



Planning and Transportation Department

**Temporary Engineering Staff Services
*REQUEST FOR QUALIFICATIONS***

ISSUED:

October 12, 2018

DEADLINE FOR SUBMISSIONS:

October 31, 2018
5:00 PM local time

SUBMIT INFORMATION TO:

Neil Kopper, PE
Interim Transportation & Traffic Engineer
koppern@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Requesting Information:

City of Bloomington
Planning and Transportation Department
401 N. Morton St, Suite 130
Bloomington, Indiana 47404

Contact:

Neil Kopper, PE
Interim Transportation & Traffic Engineer
koppern@bloomington.in.gov
812-349-3423

Summary of Request:

The City of Bloomington (the City) is issuing this Request for Qualifications (RFQ) to aid in the selection of a consultant to provide temporary engineering services, as needed, during a time when the City has multiple unfilled engineering staff positions. Interested parties must submit a Letter of Interest (LOI) as outlined in this document no later than October 31, 2018 at 5:00 PM local time.

Communications and Project Management:

All communications from interested parties to the City during the LOI submittal process shall be made to Neil Kopper at koppern@bloomington.in.gov.

If necessary, interpretation of or changes to this RFQ may be made by written addendum. A copy of each addendum will be emailed to all consultants invited to respond to this RFQ no later than October 25, 2018. The City will not be responsible for any other explanations or interpretations of this RFQ. If significant changes to this RFQ are required, then the City may postpone the final date for submission through an addendum.

Interested parties may notify the City in writing of their intent to submit a LOI but are not required to do so. Failure to notify the City of intent to submit a response may result in omission from future communications including notification of addenda.

LOIs must be submitted in pdf format no later than October 31, 2018. Responses which, in the judgment of the City, are in any way incomplete, inaccurate, or otherwise not in compliance with the requirements described in this RFQ will be rejected.

Any costs incurred while responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the entity submitting the response. The City shall not reimburse any respondent for any such expenses.

Process Schedule:

October 12, 2018	RFQ Advertisement
October 25, 2018	Last Day for Addenda from the City
October 31, 2018 (5:00 PM local time)	LOI Response Deadline
November 1-9, 2018*	Response Evaluation
November 13, 2018*	Notify Respondents of Results and Begin Discussions with Selected Respondent
December 2018 – June 2019*	Expected Term of Contract (May Vary)

**Dates indicated are tentative and subject to change as needed*

TEMPORARY SERVICES DETAILS**Overview:**

The City currently has unfilled engineering staff positions and is seeking a professional engineering firm to provide temporary engineering staff support while those positions are being filled. The information below provides a general outline for the City's expectations for these services. Respondents are encouraged to describe in detail any specific suggestions to ensure maximum benefit to the City from this engineering support.

The City anticipates executing an hourly services contract with one engineering firm. RFQ respondents should identify a single point of contact and one or multiple staff members to perform the specific types of tasks listed below. Use of subconsultants is generally discouraged, but may be allowed under certain circumstances. The expected duration of these services is 6 months, but may be shorter or longer based on contract scoping discussions. The amount of work is expected to average approximately 24 hours per week but may vary significantly. The City may require consultant staff to work from City offices one or more days per week. It is likely that the consultant would receive a City email address in order to directly respond to certain inquiries. Consultant must be able to communicate effectively and tactfully while representing the City. All work tasks would be assigned and monitored by City staff.

Respondents may list one or multiple staff members to provide this engineering support. If multiple staff members are listed, then the respondent shall identify a single point of contact. Respondents must specify which staff member(s) would complete the types of work tasks described below. If any other supporting tasks or other fees are anticipated, then those should be described as well. Respondents are encouraged to keep the list of consultant staff members relatively small to facilitate City/Consultant communications, familiarity, and trust.

It is the City's intention that the Consultant providing these services would not be managing the work of other consulting firms, providing services related to a project on which their firm is working, or performing any other action that could violate the provisions of Indiana Administrative Code 864. Respondents are encouraged to specify any precautions they would require to ensure avoidance of any code violation or conflict of interest.

Funding Source and Associated Requirements:

LOIs shall be submitted with the assumption that this work will proceed as a completely locally funded effort. All work shall comply with any pertinent federal, state, and local laws, regulations, and policies. Industry best practices and processes should be expected to be utilized.

