

Posting Date: August 26, 2024

Request for Proposals Notification

Title: City of New Albany, IN Preliminary Engineering for Graybrook Lane Extension Project (Des #2301317) in Seymour District

Response Due Date & Time: September 23, 2024 at 3:00pm EST

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 as notice the firm desires to be considered.

Contact for Questions: Larry M. Summers, PE, City Engineer
142 East Main Street, Suite 200
New Albany, IN 47150
812-948-4730
lsummers@cityofnewalbany.com

Submittal Requirements:

1. Letter of Interest – 3 Copies (required content and instructions follow)
2. One (1) signed Affirmative Action Certification and associated required documents for all items if the Disadvantaged Business Enterprise (DBE) goal is greater than 5%.

Submit To: Larry M. Summers, PE, City Engineer
142 East Main Street, Suite 200
New Albany, IN 47150
812-948-4730
lsummers@cityofnewalbany.com

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the 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 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) single-sided 8 ½" x 11" pages with single-space type no smaller than 10-point font 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/2732.htm>).

- 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.

3. Cost

- a. Provide an itemized breakdown of your proposed cost to perform the above-described professional services.
- b. Specify whether your proposed cost will be on a lump sum or hourly basis. If hourly, state the hourly rates for each of your staff members anticipated to perform work on 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%. The consultant must identify the DBE firms with which it intends to subcontract, include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.**

If the consultant does not meet the DBE goal, they must provide evidence of a good faith effort to achieve the DBE goal; said evidence must be provided in additional documentation. Please review the DBE program based on set goals and complete the DBE Affirmative Action Certification form as applicable. What constitutes as a good faith effort is explained in detail within the DBE program information referred to above. If no goal is set, no Affirmative Action Certification form is required. Indiana Department of Transportation's (INDOT) DBE Program Information is available at the Indiana Department of Transportation's website.

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/2732.htm>).

DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.

Insurance Requirements

The Consultant shall be required to maintain, at its own expense, insurance coverage types and minimum limits as follows:

- A. Commercial General Liability insurance for the Project, written on an occurrence form, with policy limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 aggregate for products-completed operations hazard, providing coverage for claims including:
 - (a) damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
 - (b) personal and advertising injury;
 - (c) damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
 - (d) bodily injury or property damage arising out of completed operations; and
 - (e) the Consultant's indemnity obligations.

- B. Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Consultant, with policy limits of not less than \$1,000,000 per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

- C. Workers' compensation as required by applicable law and statutes.

- D. Employers' Liability with policy limits not less than \$1,000,000 each accident, \$1,000,000 each employee, and \$1,000,000 policy limit.

- E. Professional Liability insurance covering the negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than \$2,000,000 per claim and \$2,000,000 in the aggregate.

- F. Excess/Umbrella Liability insurance with policy limits not less than \$5,000,000 per occurrence and \$5,000,000 in the aggregate, which shall provide at least the same coverage and endorsement equivalents as required herein for the Commercial General Liability, Automobile Liability, Employers' Liability and Professional Liability insurance.

All insurance shall be placed with companies and be in form and substance reasonably acceptable to the City. The City shall be named as an additional insured under the Consultant's Commercial General Liability and Automobile Liability policies. The insurance coverage afforded under this section shall be primary and non-contributory to any insurance independently carried by the City.

Anticipated Project Schedule

[INSERT DATES]

These dates are estimates and are subject to change without notice by the City.

Additional Information

1. Conflict of Interest. Prospective Consultants must disclose any potential conflicts of interest the Consultant may have in performing the requested services for the Project. In the sole judgment of the City, any and all submissions are subject to disqualification on the basis of a conflict of interest.
2. The City reserves the right to enter into an agreement with any prospective Consultant at any time, deviate from this RFP, reject any or all submissions, continue to advertise for new submissions, negotiate with multiple entities simultaneously, waive any defects in submissions or proceed otherwise. The RFP and the selection process will in no way be deemed to create a binding contract or agreement of any kind between the City and any prospective Consultant.

Work item details:

Local Public Agency: City of New Albany

Project Location: Graybrook Lane Extension

Project Description: Preliminary Engineering for the Graybrook Lane Extension. Graybrook Lane currently dead-ends into Pearl St./Bono Rd. intersection. By extending Graybrook Lane, the collector class roadway would be extended to an important arterial roadway of State St. which would allow citizens an easier route to connect to shopping, vital services, and transit. Furthermore, this project serves an economically depressed area of the City and would allow better connections for the citizens adjacent to this project, including the New Albany Housing Authority's main campus. Therefore, it is imperative to approach this project not only as a roadway project, but as a vital multimodal connection.

INDOT Des #s 2301317

Phases Included: PE & RW

Estimated Construction Amount: \$2,698,470.91

Funding: Federal Funds Involved

Term of Contract: Until Project Completion

DBE goal: 7%

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 checked="" type="checkbox"/> 12.4 Appraisal |
| <input type="checkbox"/> 9.1 Level 1 Bridge Design | <input checked="" 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 type="checkbox"/> Additional Categories Listed Below: | |
| 16.1 Utility Coordination | |

LPA Consultant Selection Rating Sheet

Sample:

RFP Selection Rating for _____					Des. No. _____	
(City, County, Town) or (Local Public Agency)						
Services Description: _____						
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.					
	Quality score for similar work from performance database.				6	
	Schedule score from performance database.				3	
	Responsiveness score from performance database.				1	
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.		1			
	Adequate capacity to meet the schedule.		0			
	Insufficient available capacity to meet the schedule.		-1			
Team's Demonstrated Qualifications	Technical Expertise: Unique Resources 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	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 complexity.		-1			
Insufficient experience.		-3				
Approach to Project	Project Understanding and Innovation that provides 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				
Weighted Sub-Total:						
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 as defined in 49CFR118.36.						
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. 4-7-16)						

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 in the State of Indiana to participate as part of this proposal. 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 website to confirm that the firms listed below are currently certified DBEs: <http://www.in.gov/indot/2732.htm>.

I certify that I have contacted the certified DBEs 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 to DBE	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 to DBE	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.