

Posting Date: July 24, 2020

REQUEST FOR PROPOSALS NOTIFICATION

Project: CR4 from CR17 to CR19

Response due date and time: August 14, 2020 at 11:00 AM

This Request for Proposals 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. 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: Katie Niblock, Project Engineer
Elkhart County Highway Department
610 Steury Ave
Goshen, IN 46528
574-534-9394
kniblock@elkcohw.org

Submittal Requirements:

1. Letter of Interest – Four Copies (required content, format and instructions follow)
2. Compensation Proposal – One copy in separate sealed envelope

Submit to: Katie Niblock, Project Engineer
Elkhart County Highway Department
610 Steury Ave
Goshen, IN 46528
574-534-9394
kniblock@elkcohw.org

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. Final selection ranking will be determined by the highest score being the top ranked firm.

Proposals will be reviewed and scored by a selection committee, with a consultant's final score being the average of each individual reviewer's score for that firm, except for the compensation component.

Following evaluation of the Letters of Interest, the selection committee will open and evaluate the compensation packages as outlined below. The committee will then recommend to either select a consultant based solely on the received proposals or to interview the highest-rated consultants. If the selection is made based solely on the proposals, the County will send an email to all firms submitting a proposal informing them of the County's selection. If the County intends to hold interviews, the consultants to be interviewed will be contacted to schedule an interview. Following the interview and consultant selection, the County will initiate contractual negotiations with the highest-rated consultant based upon the compensation package included with the proposal. An email will be sent to all firms submitting a proposal informing them of the County's selection. The interview will further evaluate the consultant in the following categories:

- (1) Project Manager/Key Personnel
- (2) Overall Qualification of Firm/Team
- (3) Project Approach

The point values or ratings for these categories are subject to change based upon the interview. The individual scores each reviewer assigns each proposal will not be released. The aggregate score of all reviewers for each firm's proposal may be released to that firm on request.

Following selection of the highest rated Consultant, the County will negotiate contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the Board of County Commissioners. Contract award will be made to the Consultant whose proposal best complies with the RFP and will be the most advantageous to the County. The County, because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal.

The RFP and the accepted Consultant's proposal will become part of the contract. In the event of any conflict between the RFP and the proposal, the RFP will govern. The Consultant is expected to enter into a contract with the County. The County's standard consulting agreement will be used for these services. A copy of this agreement can be provided upon request.

The letter of interest shall be signed by a person authorized to submit and sign a proposal and include the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time may be rejected from the selection process. The County reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal (RFP) or otherwise provide additional information, an addendum will be issued by the County and posted on the Highway Department website.

The County will not be liable for any costs incurred by the respondents in replying to this RFP. The County is not liable for any costs for work or services performed by the selected consultant prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed above. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY COUNTY EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda.

PROPOSAL EVALUATION CRITERIA

The following information must be included in each proposal and will form the basis of the evaluation. The point number is the weight of each criterion. Interviews may be conducted to obtain additional information regarding the proposal.

Reviewers may assign points for each category anywhere from zero to the maximum allowed in that category.

Project Manager, Key Personnel – 30 Points

1. **10 Pts:** Provide the name and qualifications of the Project Manager (PM) to be assigned to this project. Include the following:
 - Educational background: Universities attended, dates attended, and degree(s) earned.
 - Professional registration(s).
 - Similar project experience as an engineer: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.
 - Similar project experience as project manager: include project description, duties, project construction cost, date or anticipated date of completion, and client name. Denote which projects were with current firm.

For any projects listed include the name and phone number of the owner's representative in charge of the project.

2. **10 Pts:** Provide the identity and qualifications of Key Personnel to work on this project, including the adequacy and appropriateness of their credentials and capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience to this project.

3. **10 Pts:** Identify proposed sub-consultants, listing the name of the firm, names of key personnel, and scope of proposed services on this project.

Project approach – 30 points

- 1) A statement of project understanding. This is the consultant's opportunity to demonstrate their level of understanding of the project and the underlying goals. Creative approaches to achieve the County's goals or proposals that demonstrate superior engineering or potential cost savings to the County receive higher scores.
- 2) Project Timeline. Include a Gantt chart showing major design phases and milestones with proposed dates, including adequate County review periods at appropriate points, public meetings, permit applications and receipt, and ready for letting dates. The selected consultant will be expected to adhere to their proposed schedule. Any departures from the Anticipated Timeline listed above should be noted and explained. A schedule indicating a completion date earlier than that on the Anticipated Timeline will receive favorable consideration.
- 3) A proposed level of effort document which includes:
 - a) A listing of all major tasks. These tasks should also appear in the proposed Project Timeline.
 - b) A detailed inventory of all proposed project personnel by task.
 - c) Proposed hours for all project personnel by task.
 - d) List and describe all assumptions used in developing the level of effort document.

