

Posting Date: September 24, 2024

# Request for Proposals Notification

**Title:** City of West Lafayette Reconstruction of Soldiers Home Road from Hamilton Street to Kalberer Road (Des # 2201256) in the Crawfordsville District.

**Response Due Date & Time:** October 22, 2024 at 8:30 AM (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 notice the firm desires to be considered.

**Contact for Questions:** Natalia Bartos, PE/City Engineer  
222 N Chauncey Avenue  
West Lafayette, IN 47906  
(765) 807-8980  
nbartos@westlafayette.in.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 [redacted] at email address [redacted].

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 [redacted] at email address [redacted].

**Submit To:** West Lafayette Board of Public Works and Safety, c/o Sana Booker,  
City Clerk  
222 N Chauncey Avenue  
West Lafayette, IN 47906  
(765) 775-5150  
sbooker@westlafayette.in.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: City of West Lafayette

Project Location: Soldiers Home Road from Hamilton Street to Kalberer Road

Project Description: Rural to urban cross-section conversion from Hamilton Street to Kalberer Road. To include pavement reconstruction, new sidewalk & trail construction, and stormwater drainage improvements.

INDOT Des #: 2201256

Phases Included: PE and RW

Estimated Construction Amount: \$8,750,000

Funding: 80% Federal Funding Involved

Term of Contract: Until Project Completion

DBE goal: 7%

Required Prequalification Categories:

- 5.2 Environmental Document Preparation - CE
- 6.1 Topographical Survey Data Collection
- 8.1 Non-Complex Roadway Design
- 9.1 Level 1 Bridge Design
- 11.1 Right of Way Plan Development
- Additional Categories Listed Below:
- 12.1 Project Management for Aquisition Services
- 12.2 Title Search
- 12.4 Appraisal
- 12.5 Appraisal Review
- 13.1 Construction Inspection

- 4.1 Traffic Safety Analysis
- 5.3 Environmental Document Preparation – Section 4(f)
- 5.10 Historical/Architectural Investigations
- 10.4 Lighting Design
- 16.1 Utility Coordination
- 17.2 Small Structure and Pipe Hydraulic Design
- 17.3 Storm Sewer and Detention Design



# LPA Consultant Selection Rating Sheet

Sample:

<b>RFP Selection Rating for:</b> _____	<b>Des. No.</b> _____
(City, County, Town) or (Local Public Agency)	
<b>Services Description:</b> _____	
<b>Consultant Name:</b> _____	

Evaluation Criteria to be Rated by Scorers					
Category	Scoring Criteria	Scale	Score	Weight	Weighted
Past Performance	<b>Performance evaluation score averages from historical performance data.</b>				
	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	<b>Evaluation of the team's personnel and equipment to perform the project on time.</b>				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
Insufficient available capacity to meet the schedule.	-1				
Team's Demonstrated Qualifications	<b>Technical Expertise: Unique Resources that yield a relevant added value or efficiency</b>				
	Demonstrated outstanding expertise and resources identified	2		15	
	Demonstrated high level of expertise and resources identified	1			
	Expertise and resources at appropriate level.	0			
Insufficient expertise and/or resources.	-3				
Project Manager	<b>Predicted ability to manage the project, based on: experience in size, complexity,</b>				
	Demonstrated outstanding experience in similar type and complexity.	2		20	
	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	<b>Project Understanding and Innovation that provides cost and/or time savings.</b>				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
Lack of project understanding.	-3				
			<b>Weighted Sub-Total:</b>		

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)	

Des. #: [Click here to enter text.](#)