Work Tasks:

Work tasks may include, but are not limited to, the following items:

- Design-Related Tasks – prepare cost estimates for proposed or ongoing projects; complete small design projects (e.g., striping plans for an existing street, curb ramp improvement at existing intersection, traffic calming design, etc.); prepare pavement designs; prepare maintenance of traffic plans; review plans prepared by others; prepare annual 401 permit mitigation monitoring report; other similar tasks as required
- Transportation-Related Inquiries – evaluate and respond to inquiries from citizens, other City departments, or other agencies (e.g., request for all-way stop control, request for updated signage, request for crosswalk, etc.)
- Field Assessments – traffic observations; width, slope, or other measurements not requiring professional survey; line of sight assessments; other transportation-related field investigations
- Field Inspections – inspection of utility cuts and patches; inspection to determine whether development-related construction within the right of way matches approved permit plans; other similar, small inspection jobs
- Municipal Code Updates (related to right of way excavations, street closures, right of way permits, etc.) – research and summarize example code from other cities; summarize and recommend priority updates for Bloomington’s code; draft code updates for review by the City’s legal department

LOI SUBMITTAL REQUIREMENTS:

General Requirements:

Submissions must be prepared electronically using 8.5” x 11” paper format and must be submitted as a single pdf file. File size may not exceed 10MB. Submissions are strictly limited to a maximum of **7 total pages** (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. The following table displays the order in which respondents shall arrange content. LOIs that do not follow all of these directions will not be considered.

Order	Proposal Content
1	Submittal Form
2	Project Approach
3	Project Team
4	Other Considerations

Submissions must be emailed to Neil Kopper at koppern@bloomington.in.gov. Submissions received after 5:00 PM local time on October 31, 2018 will not be considered.

Content Details:

LOIs should include all of the information required below.

1) Submittal Form

Complete and sign the Submittal Form attached to this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the LOI.

2) Project Approach:

- Description of consultant's recommended approach to providing services including reporting structure, plan for tracking hours, communication strategies, etc.
- Specific examples of potential challenges (related to communication, completing tasks, or other) and strategies for successfully dealing with those challenges
- Description of cost containment practices, innovative ideas, or strategies to improve services
- Other relevant information related to project approach

3) Project Team

For each staff member, respondents shall provide the following information:

- Identification, qualifications, expertise, location, and availability to commit time to these services
- List of which tasks would be completed by this staff member (the five work task categories listed in this RFQ can be subdivided if necessary)
- Hourly billing rate
- Specific examples of context-sensitive work in an urban environment that is relevant and similar to the tasks noted in this RFQ
- Description of any experience working as a local government employee or experience working on a similar type of contract with a local government
- Description of experience communicating (via phone and email) directly with the general public

4) Other Considerations

- Team organization or leadership in place to ensure efficiency and accountability that would be relevant to this work
- Disadvantaged Business Enterprise (DBE) or other relevant certifications
- Other relevant information related to the team's ability to successfully support the City with engineering services

SELECTION CRITERIA & EVALUATION

Consultant selection for this project's engineering services will be based on an evaluation of the LOIs. The City reserves the right to reject all LOIs and not select a consultant. The Consultant Selection Rating Form used to evaluate and score the submittals is included in this RFQ for reference.

ATTACHMENTS**1. LOI Evaluation Form****2. Submittal Form**

LOI Evaluation Form:

Name of Firm: _____

Rater #: _____

Date: _____

Criteria

Rating (0.0-5.0)

Weight

Score

Project Approach

Understanding of desired services; proposed approach; innovation that results in superior delivery of services.

Comments:

_____ x 4 =

Project Team - Overall

Expected ability to successfully provide all required services with minimal oversight and efficient communications.

Comments:

_____ x 3 =

Project Team - Individuals

Evaluation of staff member's direct experience with local government work; experience performing specific tasks; qualifications and expertise; availability.

Raters may choose to first provide a rating for each individual and then determine a weighted average (based on proportion of tasks for which they are responsible). Only one final value (from 0 to 5) is to be entered in the Rating blank provided.

Comments:

_____ x 8 =

Fees

Hourly rates; other fee considerations.

Raters may choose to first provide a rating for each individual and then determine a weighted average (based on proportion of tasks for which they are responsible). Only one final value (from 0 to 5) is to be entered in the Rating blank provided.

Comments:

_____ x 3 =

Other

DBE, local firms, quality of submittal, or other factors not addressed through previous scoring criteria.

Comments:

_____ x 2 =

Total

_____/100

Rating Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)

5.0 = Outstanding/Significant Added Value 2.5 = Average/Acceptable 0.0 = Poor/Insufficient

Additional Comments:

Submittal Form

The undersigned declares that the Letter of Interest (LOI) submitted in response to the Temporary Engineering Staff Services Request for Proposals (RFQ) advertised on October 12, 2018 is, in all respects, an accurate and true representation of the Individual's/Firm's/Project Team's Experience and Qualifications. The undersigned further acknowledges that the LOI submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges they reviewed and are familiar with the City of Bloomington RFQ documents issued on October 12, 2018 and they acknowledge their responsibility for reviewing any addenda to this RFQ and incorporating or responding to information presented in such addenda as necessary.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the LOI Documents, the undersigned acknowledges that they have carefully examined the modifications to the LOI Documents submitted by the Individual or Firm, and have approved all such modifications. If said modifications are hand written, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Individual, Firm, or Team.

The information below shall be filled out by a firm representative authorized to serve as point of contact during the LOI evaluation process and to negotiate on behalf of the firm if selected for this work.

Individual/Primary Firm Name: _____

Firm Representative Name: _____

Firm Representative Signature: _____

Title: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Telephone: _____