



Engineering Department

Pre-Approved Consultant List for Engineering Services
Open Enrollment
REQUEST FOR QUALIFICATIONS

TERM:

April 15th, 2019 through March 31st, 2024

OPEN ENROLLMENT ISSUED:

February 1st, 2022

DEADLINE FOR PROPOSALS:

February 28th, 2022
5:00PM local time

ADDRESS ALL QUALIFICATION STATEMENTS TO:

Neil Kopper, PE
Senior Project Engineer
koppern@bloomington.in.gov

GENERAL INFORMATION AND SUMMARY

Organization Requesting Statements of Qualifications

City of Bloomington
Engineering Department
401 N. Morton St, Suite 130
Bloomington, Indiana 47404

Contact

Neil Kopper, PE
Senior Project Engineer
koppenn@bloomington.in.gov

Background

In February 2019, the City of Bloomington (the City) issued a Request for Qualifications (RFQ) in order to establish a pre-approved consultant services list for transportation infrastructure projects. That effort had an expected term of April 15th, 2019 through March 31st, 2022, with an explicit option that the City may reduce the term, extend the term, or hold an open enrollment for firms not on the current list. The City is now holding an open enrollment to provide an opportunity for additional firms to apply for the List and for Firms on the List to update their interests or qualifications. This RFQ also extends the term of the current pre-approved consultant list through March 31st, 2024. Firms that are currently on the List are not being removed during this open enrollment and are not required to reapply.

Summary of Request

The City is issuing an RFQ in order to update a pre-approved consultant services list (the List) for projects involving the planning, design, and operation of transportation infrastructure. The City seeks a statement of qualifications (SoQ) from firms interested in providing services on an as-needed basis. Firms that are currently on the List are not required to reapply.

Using this RFQ, the City intends to update the List of qualified firms that may be contacted for projects with or without a specific Request for Information (RFI) for a particular project. This RFQ is not intended to be an offer, order, or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. A contract would only be negotiated if the City selects a qualified firm to work on a particular project or group of projects.

Projects utilizing this List will be locally funded for preliminary engineering and design, but they may be federally funded for construction. Any projects which are federally funded for construction will require use of INDOT prequalified consultants. Projects which do not use federal funds will not require use of INDOT prequalified consultants.

The City makes no representations as to the actual amount of service, if any, to be obtained from any particular firm. The City also makes no representations as to the actual total number of projects, if any, for which the List will be utilized. The City intends to distribute work among the most qualified firms but reserves the right to select the firm that is deemed best qualified for a particular project or group of projects. Selection will be limited to firms that are available to perform the work and firms with whom the City can successfully negotiate a contract. The City reserves the right to select consultants from outside the List, with or without an RFI, and is likely to do so on particularly large projects.

Respondents deemed qualified would remain on the List from the date they are selected through March 31st, 2024, unless the City has reason to believe that the responses provided by a firm to this RFQ are no longer accurate or adequate. The City may add a future open enrollment opportunity for firms not on the List. The City also reserves the right to extend or reduce the currently listed term of the List.

Addendum No. 1 to the February 2019 RFQ issuance is attached to this document. This previous addendum provides answers to questions that were submitted in response to the original RFQ.

Communications and Project Management:

All communications from interested parties to the City during the RFQ submittal process shall be made electronically through email only. Should any interested party find discrepancies in, or omissions from, this RFQ, 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 5:00PM on February 21st, 2022.

Interpretation of this RFQ 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/pre-approved> no later than close of business on February 23rd, 2022. 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 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.

Interested parties may notify the City in writing of their intent to submit a response to this RFQ 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 RFQ must be submitted in PDF format no later than February 28th, 2022 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 RFQ may be rejected.

Joint partnerships or consultant teams submitting collaborative offers will not be considered responsive unless it is established that the contractual responsibility would rest with one individual, firm, or corporation. The City's desire is for the RFQ submittals to focus on the entity intending to contract directly with the City (i.e., subconsultants and other teaming arrangements are not necessary).

