



Posting Date: April 21, 2022

REQUEST FOR PROPOSALS NOTIFICATION

Project: County Road 19 Embankment Stabilization Study

Response due date and time: May 25, 2022, at 3:00 PM

This Request for Proposals is an official notification of needed professional engineering services. The RFP requests qualified engineering firms to provide a Letter of Interest (LOI). Submittal does not guarantee the firm will be contracted to perform any services but only serves as notice of consideration of the firm.

Contact for Questions: Tom Rushlow, Project Engineer
Elkhart County Highway Department
610 Steury Ave
Goshen, IN 46528
574-534-9394
trushlow@elkcohw.org

Submittal Requirements:

1. Letter of Interest – One PDF Copy (required content, format, and instructions follow)

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

Selection Procedures:

Consultants will be selected for work further described herein, based on the Letter of Interest (LOI) evaluation. The top-ranked firm will have the highest score in the final selection ranking.

A selection committee will review and score proposals, with a consultant's final score being the average of each reviewer's score for that firm.

The committee will then recommend selecting a consultant based on the received proposals or interviewing the highest-ranked consultants.

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 on the interview. The County will not release the individual scores each reviewer assigns each proposal. The County will release the aggregate score of all reviewers for each firm's proposal upon request. The County will email all firms submitting a proposal informing them of the County's selection.

Following the selection of the highest-ranked Consultant, the County will negotiate contractual terms, level of effort, and scope of services. Upon successful negotiations, an award recommendation will be made to the Board of County Commissioners.

The County will use its standard consulting agreement for these services.

The person signing the Letter of Interest shall include their title, telephone number, and email address.

Proposals received after the designated time may be rejected from the selection process. The County reserves the right to accept or reject any proposal and 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 responsible for any charges for work or services performed by the selected Consultant before receiving 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.

The County may decide to proceed with the selected Consultant into the project's design phase after choosing an alternative. This will be dependent on available funding, the Consultant's performance during the study phase, and contract negotiations for the design phase.

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. The County may conduct interviews to obtain additional information regarding the proposal.

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

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 the project description, duties, project construction cost, date or anticipated completion date, and client name. Denote which projects were with the current firm.
 - Similar project experience as a project manager: include the project description, duties, project construction cost, date or anticipated completion date, and client name. Denote which projects were with the 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 firm's name, 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 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 the Consultant’s proposed schedule. Any departures from the Expected Schedule listed below should be noted and explained.
- 3) A proposed level of effort that includes:
 - a) Provide a listing of all the major tasks associated with the study. These tasks should also appear in the proposed Project Timeline.
 - b) List and describe all assumptions used in developing the level of effort document.

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 these areas. If a firm has no previous experience with the County, it shall be awarded 10 points. Firms with previous experience should list the Elkhart County projects they have worked on, including completion dates for each project.

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)

PROJECT DESCRIPTION

CR 19 Embankment Stabilization Study

Elkhart County Highway seeks an engineering firm to evaluate the causes of pavement settlement on CR 19 and develop alternatives with cost estimates for correcting the problems. The location of the problem area is on the south side of CR 19, where the pavement is adjacent to the Elkhart River, beginning about 2,100' west of CR 21 and extending about 500' to the west. The Consultant may determine that stabilization measures have to extend beyond these limits.

There are three problem areas within these limits that the Highway Department has identified. The attached aerial and four photos illustrate the problem areas.

The Highway Department repaired these three problem areas in 2020. These repairs included:

1. Area #1 – We removed the large sycamore tree and two smaller trees on the embankment and leveled the sinking pavement area. We left the tree stumps in place.
2. Area #2 – We raised the low shoulder area with #2 stone.
3. Area #3 – We leveled the sinking pavement area.

The resident at 20376 CR 19, Doug Hanna, stated that a large amount of broken concrete pavement was disposed of on the river embankment in this area many years ago. The County does not have a record of this activity. There are scattered pieces of concrete on the embankment within the project limits.

The County requests the Consultant to include, at a minimum, the following items in their scope of work:

1. Relocating the existing road as one of the study alternatives.
2. Stabilizing the existing river embankment where needed.
3. Summarize the environmental and permitting considerations associated with each alternative.
4. Providing a project cost estimate for each alternative.
5. Advise on funding availability from the Indiana Department of Natural Resources or other sources for the design and construction phases of the project.

This project is locally funded.

Expected Schedule:

May 25, 2022	Letters of Interest Due
June 24, 2022	Consultant Selection Complete
July 11, 2022	Consultant Services Agreement Signed, NTP
November 11, 2022	Draft Report Due to County
November 23, 2022	County Comments Due to Consultant
December 23, 2022	Final Report Due to County

Deliverables:

Elkhart County expects the selected Consultant to perform all tasks (or in conjunction with subcontractors) needed to complete the study and prepare a report of their investigation and findings.

