



Planning and Transportation Department

**Engineering Services for
W. 1st Street (S. Fairview St. to S. College Ave.) Reconstruction
*REQUEST FOR INFORMATION***

ISSUED:
July 6, 2020

DEADLINE FOR SUBMITTALS:
August 4, 2020
5:00 PM local time

SUBMIT INFORMATION TO:
Neil Kopper, PE
Interim Transportation & Traffic Engineer
koppern@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Issuing Request for 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

Summary of Request:

The City of Bloomington (the City) is issuing this Request for Information (RFI) to aid in the selection of a consultant team to perform design and right of way services for the City's W. 1st Street Reconstruction Project. Interested parties must provide submittals as outlined in this document no later than August 4, 2020, at 5:00 PM local time.

Communications and Project Management:

All communications from interested parties to the City prior to the deadline for submissions in response to this RFI shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFI, or should they be in doubt as to their meaning, written notification should be made to Neil Kopper at koppern@bloomington.in.gov no later than July 27, 2020.

Interpretation of this RFI will be made only by written addenda. A copy of each addendum will be posted at the City's website at <https://bloomington.in.gov/engineering/projects/1st> no later than July 29, 2020. Interested parties are responsible for checking the City's website for addenda, though the City may choose to contact all known interested parties with notification of posted addenda. The City shall not be responsible for any other explanations or interpretations of this RFI. If significant changes to this RFI are required, the City may postpone the final date for submission.

Interested parties may notify the City in writing of their intent to submit a response to this RFI 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.

Responses to the RFI must be submitted in PDF format no later than August 4, 2020 at 5:00 PM local time. 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 RFI may be rejected.

Due to this Project's size and funding source, consultant selection is not limited to the City's Pre-Approved Consultant List. Consultants and consultant teams must have all INDOT prequalifications necessary to complete preliminary engineering and right of way services for this type of work.

Any costs incurred while responding to this RFI 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:

July 6, 2020	RFI Advertisement
July 27, 2020	Deadline for questions/clarifications
July 29, 2020	Last day for addenda from the City
Aug 4, 2020 (5:00 PM local time)	RFI Response Deadline
Aug 25, 2020*	Respondents Notified of Results
Oct 5, 2020*	Issue Notice to Proceed (NTP)

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

PROJECT DETAILS

Overview:

This Project will reconstruct W. 1st Street between S. Fairview Street and S. College Avenue. Work may extend west as far as Patterson Drive or as far east as S. Walnut Street depending on detailed design. The Project is expected to include: one travel lane in each direction; likely replacement of water, storm sewer, and sanitary sewer infrastructure; tree plots separating the road from sidewalks on both sides of the street; traffic calming or other enhancements consistent with the [Bloomington Transportation Plan’s](#) designation as a Neighborhood Greenway route; traffic signal replacement at S. College Avenue; and other features as necessary. The Project would coordinate closely with redevelopment efforts for the adjacent [hospital](#) site and design work may include evaluation of utility infrastructure to support the redevelopment. This Project is expected to require some right of way acquisition.

Funding Source and Associated Requirements:

This Project is identified for federal funding through the Bloomington/Monroe County Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) with an anticipated letting date of October 13, 2022. All standard requirements for federally funded projects apply.

Work Tasks:

Work tasks may include, but are not limited to, the following items: field assessments; data collection; surveying; environmental; public involvement; permitting; stormwater design; landscape design; utility coordination; preparation of designs, plans, and specifications; maintenance of traffic plans; estimates of probable cost; right of way engineering; appraisal; acquisition services; bid document preparation and bid support; and engineering support during construction.

RFI 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 no later than August 4, 2020, at 5:00 PM local time. File size may not exceed 10 MB. Submissions are strictly limited to a maximum of 9 total pages (total includes the submittal form). Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted. Submissions must be emailed to Neil Kopper at koppern@bloomington.in.gov.