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:

Feb 1, 2022	RFQ Advertisement
Feb 21, 2022	Deadline for questions
Feb 23, 2022	Last day for addenda from the City
Feb 28, 2022 (5:00PM local time)	RFQ Response Deadline
Mar 1 – Mar 31, 2022*	Response Evaluation
Apr 1, 2022*	Respondents Notified of Results
Apr 1, 2022*	Additions to the List Become Effective Immediately Upon Notification
Mar 31, 2024	List Terminates

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

WORK DESCRIPTION:

Projects may be federally funded for construction but will be locally funded for preliminary engineering and design. Project types may include, but are not limited to, the following:

- Transportation planning
- New traffic signal or traffic signal modernization
- RRFB or PHB installation
- Traffic signal studies
- Traffic Calming
- Road safety audits and other safety analyses
- Traffic impact studies and corridor studies
- Striping and signage
- Sidewalks, accessible curb ramps, and crosswalk improvements
- Bicycle facilities
- Road reconstruction
- Other transportation engineering-related tasks

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

- Field assessments
- Data collection
- Traffic forecasting/simulation
- Surveying
- Concept development
- Public involvement
- Right-of-way engineering, appraisals, and land acquisition
- Permitting
- Preparation of designs, plans, and specifications
- Maintenance of traffic plans
- Stormwater design
- Estimates of probable cost
- Documentation and reports
- Utility coordination
- Environmental processes
- Engineering support during construction or implementation

RFQ SUBMITTAL REQUIREMENTS:

General Requirements:

Submissions must be prepared electronically using 8.5" x 11" paper format. Submissions must be compiled into a single file with a size not to exceed 10MB. Submissions are strictly limited to the number of pages described below.

Submissions will only be accepted in electronic PDF format and should be sent to koppern@bloomington.in.gov. Submissions received after 5:00 PM local time on February 28th, 2022 will not be considered. Paper submissions will not be considered.

The following table displays the order in which respondents should arrange content as well as the maximum overall number of pages allowed. An explanation for the content of each section is provided below the table. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted.

Respondents who are already on the List and wish to update contact info, availability, project interests, or other information are allowed to submit a significantly shorter response. These responses shall still include the Submittal Form, but may omit other required content.

Order	Proposal Content	Maximum Number of Pages
1	Submittal Form	1 page
2	Introductory Information	8 total pages
3	Firm Qualifications	
4	Key Personnel Qualifications	
5	Approach to Transportation Design	
6	Relevant Project Experience	
7	Other	

Content Details:

RFQ 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 RFQ response.

2) Introductory Information

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

3) **Firm Qualifications**

- Technical capabilities
- Strengths and typical project sizes and types
- INDOT prequalifications (please list all current prequalifications)
- Experience with local and federally funded projects

4) **Key Personnel Qualifications**

- Identification and qualifications of employees proposed to be assigned to projects
- Description of the primary areas of expertise for these employees
- Location of these employees
- Knowledge of and experience with AASHTO, NACTO, MUTCD, PROWAG, and other relevant design guidance
- Licensure and certifications
- Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during the course of a project, as well as quality control and schedule control

5) **Approach to Transportation Design**

- Typical project approach within an urban environment
- Use of design exceptions
- Alternatives analyses

6) **Relevant Project Experience**

- Specific examples of projects that are relevant and similar to the example project types previously listed (provide a reference name and contact information for the clients of these projects)
- Identification of which key personnel were responsible for the relevant tasks
- Identification of design guidelines utilized
- Project experience with locally and federally funded projects
- Experience with context sensitive design
- Experience with public processes

7) **Other** (optional)

This section may be used for any information not covered in previous sections that the responder feels is relevant and worthwhile to include. Inclusion of this information is optional. Potential relevant information could include the following list of items.

- Disadvantaged business enterprise (DBE) qualified
- Interest in particular project types

SELECTION CRITERIA & EVALUATION

A selection committee will review and evaluate responses based on the desired qualifications described in this RFQ. The committee will use the attached RFQ Evaluation Form to aid in determining which respondents are most qualified. The City intends to use the scores to select multiple firms. Respondents with the highest scores may be given preferential treatment for project selection. On any project or group of projects, 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. RFQ Evaluation Form**
- 2. Submittal Form**
- 3. 2019 Pre-Approved Consultant List RFQ Addendum No. 1**

RFQ Evaluation Form:

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

<u>Criteria</u>	<u>Rating (0.0-5.0)</u>		<u>Weight</u>	<u>Score</u>
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Firm Qualifications <i>Comments:</i>	_____	x	3	=
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Key Personnel Qualifications <i>Comments:</i>	_____	x	4	=
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Location of Key Personnel <i>Comments:</i>	_____	x	2	=
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Approach to Transportation Design <i>Comments:</i>	_____	x	4	=
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Project Experience <i>Comments:</i>	_____	x	5	=
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Overall Quality and Clarity of Submittal <i>Comments:</i>	_____	x	1	=
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DBE and Other <i>Comments:</i>	_____	x	1	=
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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 2.5 = Average 0.0 = Poor