**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.

# Abbreviated Engineer's Assessment

## Project Information

<b>Description</b>	Reconstruction and Widening of Soldiers Home Road from Hamilton Street to Kalberer Road		
<b>INDOT DES#</b>	2201256		
<b>Date</b>	9/18/2024	<b>Proposed FY</b>	2030
<b>Route</b>	Soldiers Home Road	<b>Location</b>	From 0.06 mi south of Hamilton Street to 0.1 mi north of Kalberer Road
<b>City</b>	West Lafayette	<b>Latitude</b>	From 40°27'38.57"N To 40°28'8.42"N
<b>County</b>	Tippecanoe	<b>Longitude</b>	From 86°54'4.14"W To 86°53'58.23"W

## Roadway Information

<b>AADT</b>	5103	<b>AADT Truck</b>	279
<b>AADT Year</b>	2023	<b>Pavement Type</b>	Asphalt
<b>Project Length (mi)</b>	1.12	<b>Curbs Present</b>	No
<b>Number of Through Lanes</b>	2	<b># of Small Culverts (12-48")</b>	
<b>Underdrains Present</b>	No	<b>Rut inches</b>	
<b>Number of Lane Miles</b>	41.26	<b>IRI (in/mile)</b>	
<b>Functional Class</b>	Minor Arterial		
<b>Known ADA Deficiencies</b>	Yes. No sidewalk or crossings present. Upgrade curb ramps at intersections.		

## Project & Maintenance History

Contract No.	Year	Work Type
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## Purpose & Need

The need is the deteriorating condition of the pavement, vehicle and pedestrian safety, and roadway drainage. The purpose is to restore the pavement to excellent condition and improve safety and drainage along this corridor.

## Proposed Plan

<b>Design Criteria</b>	IDM 4R (Non-Freeway), Figure 53-7
<b>Pavement</b>	Reconstruction and widening to three lanes (2 lanes, 1 TWLTL) of Soldiers Home Road from Hamilton Street to Kalberer Road. Construct a new trail and sidewalk. Geotechnical Investigation and Report, and Pavement design will be provided by the City.  This project will coordinate with the adjacent design project on Soldiers Home Road from Old US 52 to Hamilton Street, currently being designed by others for FY 2028 construction.
<b>Drainage</b>	Closed drainage system with concrete curb and gutter.
<b>Traffic</b>	<ul style="list-style-type: none"> <li>- New pedestrian crossing with HAWK beacon north of Hamilton Street.</li> <li>- Curb ramps.</li> <li>- Retroreflective pavement markings</li> <li>- Consider new guardrail installation adjacent to ravines.</li> <li>- Consider traffic calming measures within the corridor.</li> </ul>
<b>MOT</b>	MOT is anticipated to be a full road closure with a signed detour for vehicles and pedestrians.
<b>Utilities</b>	Conduct Utility Quality Level A Subsurface Utility Engineering. Coordinate relocations.
<b>Survey</b>	Survey will be provided by the City. Minor survey required to tie into the current design project for Soldiers Home Road from Old US 52 to Hamilton Street.
<b>Electrical</b>	Illumination is required along the multi-use path and at intersections.
<b>Right-of-Way</b>	Right-of-way is required to accommodate the widening of Soldiers Home Road. Residential property acquisition is anticipated.
<b>Required Analysis/Assessment</b>	Engineer's Assessment, Traffic Safety Analysis, QL-A Subsurface Utility Engineering, Drainage & Hydrology

## Maintenance of Traffic Plan

<b>Can this road be closed to traffic?</b>	Yes	<b>Anticipated MOT Scheme</b>	Road Closure
<b>Traffic Management Plan Required?</b>	Yes	<b>Public Operation Plan Required</b>	Yes
<b>Traffic Count Sites</b>	No		
<b>Pedestrian Detour Notes</b>	Sidewalk is not present. However, pedestrians and cyclists should be detoured using the adjacent streets.		

