridge Design
- 10.1 Traffic Signal Design
- 10.3 Complex Roadway Sign Design
- 10.4 Lighting Design
- 11.1 Right of Way Plan Development
- 12.1 Project Management for Acquisition Services
- 12.2 Title Research
- 12.3 Value Analysis
- 12.4 Appraisal
- 12.5 Appraisal Review
- 12.6 Negotiation
- 12.8 Relocation

Deliverable and Additional Requirements:

Date:
02/11/2015
09/01/2010

Deliverable:
Last Construction Contract Let
First Construction Contract Let

Utility Coordination and Mineral Rights Appraising will be required. Value Engineering Services to produce refined, cost effective designs for interchanges must be provided very early in the contract. Subsurface Utility Engineering (SUE) services may be required on a limited basis. An Annual Financial Plan will be required for both Sections 2 and 3 per the FHWA Guidance on Financial Plans. The Financial Plan is to be developed and subsequently updated annually. A Project Management Plan will be required for Section 2.

Required Notice to Proceed: 10/02/2009