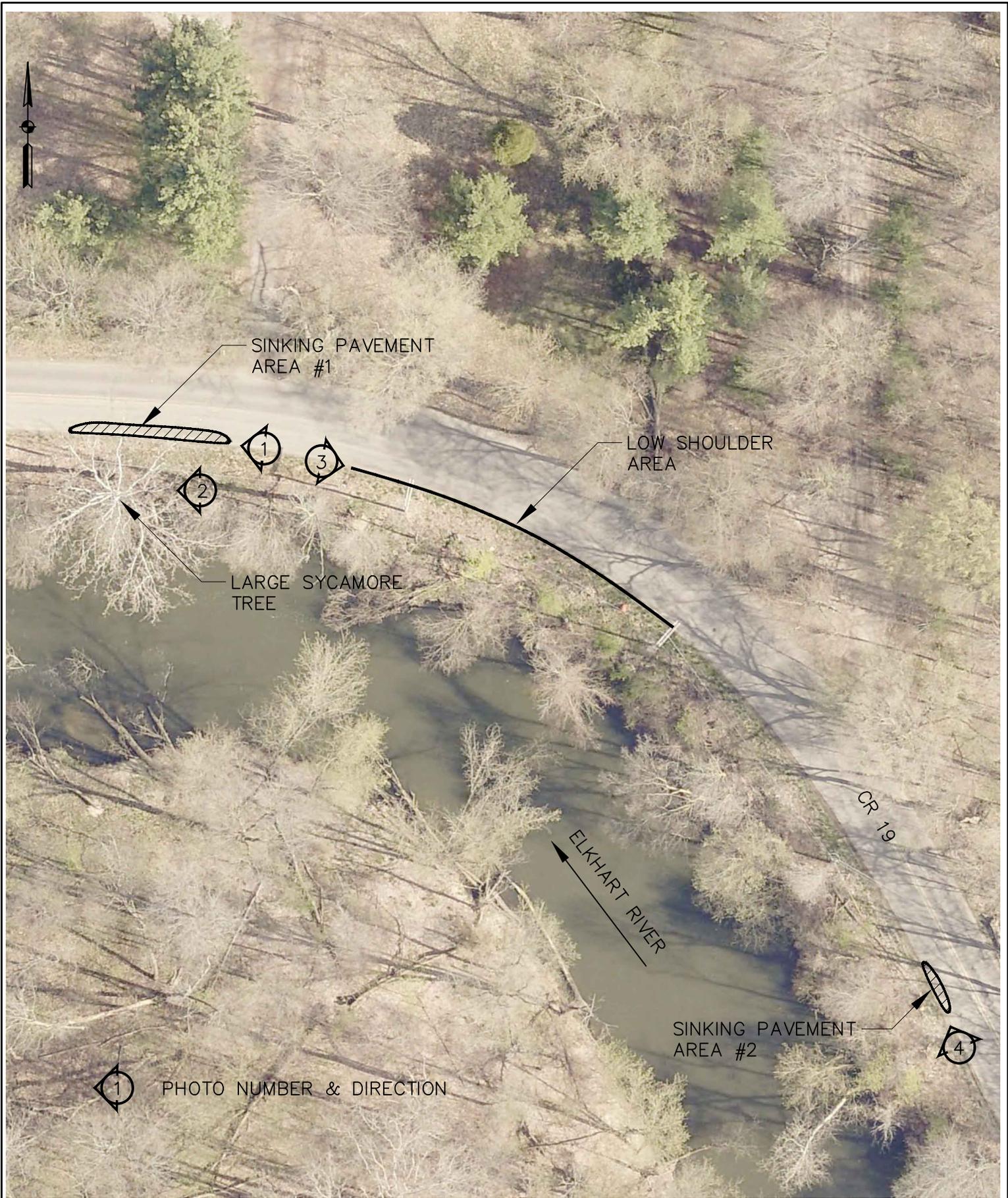


PHOTO NUMBER & DIRECTION

Elkhart County
 HIGHWAY DIVISION
 ENGINEERING SECTION

610 STEURY AVE, GOSHEN, IN 46528
 PH: 574-534-9394
 FAX: 574-533-7103
 WWW.ELKCOHWY.ORG

CR 19 RIVERBANK STABILIZATION

AERIAL

DESIGNED: ####	DRAWN: tnr
CHECKED: ####	CHECKED: ####
HORIZONTAL SCALE 1" = 40'	SHEETS 1 OF 1
VERTICAL SCALE AS NOTED	PROJECT CR 19 RIVERBANK STABILIZATION



LARGE SYCAMORE TREE

SINKING PAVEMENT AREA

Elkhart County
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CR 19 RIVERBANK STABILIZATION

PHOTO 1 - SINKING PAVEMENT AREA #1

DESIGNED: <u> ### </u>	DRAWN: <u> tmr </u>
CHECKED: <u> ### </u>	CHECKED: <u> ### </u>
HORIZONTAL SCALE AS NOTED	SHEETS 1 OF 1
VERTICAL SCALE AS NOTED	PROJECT CR 19 RIVERBANK STABILIZATION



LARGE SYCAMORE TREE →

← NEAR VERTICAL EMBANKMENT

Elkhart County
**HIGHWAY DIVISION
 ENGINEERING SECTION**

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CR 19 RIVERBANK STABILIZATION

PHOTO 2 - VERTICAL EMBANKMENT

DESIGNED: <u> ### </u>	DRAWN: <u> tnr </u>
CHECKED: <u> ### </u>	CHECKED: <u> ### </u>
HORIZONTAL SCALE AS NOTED	SHEETS 1 OF 1
VERTICAL SCALE AS NOTED	PROJECT CR 19 RIVERBANK STABILIZATION



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CR 19 RIVERBANK STABILIZATION

PHOTO 3 - LOW SHOULDER AREA

DESIGNED: ####	DRAWN: tnr
CHECKED: ####	CHECKED: ####
HORIZONTAL SCALE AS NOTED	SHEETS 1 OF 1
VERTICAL SCALE AS NOTED	PROJECT CR 19 RIVERBANK STABILIZATION



SINKING PAVEMENT
AREA

Elkhart County
HIGHWAY DIVISION
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CR 19 RIVERBANK STABILIZATION

PHOTO 4 - SINKING PAVEMENT AREA #2

DESIGNED: #### DRAWN: tnr

CHECKED: #### CHECKED: ####

HORIZONTAL SCALE	SHEETS
AS NOTED	1 OF 1
VERTICAL SCALE	PROJECT
AS NOTED	CR 19 RIVERBANK STABILIZATION