## Environmental

<b>Environmental Document Type</b>	At least CE-2				
<b>Environmental Factors Notes</b>	Full Section 106 process for potential eligible historic district (Indian Village).				
<b>Tree Clearing</b>	Yes	<b>Bats</b>	No	<b>ROW</b>	Yes
<b>Fish</b>	No	<b>Historical</b>	Yes	<b>Public Information Session</b>	Yes
<b>Preliminary Red Flag Analysis (0.4 mi radius)</b>	Hazardous Materials Concerns - State Cleanup Site, NPDES Facilities, Infrastructure Resources - Recreation Facility, Pipeline, Hospital, Trails, School, Managed Lands, Cemeteries Water Resources - Wetland, Impaired Stream, River, Floodplain, Lake				

## Additional Comments

This project will coordinate with the adjacent design project on Soldiers Home Road from Old US 52 to Hamilton Street, currently being designed by others for FY 2028 construction.

Documents to be provided by the City to the successful proponent:

- Engineering Survey
- Geotechnical Investigation and Report
- Pavement design

## Attachments

Preliminary Red Flag Investigation - Maps

## Report Prepared & Approved By

<b>Title</b>	<b>Signature</b>	<b>Date</b>
Prepared By	Natalia Bartos	9/18/2024
Reviewed By		
Approved by City Engineer	Natalia Bartos	9/18/2024