Submittal Form

The undersigned declares that the Statement of Qualifications (SoQ) submitted in response to the Pre-Approved Consultant List - Engineering Services Request for Qualifications (RFQ) issued on February 1st, 2022 is, in all respects, an accurate and true representation of the Firm's Experience and Qualifications. The undersigned further acknowledges that the SoQ submitted is absent any collusion with an employee/official of the City of Bloomington. The undersigned acknowledges she/he/they reviewed and is familiar with the City of Bloomington RFQ documents issued on February 1st, 2022, and she/he/they acknowledges her/his/their responsibility for checking the City website for any addenda to this RFQ.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the SoQ Documents, the undersigned acknowledges that she/he has carefully examined the modifications to the SoQ 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: _____

ADDENDUM NO. 1
TO THE
REQUEST FOR QUALIFICATIONS
FOR THE
CITY OF BLOOMINGTON PRE-APPROVED CONSULTANT LIST

Issued From: The City of Bloomington
Planning and Transportation Department

Issue Date: March 1st, 2019

Response Deadline: March 25th, 2019 at 5:00PM local time

This Addendum No. 1 shall supplement, amend and become a part of the Request for Qualifications (RFQ) for the City of Bloomington Pre-Approved Consultant List. All Statements of Qualifications shall be based on these modifications to the original document.

Item No. 1: Questions and Answers

(Q) The description appears to be primarily engineering. Will you be pre-qualifying Landscape Architects as part of this RFQ?

(A) The City intends to primarily use this List for civil engineering services, and those services will require work by a licensed engineer. Any firm with capabilities to perform the services described in the RFQ is encouraged to submit a response. Landscape Architect firms will not be pre-approved separately from other firms, but they may apply if they have the necessary capabilities. Projects that are expected to more heavily involve landscape architecture, as opposed to civil engineering, would likely not utilize this List for consultant selection.

(Q) INDOT recently added some new pre-qualification categories and we're in the process of getting approved for a number of the new categories but may not have them by the end of March. Do you want to know about any pre-qualifications that are "in process" with INDOT or would you rather we list only those pre-qualifications we already have?

(A) Firms are allowed, but not required, to list pre-qualifications for which they are in the process of seeking approvals from INDOT. Any pre-qualifications which are not finalized must be clearly indicated as such.

(Q) Item #7 states that we can use that section to show our interest in particular project types. If we were going to be interested in particular project types, could we tailor our overall response to the RFQ to showcase those aspects of our firm? I wanted to make sure that we would be scored on those elements instead of being docked for not responding with qualifications/credentials for all the project types.

(A) Firms are highly encouraged to explicitly state particular services for which they feel extremely qualified. Section 7 is the most obvious location for this information, but tailoring the rest of the proposal toward those services is also acceptable. The City recommends that firms respond to their qualifications for all work categories, even if that response is brief, before focusing on and expressing interest in a particular work type.

(Q) On the Evaluation Form, for Item #7 it has a weighting of 1. Is the intent to give points for firms that are a DBE or is there another metric that will be used here since you are also asking for us to respond to other elements under Item 7 other than if we are a DBE?

(A) The City's intent is that DBE will result in a higher score for the evaluation criteria "DBE and Other." However, raters may also choose to utilize the "DBE and Other" criteria for other aspects of a submittal that have not already been covered by a previous evaluation criterion. The content section "Other" is not exclusively linked to the evaluation criteria "DBE and Other." Some information provided in content section "Other" may affect scores from multiple evaluation criteria.

(Q) The City has requested that submittals be made as a PDF. We are contemplating whether to prepare our proposal in portrait or landscape format. Often times if these are going to be reviewed on your computer landscape format shows much better than portrait. Or if you will be printing and reviewing in that manner sometimes clients want to have documents in portrait format. Our question is there a specific format in which you would like to see these submitted?

(A) Both portrait and landscape formats are acceptable. Some raters may view the submissions electronically, but it is likely that one copy of all submissions will be printed for raters' use.

CERTIFIED BY:



3/1/2019

Neil Kopper, PE
Interim Transportation and Traffic Engineer
City of Bloomington, IN