Order	Proposal Content
1	Submittal Form
2	Introductory Information
3	Project Team and Qualifications
4	Relevant Project Experience
5	Project Approach

Content Details:

RFI responses should include all of the information required below.

1) Submittal Form

Complete and sign the Submittal Form provided at the end of 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 RFI response.

2) Introductory Information

- Name of the firm
- Contact information for the person authorized to serve as point of contact during the RFI evaluation process and to negotiate on behalf of the firm or team if selected for the Project
- Other general firm information as desired

3) Project Team and Qualifications

- Identification, qualifications, expertise, and availability of the Project manager and key staff proposed to be assigned to the Project
- Identification of proposed subconsultants for any tasks not to be completed by the prime consultant and the type and percentage of work each subconsultant will complete
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of the Project as well as quality control and schedule control
- Location of all Project team members and applicable licensure and certifications
- Knowledge of and experience with pertinent federal, state, and local laws, regulations, and policies
- Knowledge of and experience with AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance
- Disadvantaged Business Enterprise (DBE) or other relevant certifications

4) Relevant Project Experience

- Specific examples of projects that are relevant and similar to this Project (Provide a reference name and contact information for the clients of these projects.)
- Identification of which key personnel were responsible for the relevant tasks
- Experience with context sensitive design and public processes

5) Project Approach:

- Description of Project approach
- Detailed Project timeline (use an assumed NTP of October 5, 2020, and bid letting of October 13, 2022)
- Specific examples of potential challenges (related to design, schedule, or other) and strategies for successfully dealing with those challenges
- Description of cost containment practices, innovative ideas, or strategies to improve design services and Project implementation
- Other relevant information related to Project approach

SELECTION CRITERIA & EVALUATION

A selection committee will review and evaluate responses. The committee will use the attached RFI Evaluation Form to aid in determining which respondent is most qualified. The City reserves the right to reject all submittals and not select a consultant. The City reserves the right to choose a firm that, in the sole judgment of the City, is deemed to be the most qualified firm regardless of scoring.

ATTACHMENTS

- 1. RFI Evaluation Form**
- 2. Submittal Form**

RFI Evaluation Form:

Name of Individual/Firm: _____ Rater #: _____ Date: _____

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>	<u>Weight</u>	<u>Score</u>
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Project Manager Expected ability to successfully manage the project based on qualifications, experience, expertise, availability, etc. <i>Comments:</i>	_____	x	3	=
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Project Team Qualifications Expected ability to successfully complete project based on qualifications, experience, expertise, availability, etc. <i>Comments:</i>	_____	x	3	=
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Project Experience Evaluation of key staff members' direct experience with similar projects <i>Comments:</i>	_____	x	3	=
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Project Approach Project understanding; proposed approach; innovation that results in a superior final project <i>Comments:</i>	_____	x	6	=
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Project Timeline Pace of proposed timeline; understanding of and preparation for elements that may affect timeline <i>Comments:</i>	_____	x	3	=
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Other DBE, local firms, quality of submittal, or other factors not addressed through previous scoring criteria <i>Comments:</i>	_____	x	2	=
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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 Request for Information (RFI) submitted in response to the Request for Information (RFI) issued on July 6, 2020, is, in all respects, an accurate and true representation of the Firm’s experience and qualifications. The undersigned further acknowledges that the RFI submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges she/he reviewed and is familiar with the City of Bloomington RFI documents issued on July 6, 2020, and she/he acknowledges her/his responsibility for checking the City website for any addenda to this RFI.

If any omissions, erasures, and/or alterations (collectively “modifications”) are required to be made to the RFI Documents, the undersigned acknowledges that she/he has carefully examined the modifications to the RFI Documents submitted by the Firm and has approved all such modifications. If said modifications are handwritten, 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 Firm.

Firm Name: _____

Firm Representative Name: _____

Authorized Signature: _____

Title: _____

Date: _____ Telephone: _____

E-Mail Address: _____