The County will closely scrutinize the proposed level of effort portion of the proposal. It is crucial that consultants submit proposals that contain ample time and effort to perform adequate design as defined under this RFP. If, in review of the proposed level of effort, the County believes the consultants have not submitted adequate time and effort, consultants will be significantly penalized in terms of points received.

Overall Qualifications of Firm/Team – 15 Points

Provide a brief description of the overall qualifications of your firm/team.

Provide examples (not more than three) of similar projects completed by your firm within the last five years. The examples should include the nature of the project, your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was completed.

Previous Experience with the County – 20 Points

Firms that have worked with Elkhart County in the past will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, (3) Performance Against Budget, and (4) Project Coordination, based on experience with previous projects. A maximum of five points will be awarded to firms based on each of these areas. If a firm has no previous experience with the County, they shall be awarded 10 points. Firms with previous experience should provide a list of the Elkhart County projects they have worked on including dates of completion for each project.

Compensation Requirements – 20 Points

Present a **separate sealed package** with the proposal that is plainly marked, "Compensation Proposal." The Compensation Proposal shall include all items required to complete the proposed scope of services, including sub-consultant items. All incidental costs such as mileage and reproduction, subcontractor fees, permit fees, etc. shall be included in the lump sum fee included in the submitted Compensation Proposal. Points will be awarded based on a ranking of the compensation requirements with the lowest fee proposal receiving 20 points, and the highest fee receiving 0. Firms between these limits will receive points proportional to their fee as compared to the total range of fees received.

Boundaries of the topographic survey required are the decision of the selected consultant. Aerial survey for topography is not permitted.

A geotechnical report will be required, in conformance with INDOT standards for frequency and types of tests completed.

Fees for right-of-way items, are to be on a per parcel basis. The actual number of parcels required is subject to change based on the final design. Title report fees are to be included in the plat and legal item. All appraisal and buying will be completed by Elkhart County. No fees should be associated with these items. All right-of-way documentation shall be per INDOT standards.

Compensation package should include Bid Phase services.

Billing is expected to be on a monthly basis, based on percentage of task completed or number of parcels completed.

GENERAL FORMAT

All proposals shall contain concise written material and illustrations. Legibility, clarity, and completeness are essential. All submittals must use 8-1/2" by 11" paper, but may be supplemented with 11" by 17" illustrations. All submittals must have the following sections:

- Project Manager/Key Personnel, (6 page maximum)
- Project Approach (5 page maximum)
- Overall Qualifications of Firm/Team (5 page maximum)
- Previous Experience with the County (1 page maximum)

And in a second, sealed package:

- Compensation Proposal

PROJECT DESCRIPTION

CR4 from CR17 to CR19

Elkhart County Highway and the Elkhart County Redevelopment Commission seek an engineering firm to design an extension of CR4 from CR17 to CR19, along a new alignment. A conceptual design based on a preferred alignment is attached. Improvements to CR19, as well as intersection improvements to CR6/CR19 are anticipated as part of this project.

The design shall be in accordance with the most recent version of the AASHTO Policy on Geometric Design of Highways and Streets, Indiana Design Manual, Indiana Manual on Uniform Traffic Control Devices, AASHTO Guide for the Planning, Design and Operation of Pedestrian Facilities, AASHTO Guide for the Development of Bicycle Facilities, Americans with Disability Act (ADA) requirements, and Elkhart County Street and Signal Standards.

This project is locally funded and plans and specifications are to match Elkhart County Highway Department standards. The project will be bid locally, as a County Highway Department project.

Expected Schedule:

August 14, 2020	Letters of Interest and Compensation Proposals Due
August 24, 2020	Consultant Selection Complete
August 31, 2020	Consultant Services Agreement Signed, NTP
December 10, 2021	Bid packages ready for bidders
February 7, 2022	Bid opening
October 31, 2022	Construction Complete

Deliverables:

Elkhart County expects the selected consultant to perform all tasks (or in conjunction with subcontractors) needed to complete the design of this project and prepare complete bid documents. This shall include any and all tasks, incidental work, etc., needed to achieve this goal. It is the consultant's responsibility to identify all tasks needed (whether mentioned in this description or not), and include them in their level of effort and compensation proposal submitted with the Letter of Interest.

The County expects submittals, with review periods, at the following points: Engineering study and cost estimate (design options analysis), Grade Review, Preliminary Field Check, Public Information Meeting, Final Field Check, and Final Plans.

The following shall be included, as a minimum, as part of the design services: topographic survey, recorded location control route survey, geotechnical report, road design, utility coordination, drainage design, pavement design, Rule 5 permit and erosion control plans, one public information meeting, one pre-bid meeting, bid phase services, shop drawing review,

topographic survey, recorded location control route survey, geotechnical report, right-of-way plans, plats and legals, parcel staking, and title work. Plans and other deliverables, except meeting presentation items, can be delivered as pdf documents via email. The CAD survey, design and sheet files shall also be transmitted to the Highway Department at the end of the project in AutoCad format.