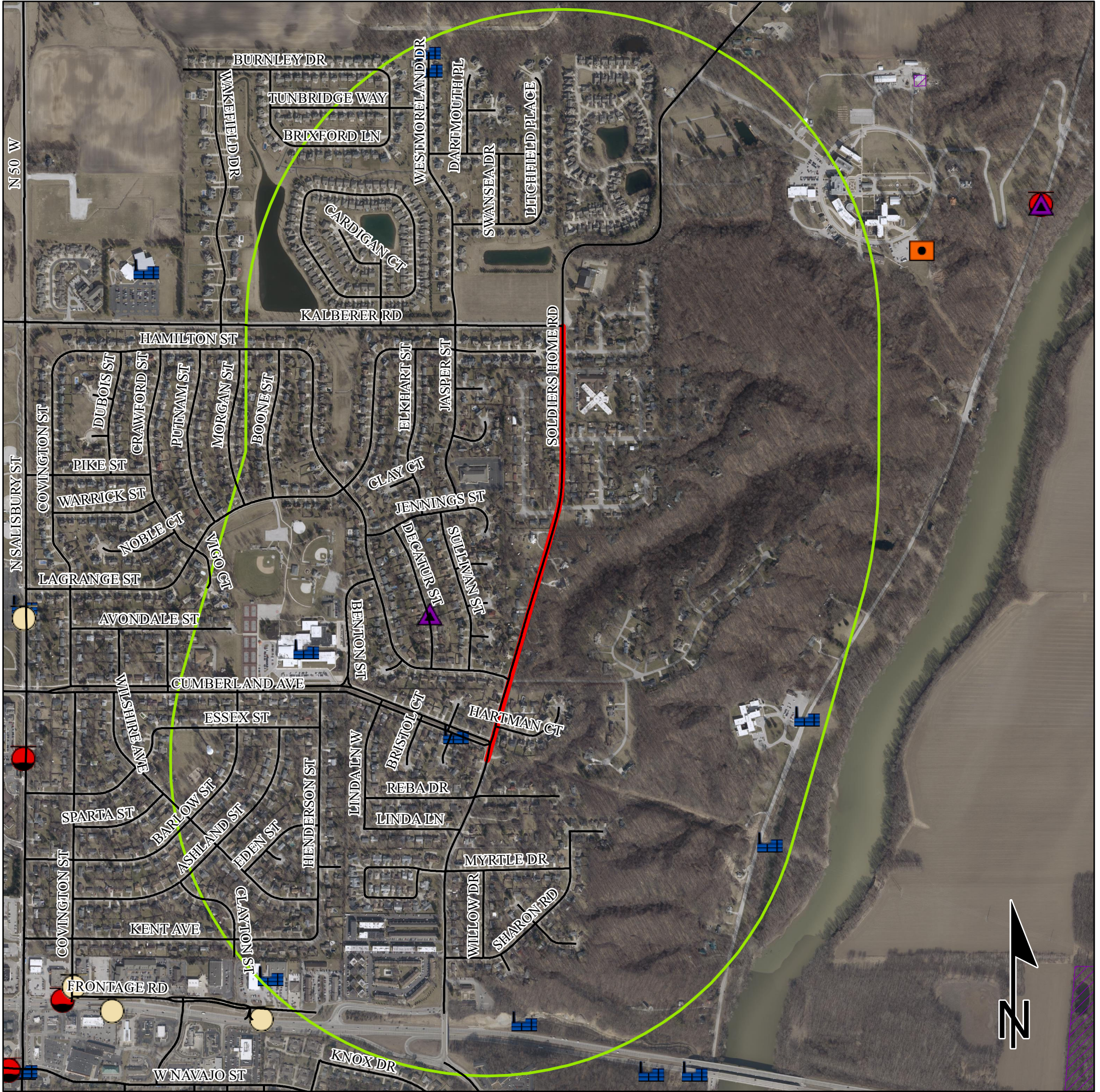


# Hazardous Material Concerns

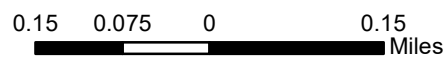
## Soldiers Home Rd., From Hamilton St. to Kalberer Rd.

### Road Reconstruction

#### City of West Lafayette



	Brownfield		RCRA Generator/TSD		Institutional Controls
	RCRA Corrective Action Sites		Restricted Waste Site		County Boundary
	Confined Feeding Operation		Septage Waste Site		Project Area
	Notice_of_Contamination		Solid Waste Landfill		Half Mile Radius
	Construction/Demolition Site		State Cleanup Site		Toll
	Infectious/Medical Waste Site		Superfund		Interstate
	Leaking Underground Storage Tank		Tire Waste Site		State Route
	Manufactured Gas Plant		Underground Storage Tank		US Route
	NPDES Facilities		Voluntary Remediation Program		Local Road
	NPDES Pipe Locations		Waste Transfer Station		
	Open Dump Waste Site				



This map is intended to serve as an aid in graphic representation only. This information is not warranted for accuracy or other purposes.

**Sources:**  
**Non Orthophotography**  
 Data - Obtained from the State of Indiana Geographical Information Office Library  
**Orthophotography** - Obtained from Indiana Map Framework Data ([www.indianamap.org](http://www.indianamap.org))  
 Map Projection: UTM Zone 16 N Map Datum: NAD83

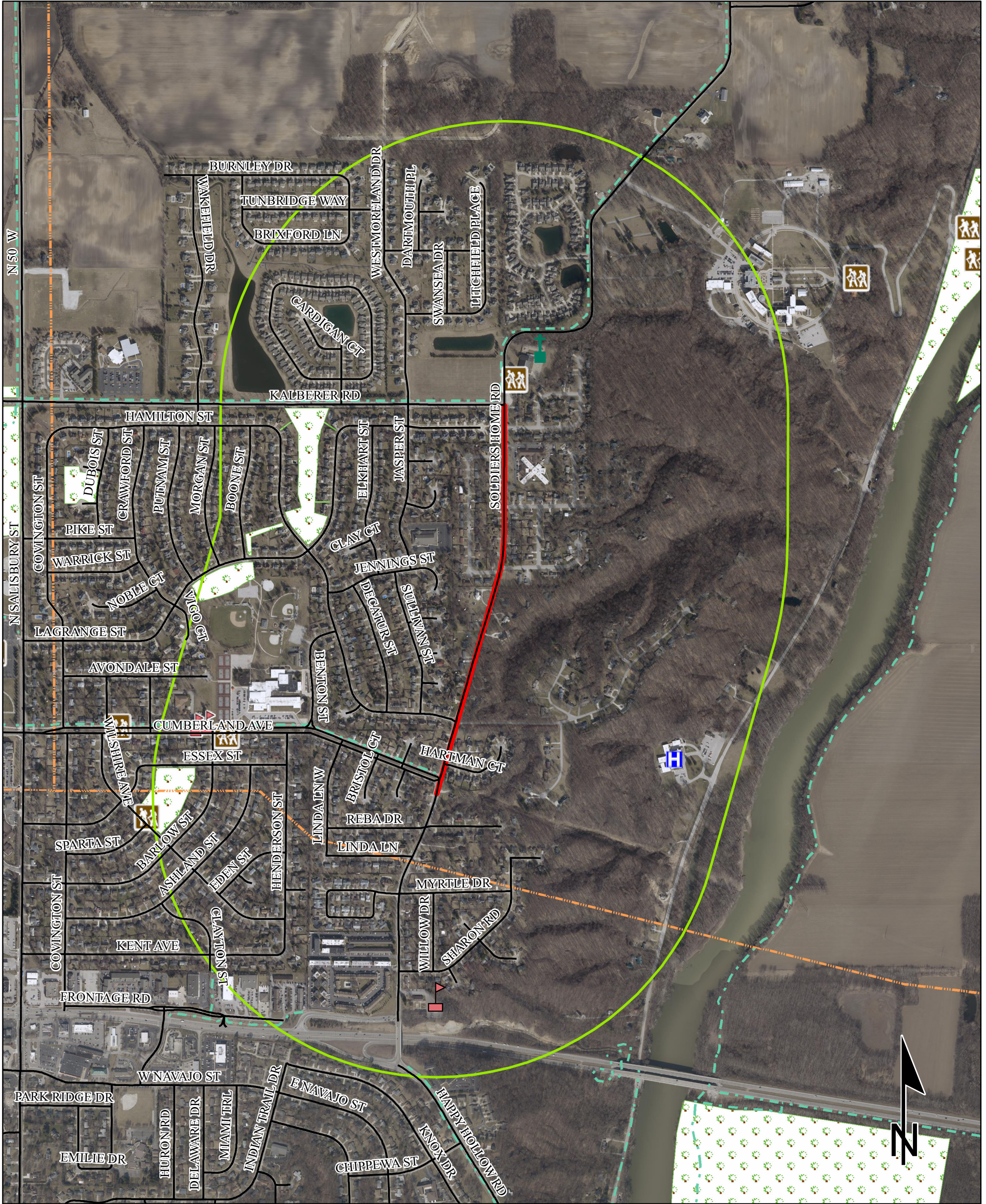


# Infrastructure Resources

## Soldiers Home Rd., From Hamilton St. to Kalberer Rd.

### Road Reconstruction

#### City of West Lafayette



Sources: 0.2 0.1 0 0.2 Miles  
**Non Orthophotography**

**Data** - Obtained from the State of Indiana Geographical Information Office Library

**Orthophotography** - Obtained from Indiana Map Framework Data ([www.indianamap.org](http://www.indianamap.org))

**Map Projection:** UTM Zone 16 N **Map Datum:** NAD83

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	Religious Facility		Recreation Facility		Project Area
	Airport		Pipeline		Half Mile Radius
	Cemeteries		Railroad		Toll
	Hospital		Trails		Interstate
	School		Managed Lands		State Route
			County Boundary		US Route
					Local Road



# Water Resources

## Soldiers Home Rd., From Hamilton St. to Kalberer Rd.

### Road Reconstruction

#### City of West Lafayette



Sources: 0.2 0.1 0 0.2 Miles

**Non Orthophotography**

**Data** - Obtained from the State of Indiana Geographical Information Office Library

**Orthophotography** - Obtained from Indiana Map Framework Data

([www.indianamap.org](http://www.indianamap.org))

**Map Projection:** UTM Zone 16 N **Map Datum:** NAD83

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